

20 July 2020

At the conclusion of the Corporate, Finance, Properties and
Tenders Committee

Cultural and Community Committee

Agenda

1. **Disclosures of Interest**

Cultural and Creative Sub-Committee

2. **Post Exhibition - Archives Collection Management Policy**

Healthy Communities Sub-Committee

3. **Accommodation Grant Program – Annual Performance Review and Lease Renewals 2020**
4. **Community Services Grant - Glebe Youth Services 2021**

Disclaimer, Terms and Guidelines for Speakers at Council Committees

As part of our democratic process, the City invites members of the community to speak directly to Councillors during Committee meetings about items on the agenda.

Webcast

In accordance with the *City of Sydney Code of Meeting Practice*, Committee meetings are audio visually recorded and webcast live on the City of Sydney website at www.cityofsydney.nsw.gov.au.

Members of the public attending a council or committee meeting may have their image, voice and personal information (including name and address) recorded, publicly broadcast and archived for up to 12 months.

Consent

By attending a council or committee meeting, members of the public consent to this use of their image, voice and personal information.

Disclaimer

Statements made by individuals at a council or committee meeting, and which may be contained in a live stream or recording of the meeting are those of the individuals making them, and not of the City. To be clear, unless set out in a resolution of council, the City does not endorse or support such statements.

The City does not accept any liability for statements made or actions taken by individuals during a Council or Committee meeting that may be contrary to law, including discriminatory, defamatory or offensive comments. Such statements or actions are not protected by privilege and may be the subject of legal proceedings and potential liability, for which the City takes no responsibility.

Guidelines

To enable the Committee to hear a wide range of views and concerns within the limited time available, we encourage people interested in speaking at Committee to:

1. Register to speak by calling Secretariat on 9265 9310 or emailing secretariat@cityofsydney.nsw.gov.au before 10.00am on the day of the meeting.
2. Check the recommendation in the Committee report before speaking, as it may address your concerns so that you just need to indicate your support for the recommendation.
3. Note that there is a three minute time limit for each speaker (with a warning bell at two minutes) and prepare your presentation to cover your major points within that time.
4. Avoid repeating what previous speakers have said and focus on issues and information that the Committee may not already know.
5. If there is a large number of people interested in the same item as you, try to nominate three representatives to speak on your behalf and to indicate how many people they are representing.

Committee meetings can continue until very late, particularly when there is a long agenda and a large number of speakers. This impacts on speakers who have to wait until very late, as well as City staff and Councillors who are required to remain focused and alert until very late. At the start of each Committee meeting, the Committee Chair may reorder agenda items so that those items with speakers can be dealt with first.

Committee reports are available at www.cityofsydney.nsw.gov.au

Item 1.

Disclosures of Interest

Pursuant to the provisions of the City of Sydney Code of Meeting Practice and the City of Sydney Code of Conduct, Councillors are required to disclose pecuniary interests in any matter on the agenda for this meeting.

Councillors are also required to disclose any non-pecuniary interests in any matter on the agenda for this meeting.

This will include receipt of reportable political donations over the previous four years.

In both cases, the nature of the interest must be disclosed.

Item 2.

Post Exhibition - Archives Collection Management Policy

File No: X002609.002

Summary

This report seeks Council approval for the City of Sydney Archives Collection Management Policy.

The Archives Collection Management Policy details the City's commitment to maintaining its archives and provides a framework for the acquisition, arrangement and description, storage and management of archives in the City Archives and its use by staff and the public. It also outlines the criteria for collecting archives from the community to enhance the City's archival collection.

The City's Archives hold over 12,000 shelf metres of archives dating back to the establishment of Council in 1842. The collection contains a wide range of material including documents, photographs, building plans and maps. Over a million items have been catalogued to date with more than 450,000 available digitally. The Archives capture and document the business, social and community history of the City of Sydney and its communities. The Archives provide a valuable and popular resource to the community, with over 200,000 page views of the online catalogues in June 2020.

Approval was given by Council on 6 April 2020 to publicly exhibit the draft Archives Collection Management Policy, with documents being placed on public exhibition from 15 May to 12 June 2020.

Consultation included online engagement, a media release and direct email to 20 cultural and community groups. The opportunity to submit a response was also communicated on the Australian Society of Archivists (ASA) online forum and in the Professional Historians Association (PHA) newsletter early in the public exhibition period. Members of the public were able to comment through Sydney Your Say or directly to City staff.

During the exhibition period, five written and online submissions were received.

Submissions were complimentary and supportive, indicating the Policy is clear and comprehensive. One organisation indicated their satisfaction with the City's move to more online access.

Following analysis of the public exhibition consultation, minor amendments to the draft Policy were incorporated. Some comments were more procedural or not accepted. A summary of feedback and responses is available at Attachment B.

Recommendation

It is resolved that :

- (A) Council note the submissions and feedback received through the public exhibition process as shown at Attachment B to the subject report;
- (B) Council adopt the Archives Collection Management Policy, as amended, as shown at Attachment A to the subject report;
- (C) Council note that people and organisations who made submissions will be notified of the adoption of the Archives Collection Management Policy; and
- (D) authority be delegated to the Chief Executive Officer to make and approve minor housekeeping changes and editorial amendments to the adopted Archives Collection Management Policy, as may be required from time to time.

