Grants and Donations Policy

Contents

1. SCOPE

1.1 This Grants and Donations Policy applies to all grant-making activity made available by City of Parramatta Council, as per Section 356 of the Local Government Act and independent of the regular procurement of goods, works and services. Grants are designed to deliver social, economic, cultural, recreation and environmental benefits to local communities. This policy applies to all aspects of grant programs, including their design, application processes, decision making, agreement making, monitoring and support services.

1.2 This policy must be followed by all employees as well as all consultants and contractors engaged within any business units of the City.

2. PURPOSE

2.1 This policy establishes how the City of Parramatta's grants administration practices can support the implementation of the City's Community Strategic Plan and Operational Plan in an efficient, effective and ethical manner. The objective of this policy to ensure that the administration of grant programs follows best practice principles of grant-making as defined in the policy principles. This policy should be read with reference to other City of Parramatta policies related to community funding.

3. POLICY

3.1 Grant programs at the City of Parramatta are administered under the following principles[i]:

- **Robust planning and design** which underpins efficient, effective and ethical grants administration, including through the establishment of effective risk management processes.

GRANTS & DONATIONS		
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1. **Capacity building** which focuses on developing the skills, competence and confidence of local organisations and residents to achieve their aspirations and foster sustainability and independence from the City.
2. **Diversity, Access and Equity** expressed through the support of programs, projects and activities that represent a broad spectrum of local needs, cultures and interests.
3. **Outcomes orientation** in which grants administration focuses on maximizing the achievement of strategic directions and lasting outcomes rather than outputs.
4. **Proportionality** in which key program design features and related administrative processes are commensurate with the scale, nature, complexity and risks involved in the granting activity.
5. **Collaboration and partnership** in which effective consultation and a constructive and cooperative relationship between the City, grant recipients and other relevant stakeholders contributes to achieving more efficient, effective and equitable grants administration. This includes collaboration between different units of the City of Parramatta.
6. **Governance and accountability** in which a robust governance framework clearly defines the roles and responsibilities of all parties in the process and supports public accountability for decision making, grants administration and performance monitoring.
7. **Probity and transparency** in which grants administration reflects ethical behaviour, in line with Council's Statement of Business Ethics and Code of Conduct, and complies with public reporting requirements.
8. **Achieving value with public money** through careful consideration of costs, benefits, options and risks.

3.2   Council endorses the strategic objectives and priorities for grant programs. Each year, Council will define up to five major priorities to align its suite of grants and donations, sponsorships and social investment. In undertaking this process, Council officers will:

a. Conduct a regular review of the changes in community needs and/or demands from local communities across the City of Parramatta.
b. Ensure regular community engagement about what priorities for assistance should be.
c. Align and assess proposals against the vision and projected outcomes of the Community Strategic Plan.
d. Assess the local impacts of, and opportunities arising from, the provision of other community funding in the City by the Commonwealth and NSW Governments, the private sector and local communities themselves.
e. Build an evidence base through evaluating the effectiveness of services, projects and activities that have been funded or assisted by the City over time.

3.3   One of these five priorities may be dedicated to the International Years, Weeks or Days declared by UNESCO. This list of priorities may influence grant programs in that year, if consistent with the stated objectives of that grant program.

3.4   Council has decision making authority for approval of the granting of funds. Council can delegate this role to a designated senior manager in accordance with the delegations enabled by the Local Government Act (1993).

3.5   Each program sets out an application process to best achieve its objectives. These application processes can take the following forms:
    a. Open
    b. Invitation only, according to eligibility criteria
    c. Expression of Interest.

3.6   The assessment of grants is conducted by Council Officers or invited external experts, ranking applications against the objectives and criteria of each grant programs. Separation between the roles of assessor and approver is to be maintained. All individuals involved in assessment and decision making must meet the requirements of Council's Code of Conduct.

3.7   Consistent with Section 356 of the Local Government Act, all grant application rounds will be publically advertised, thoroughly promoted and listed on Council's website, detailing specific eligibility criteria. Council reserves the right to amend, suspend or alter a grant program at any time.

3.8   Council does not grant funds to applicants that fail to meet designated eligibility criteria. Grants must not be contributing to a fundraising objective of an applicant, but must be made to program or project costs that can be assessed for on value for money and effectiveness against other applications. Unsolicited requests for donations will be directed to the quarterly Small Grants Fund and must meet requirements for that program to be considered for funding. All recipients must enter into a funding agreement and meet all requirements of reporting and acquittal.

4.   PROCEDURE

Establishing a new program

4.1   Existing grant programs at the formulation of this policy are attached in Appendix 1. All new proposed grant programs should have a connection to existing objectives in the Community Strategic Plan and Operations Plan.

4.2   Guidelines for a grants program play a central role in the conduct of effective, efficient and accountable grants administration. Guidelines specific to each grant program should be established, and set out the program's objective and outcomes sought by the grant activity. Important factors in establishing grant guidelines include that:
    a. Clear and comprehensive published guidelines promote effective grants administration by encapsulating in one document all relevant information concerning the grant program. This facilitates potential applicants' understanding of the grant program, thereby encouraging high quality applications to be submitted in a timely fashion with all information required for the application to be fully assessed, whilst at the same time discouraging applications that are ineligible or of doubtful merit in relation to the objectives of the grant program.
    b. Informed and reasonable selection criteria will provide an effective link between the objectives of the grant program and the outcomes achieved through the grants awarded.