Attachments

Attachment A. Archives Collection Management Policy

Attachment B. Summary of Feedback and Responses

Background

1. Approval was given by Council on 6 April 2020 to publicly exhibit the City's first draft Archives Collection Management Policy.
2. The documents were on public exhibition from 15 May to 12 June 2020. Five written and online submissions were received during the exhibition period.
3. Submissions were complimentary, indicating the Policy was clear and well expressed. One organisation in particular indicated their satisfaction with the City's move to more online access.
4. Submissions have resulted in some minor adjustments to the Policy, shown in mark ups in Attachment A.
5. Some suggested amendments were not accepted as they related to procedural matters or were inaccurate. See Attachment B for details of feedback and responses.
6. The State Archives and Records Authority of NSW (SARA) provided several comments and suggested amendments. These resulted in some minor changes to the Policy. In the main, their recommendations related to the suggestion that the City should enter into a distributed management agreement for the records it holds that are required as State archives. This would result in the transfer of control of these archives to the State Archives. The City would retain custody. This has far reaching implications and therefore the City Archives needs to ensure any agreement will be cost effective, beneficial to the public and advantageous for the City. Discussions on this matter are likely to be lengthy and should not hold up the implementation of the Policy.

Strategic Alignment - Sustainable Sydney 2030

7. Sustainable Sydney 2030 is a vision for the sustainable development of the City to 2030 and beyond. It includes 10 strategic directions to guide the future of the City, as well as 10 targets against which to measure progress. This policy is aligned with the following strategic directions and objectives:
 - (a) Direction 7 - A Cultural and Creative City. Provision of greater access to the City's archives enables users to see, appreciate and share the diversity of community traditions, lifestyles and heritage.
 - (b) Direction 10 - Implementation through Effective Governance and Partnerships - Objective 10.5.2 - Action 2 of the City's Delivery Program 2017-21 states: Public access to information - Provide clear accurate and accessible information about our operations, policies, projects and programs to the community. The Policy sets out principles by which the City intends to achieve this objective.

Risks

8. The adoption, publication and application of the Policy will support transparency and consistency in the exercise of the City's archival and information access functions and will consequently reduce risks arising from the exercise of those functions. Access decisions expressed in this Policy state what has been existing practice for many years.

Social / Cultural / Community

9. Members of the community will be clearly informed regarding the purpose of the City Archives, what is involved in managing the collection, its collecting parameters and the reasons for releasing information to the public.

Budget Implications

10. The implementation of this Policy will not require any additional resources.

Relevant Legislation

11. State Records Act 1998 (NSW).
12. Privacy and Personal Information Protection Act 1998 (NSW).
13. Government Information (Public Access) Act 2009 (NSW).
14. Local Government Act 1993 (NSW).
15. Copyright Act 1968 (Cth).

Public Consultation

16. The Archives Collection Management Policy was placed on exhibition from 15 May to 12 June 2020. Submissions could be made in writing or via the City of Sydney website online form, telephone or email.
17. A link to the draft Archives Collection Management Policy on the Sydney Your Say website was distributed via direct email to 20 cultural and community groups. The opportunity to submit a response to the policy was also communicated on the Australian Society of Archivists (ASA) online forum and in the Professional Historians Association (PHA) newsletter early in the public exhibition period.
18. The City of Sydney advertised in the Sydney Morning Herald on Monday 18 May regarding the public exhibition of the draft policy.
19. During the consultation period, the Sydney Your Say website was visited 363 times (299 unique visits), and the public exhibition documents were downloaded 129 times.
20. Over the public exhibition period, the City received a total of five submissions. These submissions were from:
 - (a) Museums and Galleries of NSW
 - (b) Society of Mary - Marist Archives, New Zealand
 - (c) Glebe Society of NSW
 - (d) State Archives and Records Authority of NSW
 - (e) Society of Australian Genealogists.

21. As a result of the feedback received during the public exhibition period, minor changes and additions have been made to the draft Archives Collection Management Policy as marked in Attachment A.
22. Some feedback was not incorporated. A response will be communicated to those organisations. See Attachment B for a summary of feedback and responses.

SUSAN PETTIFER

Director, People, Performance and Technology

Janet Villata, City Archivist

Attachment A

Archives Collection Management Policy
--

Archives Collection Management Policy

Purpose

The Archives Collection Management Policy details the City of Sydney's ("City") commitment to maintaining its archives and provides a standard and accountable framework for the acquisition, arrangement and description, storage and management of archives in the City Archives ("Collection"), and its use by staff and the public.

Scope

This policy applies to:

- members of the public or organisations who offer archives to the City
- members of the public or staff using items from the Collection.

The City's Records Management Policy outlines the responsibilities of staff and contractors in creating records of the City's business, including those that will become part of the Collection.

Definitions

Term	Meaning
Archive	means a record that has been identified as having permanent value for retention as part of the Collection.
City archive	means a City of Sydney business record which is not designated as <i>being required as a State Archive</i> , but has been determined by the City Archivist to be a record of permanent value.
City of Sydney business record	means a record, in any format, created, maintained or received by the City in the course of its business operations. A small percentage will be determined to have permanent value and will form the core of the Collection <i>as State archives or City archives</i> .
Community archive (or "acquired archive")	means a record that has not originated from the City's business but has been acquired from a member of the public, a community group or an organisation operating within the City's local government area (or otherwise associated with the area) through purchase or donation and accepted into the Collection.
Deaccessioning	means the process by which items are permanently removed from the Collection.
Ephemera	means information originally designed to be useful for a short time e.g. pamphlets, posters, tickets, menus, postcards, badges, and stickers, a selection of which is retained as a <u>community archive</u> .
Record	means:

Term	Meaning
	<p>(a) information created, received, and maintained as evidence and information by the City in pursuance of its legal obligations or in the transaction of business (as defined in AS ISO 15489-2002 Records Management Part 1: General)</p> <p>(b) any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means (as defined in the State Records Act 1998 (NSW))</p> <p>(c) metadata (being descriptive information that gives a record context and meaning).</p> <p>A record includes, without limitation, <u>City of Sydney business records</u>.</p>
State archive	<p>means a record designated as <i>being required as</i> a State archive, under a relevant retention and disposal authority issued by the State Archives and Records Authority of NSW, due to its state or national significance.</p> <p>The criteria for determining what should be State archives in retention and disposal authorities can be found in the State Archives and Records Authority of NSW's <u>Building the Archives Policy</u>.</p>
Sydney Reference Collection	<p>means a collection of published material on the City's local government area and wider Sydney.</p>
Trigger	<p>means an event from which a date for transfer (or change in status) to archives is calculated, examples of which include: the date a key decision was made in the business process or the last significant action taken on a record.</p>

Policy Statement

Commitment to keeping the Archives in the City's control and custody

The City affirms the role of archives as articulated in the preamble to the Constitution of the International Council on Archives, which states:

"Archives constitute the memory of nations and societies, shape their identity and are a cornerstone of the information society. By providing evidence of activities and decisions they provide continuity to organizations and justification of their rights, as well as those of individuals and states. By guaranteeing citizens' right of access to official information and to knowledge of their history, archives are fundamental to democracy, accountability and good governance."

The City recognises its Collection is an important asset and has made a long-standing commitment to keep and maintain the Collection under our control and custody and to continually grow the Collection.

As part of this commitment, the Archives team:

- manages the Collection according to industry standards

- aims for openness and transparency with due consideration to privacy and confidentiality when making archives in the Collection available to the public
- employs professionally qualified staff and experienced archivists
- maintains a volunteer workforce supervised by archivists to catalogue and transcribe archives and conduct research
- ensures State archives are managed in line with the State Records Act 1998 (NSW) (“State Records Act”).

Framework for managing the Collection

The City Archives Collection

The City keeps and maintains the Collection, which comprises items under three broad categories:

- City of Sydney business records
- Community archives
- Sydney Reference Collection.

A digital-first approach

Where items have been created digitally, but exist in both physical and digital form, the Archives will take custody of the digital formats but will, in exceptional cases, take custody of the archive in both formats. Examples of such exceptions include when the physical version has a structural or aesthetic element that is not present in the digital version (as is the case for some publications).

When records are considered to be in the Collection

All records created or maintained by the City that are identified as having permanent value are considered to be in the Collection on the date that is 10 years after a designated trigger for that series of records takes place. Some records of high community interest and low risk, or which is already in the public domain, may become part of the Collection and available to the public before they are 10 years old.

For records to become part of the Collection there does not always have to be a physical transfer. For example, digital records can remain in the system they were *created in, and have a change in status only*.

Community archives (archives not originating from the City), are considered to be in the Collection from the date the City receives them.

Once an item has been identified as being in the Collection:

- it is protected and cannot be added to, amended, or destroyed
- if physical, it must be viewed in the Archives Search Room and it cannot be taken outside the Archives Search Room by staff or researchers (except for copying, **preservation** or storage purposes or as part of a loan agreement)
- it can be copied under the exemption in Part 3, Division 5 of the *Copyright Act 1968* (Cth).

City of Sydney business records with permanent value

The City uses legally-binding disposal authorities issued by the State Archives and Records Authority of NSW to determine retention periods for City of Sydney business records.

The main disposal authority the City uses is the *General Retention and Disposal Authority – Local Government Records* (being Part 2 of GA39).

City of Sydney business records that are of permanent value and are part of the Collection include:

- records designated as state archives
- records designated as city archives
- major publications produced by the City including those printed or released to the public digitally (e.g. via the City's websites).

Acquisition of community archives

Assessment of suitability

Items offered to the Archives are assessed against criteria and conditions for suitability to determine if they will be accepted into the Collection. The following factors are also considered in determining if the item is appropriate for the Collection or more suitable for collection by other institutions:

- provenance
- condition
- quality
- format
- nature or subject matter.

Transfer of ownership

The City's preferred approach for the acquisition of physical items into the Archives is by transfer of ownership. In circumstances where physical ownership cannot be transferred and the items provide exceptional historical value or insight for a subject not currently represented in the Collection, the Archives team may choose to copy some physical items and return the originals to the donor. These arrangements are to be detailed in a donor agreement between the City and the donor.

Purchase

On rare occasions where an item is of particularly high interest or value, the City Archivist may:

- authorise the purchase
- make recommendations to the Manager, Information Management or the Chief, Data and Information Management for the purchase of such item.

Actions taken in such transactions must be in line with the City Delegations Register and all acquisitions must be documented by way of a transfer agreement and follow the City's procurement practices and policies as well as the *Local Government Act 1993* (NSW).

What is collected from the public, community or other organisations

The criteria for acquiring physical and digital items for the Collection from the public, community or other organisations may include:

- items documenting and providing a unique insight into social, community, business, or personal activities that occur within the City's local government area
- items of significant historical, cultural, or public interest, with regard to any of the following criteria:
 - items resulting from activities within the City's local government area – primarily since the inception of City of Sydney Council and particularly if they record involvement with the City
 - items generally about the local government area but not directly involving the council
 - items referencing people of significance from the City's local government area
 - items of significance to the local area but which originate in neighbouring local government areas
 - items that enhance the scope and understanding of the Collection or have a significant relationship to other items in the Collection
- selected ephemera that provide an insight into the diverse and changing character of the City's local government area and the everyday concerns and conditions of the City's residents, businesses, and community groups.

Items collected may include documents, photographs, publications, and other material in physical or digital format.

What is not collected from public, community, or other organisations

The criteria for items (physical and digital) that are not considered for the Collection can include:

- items that are already represented in the Collection that are of a similar or better standard or quality
- copies of items where the donor is retaining the original – exceptions may be made by the City Archivist where an item of particular significance is not otherwise available
- items that already exist in other cultural collections or better meet their collecting scope of that collection
- artefacts or objects which may be more suitable for a museum collection
- published items such as newspapers, news clippings, or journals readily available elsewhere
- copies or collations of copies of items that exist in other collections
- items or collections that are available for purchase, with the exception of publications for the Sydney Reference Collection or material of particularly high interest or value
- items in poor physical condition or of low digital quality, such as low resolution images
- large collections where the quantity involved is not practical for the City Archives to manage indefinitely
- items in a format not suitable for long-term preservation

- items with a low level of data quality or accuracy
- unidentifiable photographs or close up photographs taken of people without consent obtained to use their image
- unsolicited donations that do not meet the Collection criteria – these may be returned to the donor or, if no contact information is provided, disposed of.

Exceptions

Exceptions may be considered by the City Archivist for items of particular significance despite a failure to meet the general criteria to be included in the Collection. Exceptions can include:

- digital photographs at low resolution where no other copy exists
- published items containing significant annotation relevant to the collection, or items such as newspaper clippings, etc. which reflect a particular topic related to the City
- non-archival items which may otherwise be of significance to the Sydney local government area (on some occasions these may be referred to other areas for assessment and possible collection, such as the Civic Collection)
- items of significance that may not otherwise be considered for collection but are at risk of loss
- artefacts and objects that are small and are closely associated with archives in the Collection.

Sydney Reference Collection – published works

The Archives team also collects published material such as books and journals relating to aspects of the local government area, which form part of the Sydney Reference Collection. The scope may more broadly relate to Sydney rather than just the City's local government area. Acquisition of items (physical or digital) may include:

- non-fiction works where the key subject matter is related to the City's local government area, or more broadly to Sydney
- publications from other organisations
- biographies of Sydney personalities
- periodicals relating to or originating in Sydney
- fictional works based mostly in Sydney
- fiction and non-fiction written or edited by a local resident of Sydney
- publications produced by local businesses.

Deaccessioning from the collection

Where items no longer fall within the collecting criteria outlined in this policy, they may be deaccessioned by the City Archivist.

Deaccessioning will only happen if items meet any of the following criteria:

- they are no longer required as State archives under a disposal authority
- they do not fall within the acquisition criteria of this policy

- they are in such poor condition that the allocation of resources for continuing storage and conservation is not warranted
- it is impractical to store them
- they duplicate another record in the Collection and are of lesser significance or in poorer condition than the other record
- they can be better managed by another organisation
- they are transferred to other responsible organisations when council boundaries change
- they are irreparably damaged, destroyed, lost, or stolen with no prospect of retrieval
- their ownership is disputed
- they are available in another format and can be authorised for destruction under the relevant retention and disposal authority. Methods for disposal of deaccessioned archives are determined by the City Archivist and may include, where relevant:
 - return to the donor
 - donation or transfer to another suitable collecting institution
 - destruction.

Provision of access to archives

Wherever possible the Archives team provides access to the Collection. Equitable access to information and historical resources can stimulate curiosity, encourage innovation and growth, accountability and good governance and allow communities to feel connected. It provides opportunities for discovery, knowledge and learning, and enables the celebration of identity and the diversity of our history and culture through citizens participating in research and historical cultural production.

Digital access

The City is committed to making its archival resources available via its website wherever possible to enhance public access. The Archives team actively pursues the digitisation of the archives to encourage self-service. Both descriptive information and digital images are made available in the archives catalogue.

Search room access

Access to view physical archives is provided through the Archives Search Room at Town Hall House. Access is by appointment only. All visitors to the Archives Search Room must agree to conditions of access and visitors may be asked to show photographic identification.

Access to original archives are restricted once digitised copies are available. Any exceptions must be approved by the City Archivist.

Access directions and restrictions

All records that originated from within the City that are in the Collection are covered by access directions under the Part 6 of the State Records Act.

Access directions under the State Records Act that close archives to public access do not prevent entitlements for access under the *Government Information (Public Access) Act 2009*

(NSW) or other legislation. Special access, such as access to personal information for research purposes, requires approval by the City Archivist.

Access restrictions as part of donor conditions may occasionally apply to archives that have been acquired from the public. Some restrictions (or the redaction of certain content) may also be applied to meet obligations under the *Privacy and Personal Information Protection Act* (NSW) or *Copyright Act 1968* (Cth) and other relevant legislation.

Copyright

The City Archives is committed to protecting copyright. Records originating from the City of Sydney are generally shared under a creative commons licence which allows use, free of charge, providing attribution is given to the City of Sydney Archives.

Community archives may have a range of copyright conditions. Copyright notices are provided on the website and in the Search Room. It is the user's responsibility to determine and abide by any copyright conditions.

The City Archives will modify or remove items from public view if copyright is inadvertently breached.

Promotion and display of the Collection

The Archives team promotes its existence and access to its Collection in many ways, including offering exhibitions, presentations and through social media. Presentations may be provided to community groups by arrangement if they are within the local government area and within normal business hours.

The Archives team welcomes visits by community groups by appointment.

Arrangement and description of archives

The arrangement and description of the Collection must conform to the Australian Series System for Archives Control and relevant standards and guidelines by the State Archives and Records Authority of NSW.

The Archives team maintains a system for controlling the Collection that conforms to relevant industry standards and legislative requirements to enable effective management, preservation and access of the archives.

Storage, conservation, and preservation of digital and physical archives

The storage of the Collection conforms to relevant standards issued by the State Archives and Records Authority of NSW, including the Standard on the physical storage of State records.

Some archives may be withheld from public access to ensure their safe custody and proper preservation. These archives are not open to public access under the State Records Act while the direction is in force (see s.59 of the Act). An archivist can restrict access due to conservation issues for individual records. The City Archivist has the authority to restrict access to an entire series of archives.

If archives are restricted due to conservation issues, the City Archivist may, in exceptional circumstances, approve a request from a member of the public willing to pay for conservation treatment. The City Archivist determines the appropriate level of conservation work required for the record to be safely viewed or copied.

Loan of archives to other organisations

The City Archivist has the authority to determine if it is suitable to loan items from the Collection to other approved organisations for exhibition or other purposes. Three months' notice must be provided for a loan and it must be to one venue only. Applicants for the loan of the original archives must enter into and meet all of the conditions and obligations set out in its archives loan agreement with the City.

Responsibilities

City staff and Councillors

Responsibilities for City staff and councillors for making and keeping records and acquiring, designing or reviewing business systems containing records are outlined in the City's Records Management Policy.

Archivists will:

- assist in the acquisition, design, and review of business systems when the systems may contain records required as state archives or city archives
- appraise City records, including those in decommissioned business systems so they can be either transitioned into the Collection or recommended for destruction (which is to be authorised by the City Archivist)
- describe and manage archives in accordance with relevant standards and legislative requirements, or supervising volunteers to do the same
- provide access to archives
- determine whether to accept small donations (less than one standard archive box)
- determine whether archives are closed to public access due to fragility.

City Archivist will:

- determine which records are of permanent value as city archives
- decide whether to accept larger donations (more than one standard archive box)
- decide whether to purchase items for the Collection within their financial delegation
- recommend purchase of items for the Collection over their financial delegation
- determine exceptions to the acquisition criteria for particular items or sub-collections
- authorise special access to items that is contrary to access directions, such as for academic research purposes
- close an entire series or group of archives to public access due to their fragile condition
- authorise the loan of archives to other organisations, such as for exhibition purposes
- authorise the disposal of the City of Sydney business records which are of temporary value
- authorise deaccessions that result in the removal and disposal of items from the Collection.

Note: The destruction of State records that are deaccessioned from the Collection will be undertaken in accordance with both this policy and the Records Management Policy and procedures.

Manager, Information Management and Chief, Data and Information Management will:

- approve the purchase of items for the Collection in line with the Delegations Register.

Consultation

Key stakeholders, including relevant managers and Customer Service, City Spaces, Culture and Creativity, Communications and Legal and Governance teams were consulted when developing this policy.

The policy was on public exhibition from Friday 15 May to 12 June 2020 through Sydney Have Your Say. Key industry and community stakeholders were contacted via email or through society newsletters and online forums.

References

Laws and Standards

- State Records Act 1998 (NSW)
- Privacy and Personal Information Protection Act 1998 (NSW)
- Government Information (Public Access) Act 2009 (NSW)
- Local Government Act 1993 (NSW)
- Copyright Act 1968 (Cth)

Policies and Procedures

- Records Management Policy
- Records Management Procedures
- Access to Information Policy
- Information Access Guidelines
- State Archives and Records Authority of NSW:
- Standard on Records Management
- Standard on the Physical Storage of State records
- Policy on Digital Records Preservation
- General Retention and Disposal Authority – Local Government Records
- History Policy
- Cultural Policy

Review period

This policy/procedure will be reviewed every 4 years.

Approval Status

Council approved this policy/procedure on [XXX].

Approval History

Stage	Date	Comment	TRIM Reference
Original Policy	[Date, month, year approved]	[To be Approved by Council]	<u>2020/261628</u>
Commence Review Date	(Date, month, year – should be 9 months prior to the end of the next review period)		
Approval Due Date	(Date, month, year of when the next review of the policy is due to be finalised/ approved)		

Ownership and approval

Responsibility	Role
Author	City Archivist
Owner	City Archivist
Endorser	City of Sydney Executive
Approver	City of Sydney Council

Attachment B

Summary of Feedback and Responses
--

The following comments or questions were received in the submission period. The City Archives will be in contact with those who made submissions requiring action or response.

Section of policy	Comment	Policy updated	Action or response
When records are considered to be in the collection	Add “preservation purposes” as an additional reason for why physical archives can be taken out of the Search Room. - Society of Mary - Marist Archives, New Zealand	Yes	The word preservation has been added.
Promotion and display of the collection	Indicate school groups are welcome by appointment. - Society of Mary - Marist Archives, New Zealand	No	School groups are included in the broader term ‘community groups’.
Definitions	Add “donation” to the definitions with some explanation of the roles of the donor and recipient. - Glebe Society of NSW	No	The concept of donation as one form of acquisition is covered in the body of the policy. Conditions of the acquisition and roles of each party can differ so they are established in the acquisition agreement rather than in the policy.
N/A	Add information about the citation of records. - Glebe Society of NSW	No	This policy is to describe the City of Sydney policy positions. Citation advice is provided on the website and catalogue.
N/A	Add information about copyright and what it means for reproduction and acknowledgement. - Glebe Society of NSW	Yes	A section on copyright has been added.

Section of policy	Comment	Policy updated	Action or response
Definitions and interpretation: City archive	Question: Is there a means to differentiate State archives from non-State archives within this collection? - State Archives and Records Authority of NSW	No	To date there has not been a means to define the difference. Now the City Archives has a new system, metadata is being added to distinguish State archives from City Archives. This is a work in progress to apply to the breadth of the collection. New material will be distinguished as it is received into the Archives.
Definitions and interpretation: City of Sydney business record	A proportion of the records defined as City of Sydney business records could also be determined as State archives and this could be mentioned explicitly in the definition. - State Archives and Records Authority of NSW	Yes	Additional wording has been added to the definition.
When records are considered to be in the collection	When considering a community donation it should be determined whether it is an estray (ie a record that has strayed from official custody). If so, there is a need for a collaborative approach with SARA. - State Archives and Records Authority of NSW	No	This is a procedural suggestion. If assistance is required to recover an estray the City will consult with the State Archives and Records Authority. Note: most estrays are received as donations back to the City Archives.
When records are considered to be in the collection	A community archive would be considered a State record once received into the Collection. This should be taken into consideration if the deaccession of the record is proposed. - State Archives and Records Authority of NSW	No	The City Archives disagrees with this conclusion. Community archives are explicitly excluded under Section 5 of the State Records Act and the Disposal Authority for Local Government Records (GA39).

Section of policy	Comment	Policy updated	Action or response
City of Sydney business records with permanent value	NSW State Archives would welcome the opportunity to discuss a distributed management agreement in accordance with the provisions of Part 4 of the State Records Act 1998. - State Archives and Records Authority of NSW	No	The City Archives will discuss the possibility of a distributed management agreement with SARA.
Transfer of ownership	Question: Could a determination also include whether or not the archive could be a State archive estray? - State Archives and Records Authority of NSW	No	This section refers to the transfer of ownership on acquisition of a community archive. An estray is not considered to be a community archive – it is a government record/archive that has gone out of custody. An estray is therefore considered a State record once it has been returned to City custody.
Deaccessioning from the collection	Question: Is it possible that the City of Sydney Archives holds State archives that were transferred after sentencing as State archives under superseded Disposal Recommendations or Authorities? Could the wording of this point be strengthened to limit the risk of deaccessioning after re-appraisal of transferred State archives from superseded disposal authorities? - State Archives and Records Authority of NSW	No	These archives have not been transferred to SARA's control or custody. SARA's own policy position is that when control and custody is transferred, it must be in accordance with a <i>current</i> authority.

Section of policy	Comment	Policy updated	Action or response
Arrangement and description of archives	Question: Could this statement be broadened to incorporate consultation and guidance from NSW State Archives especially for the arrangement and description of State archives? - State Archives and Records Authority of NSW	No	The City's data model is based on SARA's model. However, there is no obligation to incorporate consultation and guidance from NSW State Archives. This is only relevant if the City enters into a distributed management agreement.
Storage, conservation and preservation of digital and physical State archives	Question: Could this statement be broadened to incorporate consultation and guidance from NSW State Archives especially for the conservation and preservation of State archives? - State Archives and Records Authority of NSW	No	There is no current obligation to incorporate consultation and guidance from NSW State Archives. This is only relevant if the City enters into a distributed management agreement.
Note at the end of the City Archivist responsibilities	Any disposal of State records should be in compliance with an approved disposal authority. - State Archives and Records Authority of NSW	No	Already covered in the City's Records Management Policy and this policy.
General comment	Resources should be assigned to ensure that digitisation and long term digital storage and access of the works is maintained. – Society of Australian Genealogists	No	The City Archives has ongoing digitisation and storage programs.
General comment	Systematic backups and robust storage approaches are required to provide community confidence in the preservation of records. – Society of Australian Genealogists	No	The City Archives system has robust storage and backup facilities.

Section of policy	Comment	Policy updated	Action or response
Acquisition of community archives	Criteria for collection may be strengthened by an operational requirement requiring clear identification of items donated and their source of origin. It may also be useful to include the types of acceptable donor conditions for access permitted as part of a donor agreement. - Society of Australian Genealogists	No	The City Archives keeps clear documentation of donations and their source of origin. The donor agreement outlines acceptable donor conditions. As these vary, this information is in the donor agreement rather than the Policy.
Search Room access	The restriction of original archives once digital copies are available be rephrased to "Access to original archives will be permitted requiring special permission approved by the City Archivist once digital copies are available." - Society of Australian Genealogists	No	It is common practice in archives to restrict access to originals once digitised. This protects high use archives from regular handling, reduces retrieval costs and assists with ongoing preservation. The policy allows individual exceptions by approval of the City Archivist.

Item 3.

Accommodation Grant Program – Annual Performance Review and Lease Renewals 2020

Document to Follow

Item 4.**Community Services Grant - Glebe Youth Services 2021****File No: S116523****Summary**

Glebe Youth Service is a not-for-profit, non-government organisation that supports young people aged 12-24 who live, work, study or play in the Glebe area. Glebe Youth Service provides a range of services and programs, as well as opportunities to socialise and develop knowledge and skills.

Glebe Youth Service has been working with young people and families in the Glebe area for over 30 years. The organisation is governed by a volunteer management committee and is located in a building owned by the NSW Land and Housing Corporation in Glebe Point Road, Glebe.

The City has been providing funding to Glebe Youth Service to deliver the After Dark Program on a Friday and Saturday night in Glebe since 2006. The After Dark program addresses a gap in appropriate programming for young people in the Glebe area by engaging them and their families in fun, safe and age-appropriate activities. The program runs most Friday and Saturday nights at Glebe Youth Service and one Friday per month at Peter Forsythe Auditorium for a whole of community event.

Participation in the After Dark Program has increased slightly over the years it has been operating. Through ongoing consultation, the Glebe community has expressed their satisfaction with the program. Glebe Youth Service's positive working relationships with local young people, service providers and community members mean they are well placed to provide programming for young people in the area.

The current triennial grant agreement between the City and Glebe Youth Service ends on 31 December 2020. Glebe Youth Service has applied to the City for a further one-year grant to continue to deliver the After Dark Program, as well as provide follow up referrals, case management and support to young people and their families in Glebe.

Whilst continuing ongoing service delivery or funding core business is not generally supported by the City, it is recommended that a one-year grant is provided to enable Glebe Youth Service to continue to provide the After Dark program. During this one-year funding period, a thorough evaluation of the program will be undertaken to inform future funding requests. Glebe Youth Service has also been recommended for a Quick Response Grant to enable this review.

Recommendation

It is resolved that:

- (A) Council approve a grant of \$245,000 cash (excluding GST) and venue hire fee waiver to the value of \$1,728 (excluding GST) to Glebe Youth Service Incorporated for the 2021 After Dark Program; and
- (B) authority be delegated to the Chief Executive Officer to negotiate, execute and administer an agreement with Glebe Youth Service Incorporated.

Attachments

Nil.

Background

1. Glebe Youth Service is a not-for-profit non-government organisation that has been working with disadvantaged and vulnerable young people and families in the Glebe area for over 30 years. The service provides services and support to young people and their families living in Glebe, particularly those experiencing disadvantage and complex issues. The service has also more recently engaged young international students in the area.
2. Glebe Youth Service runs the After Dark program to engage local young people and their families in positive social activity as an alternative to anti-social or potentially criminal activity. The City has funded the program since 2006 when Glebe Youth Service and the City identified a lack of safe and positive activities for young people in the area. This is still the case, and After Dark continues to fill this gap in service delivery on a Friday and Saturday night.
3. Consultation for the 2019/20 Glebe safety audit conducted by the City included consultation with local residents, community groups, organisations, Police and business to identify priority safety issues in Glebe. Through this audit, a number of issues were raised in relation to the program, including anti-social behaviour among young people, violence between young people, community perceptions of young people, and incidences of anti-social behaviour and crime in locations including the area around Broadway Shopping Centre and the Peter Forsythe Auditorium.
4. Over 80 per cent of After Dark program participants surveyed in late 2019 said that they would be engaging in non-social activities if it weren't for their participation in the program. Community consultations conducted by Glebe Youth Service throughout the term of the last contract repeatedly highlighted the need for safe, supervised activities that promote positive socialisation for local at-risk young people, particularly those from Aboriginal and Torres Strait Islander backgrounds.
5. The After Dark program will:
 - (a) deliver a program of Friday and Saturday night activities and events for young people each week at Glebe Youth Services, with one night per month at Peter Forsythe Auditorium, that promote healthy living and social and cultural inclusion. The program will include sporting activities, skill-building activities (such as computer skills, cultural knowledge, and food preparation), artistic activities, and music. It will also run special event nights (in line with applicable Covid-19 public health requirements) for NAIDOC Week, Youth Week, as well as a community Christmas party;
 - (b) provide fresh meals at activities and events, to address food security and nutrition issues for young people and their families;
 - (c) use social activities to identify and connect with at-risk participants and link them to Glebe Youth Service and other community organisations such as job networks, housing services and Aboriginal and Torres Strait Islander specific organisations. Assistance will include case management and referrals for health, education, legal issues, housing and mental health needs;
 - (d) use Peter Forsythe Auditorium one Friday a month in an inclusive, intergenerational manner, to enable different groups, including international students, to interact and build community connection; and

- (e) encourage young people to be involved in and have ownership of program design by developing and implementing a youth feedback mechanism.
6. An evaluation of the After Dark program across 2018 to 2019 was conducted by Glebe Youth Service. The report found that between 2018 and 2019:
- (a) there were 9,815 attendances at the program;
 - (b) of the attendees, 75 per cent are Aboriginal or Torres Strait Islander peoples, with 80 per cent of participants living in the local government area;
 - (c) over 10,000 meals were served to program participants. It is noted that many attendees arrive hungry and eat more than one meal each evening; and
 - (d) of the participants surveyed, 90 per cent said the program helped them feel more connected to their community, while 78 per cent said the program gave them access to healthy food, and 80 per cent agreed the program gave them the opportunity to improve their physical health.
7. The City's current three-year grant agreement with Glebe Youth Service ends on 31 December 2020. Under this agreement, the City has provided Glebe Youth Service a total of \$694,368 (excluding GST) over the three years.
8. The City also provides value in kind for the use of Peter Forsyth Auditorium to the value of approximately \$5,000 per annum. It is noted that a smaller amount of value in kind is requested for this contract period, as the venue will be used for only one Friday night per month, rather than the previous four Fridays each month. The program will be run from Glebe Youth Service on the other occasions each month.
9. The City's funding to Glebe Youth Service enables them to:
- (a) employ a full-time Project Coordinator to oversee the After Dark Program;
 - (b) engage with local socially disadvantaged families who need referral or advice;
 - (c) provide local young people with a safe and engaging place to go in the evening;
 - (d) provide food education and nutrition programs to young people in Glebe, equipping them with important life skills; and
 - (e) engage with other Glebe-based service agencies to provide comprehensive case management for young people and families requiring more intensive support.
10. Glebe Youth Service has submitted a proposal for a 12-month grant from the City for 2021. The application has been assessed against the City's Community Services Grant Program. It was found to strongly align with key outcomes of the program, including ensuring strengthened social cohesion, sense of belonging and connection to place, and enabling increased engagement in healthy, active living (including mental health).

11. Further funding from the City will allow Glebe Youth Service to continue the program with some minor changes, which were developed in consultation with young people and with the wider community. These changes include improved individual support for at-risk youth, increased collaboration with other social services in Glebe, as well as Aboriginal and Torres Strait Islander organisations, and a more diverse range of cultural and artistic activities.
12. City staff will continue to work closely with Glebe Youth Service, through quarterly meetings and regular, ongoing communication, over the next 12 months to ensure good program governance, quality assurance and continuous improvement. City staff will also ensure the Service adheres to any Covid-19 regulations in place, complements other City funded programs in the area, and that it can be delivered within budget constraints.

Key Implications

Strategic Alignment - Sustainable Sydney 2030

13. Sustainable Sydney 2030 is a vision for the sustainable development of the City to 2030 and beyond. It includes 10 strategic directions to guide the future of the City, as well as 10 targets against which to measure progress. This grant is aligned with the following strategic directions and objectives:
 - (a) Direction 6 - Vibrant Local Communities and Economies - The After Dark program works towards creating a connected community. Community members of all ages and a range of service providers are involved in the planning, implementation and evaluation of the After Dark program. The program provides space for young people to make connections and increase their connection to the Glebe community.
14. The program also aligns with the following directions from the City's Social Sustainability Policy and Action Plan, A City for All:
 - (a) 1.13 enable community led solutions to social issues;
 - (b) 1.15 improve community health and wellbeing;
 - (c) 1.16 improve food security, and
 - (d) 2.1 improve social connectedness among diverse communities.

Social / Cultural / Community

15. Glebe Youth Service has a strong relationship with the Glebe community. The organisation also works closely with the City, NSW Police and a range of other government and non-government organisations to ensure there is a wholistic approach to service delivery in the area. This also enables Glebe Youth Service to be aware of any issues and respond accordingly.

16. The After Dark program strives to improve community connectedness amongst diverse communities. Whilst the After Dark program is targeted at young people aged 12-18, the Service takes a whole of community approach to service delivery. On a Friday evening, the After Dark program caters for the wider community, by allowing all to engage in activities and consume a meal. This approach ensures Glebe Youth Service has a connection to the young people and their families, as well as being able to link families with other appropriate service providers.
17. The majority of the participants that attend After Dark identify as being Aboriginal or Torres Strait Islander peoples. Glebe Youth Service has engaged with Aboriginal or Torres Strait Islander organisations regularly to deliver cultural activities during After Dark. In addition, Glebe Youth Service attempt to ensure at least half of the staff that work at After Dark identify as Aboriginal or Torres Strait Islander peoples. Whenever possible Aboriginal artists, musicians, performers and cultural educators are engaged to support the After Dark program.

Budget Implications

18. It is recommended that Council approve an additional 12 months of funding to Glebe Youth Services for the ongoing provision of the program as follows:

- (a) cash grant over 12 months which consists of the following:

	January to June 2021	July to December 2021
Staffing and Operational Costs	\$117,500	\$117,500
Program Evaluation	\$5,000	\$5,000
TOTAL:	\$122,500 (ex. GST)	\$122,500 (ex. GST)

and

- (b) value in-kind for venue hire of Peter Forsyth Auditorium for one Friday night per month for an all of community event as negotiated with Glebe Youth Service and the City, valued at \$1,728.
19. Provision has been made for this funding in the Grants and Sponsorship 2020/2021 Operating Budget and future year forward estimates.

Relevant Legislation

20. Section 356 of the Local Government Act 1993.

Critical Dates / Time Frames

21. The current funding the City provides Glebe Youth Service expires 31 December 2020. Beyond that period, without further funding they will be unable to continue the After Dark Program.

EMMA RIGNEY

Director City Life

Aliza Denenberg, Senior Social Programs Officer