4.3   The following aspects of the guidelines must be approved by Council:
    a. Objectives

b. Specific eligibility criteria and assessment criteria for the program not already contained in this policy
c. Method for application, assessment pathway and decision making
d. The funding pool to be made available and funding limits.

4.4   Programs can be established via inclusion in an endorsed Operations Plan if sufficient information is provided to satisfy the requirements listed above.

4.5   The broader elements of grant administration that do not require Council endorsement are still important aspects of planning and should be designed to best achieve the objectives of the grant program and accessibility for the desired applicant pool. These elements include:
a. Design of application, assessment and acquittal forms
b. Outcome evaluation framework and process
c. Responsibility for administration
d. Communication and promotion strategies.

Amending an established program

4.6   All grant programs should be reviewed, using principles of continuous improvement, at least every Council term. Changes to the significant details of an established grants program, as listed in paragraph 4.3 above, should seek the endorsement of Council. Minor changes to other details of an established grants program may be made following a review event.

Consolidated grants administration

4.7   All grant programs will be administered through a consistent grants administration system. This system will represent best practice in grant administration, including online application systems and ease of use for applicants. At time of policy formulation, City of Parramatta uses the SmartyGrants online system, a product of the Australian Institute of Grants Management. The City maintains an annual subscription subject to the requirements of the City's Procurement Policy and regular continuous improvement reviews.

4.8   To ensure full transparency, all discussions, decisions and recommendations relating to all grant applications will be fully documented. The documented assessment and decision making process must be maintained consistently as part of the official record in accordance with the NSW State Records Act and be assessable as required under the Government Information (Public Access) Act (GIPA) 2009.

4.9   User access to the grants administration system should be limited according to the requirements of the officer's position and their role in the grant program. To limit the opportunity for fraud, the list of users with full administrator access is to be reviewed regularly.

Application and assessment pathways

Advertisement of available grant rounds

4.10   Consistent with Section 356 of the Local Government Act, all grant application rounds will be advertised broadly and thoroughly promoted. Additional targeted promotion can be developed to support the objectives of the specific grant program and to ensure information reaches key stakeholders.

4.11   All available grant programs for the City of Parramatta should be listed on Council's website with links to all relevant guidelines and application forms.

4.12 A public facing document with plain English requirements under this policy and grant programs should be produced and made available.

Tender process

4.13 All grant programs should comply with the requirements of Section 55 of the Local Government Act and a tender process should be followed rather than a grants program if the proposed program meets any of the criteria listed in the Act.

Open rounds

4.14 An open round is a public application process, promoted widely, where all eligible applicants are able to submit an application. Rounds can have a fixed closing date or be open year round. For those open year round, assessment can commence once the application has received or as a batch within a reasonable timeframe.

4.15 Objectives and priorities for funding should be made clear throughout the application and promotion cycle.

4.16 Received applications are then checked for eligibility and progressed to the nominated assessment panel. The assessment panel makes recommendations for funding to the decision maker(s) for that grant program. A decision is then made.

Invitation rounds

4.17 An invitation round is where eligibility criteria is such that a small and specific target group of potential applicants can be invited to apply. Notification of such a round should still be made on the City of Parramatta website or similar, with a clear indication of the specificity of the invitation.

4.18 Beyond the targeted invitation, all other elements of an open round process should be followed.

Expression of interest rounds

4.19 In those situations where the funding limit is of considerable size or where the demands of a thorough application would place a heavy burden on a potential applicant without a reasonable chance of success, an expression of interest process may be deployed.

4.20 In an expression of interest round, an initial open round invites applicants to make an application with only enough information to be able to fairly make an initial assessment. Expressions of interest received will be checked for eligibility and an initial assessment made by the grant program assessment panel.

4.21 The assessment panel then makes a recommendation to the decision maker(s) for that grant program regarding which expressions of interest should be short-listed and invited to make a more thorough application.

4.22 The process for an invitation round is then followed with the endorsed short-listed applicants.

Assessment panels

4.23 An assessment panel should be established for each grant program. Membership of assessment panels should be appropriate to the objectives and scale of the grant program and can consist of Officers of the City of Parramatta and external appointments with expertise in a related field.

4.24 The minimum size of an assessment panel is three officers. The maximum size of an assessment panel should be reasonable for the scope of the program and the anticipated subscription. Odd numbers of members are recommended.

4.25   Assessors will be provided with assessment forms in SmartyGrants and an indication of weighting. If weighting has not already been determined in the grant program guidelines, a discussion of weightings should occur prior to assessments commencing.

4.26   Assessment panellists will individually assess applications against the category-specific assessment criteria. These scores from assessment will be used to rank the applications. Assessment panels can meet to discuss significant variations in recorded scores and make clarifying amendments.

4.27   The assessment panels will make ranked recommendations to the decision maker(s) for consideration.

Councillor Committee and Council reports

4.28   A Councillor Grants Committee is convened with each term of Council. The role of this committee is to:
   a. provide advice and guidance on the design of grant programs;
   b. receive the outcomes of assessment processes of major grants programs and provide recommendations for the consideration of Council, consistent with the roles and responsibilities described within this policy.

4.29   A report with final recommendations should be presented in an open session of a subsequent meeting of Council. Any variances to recommendations proposed by Councillors should be recorded in the minutes of the meeting and the recorded decision altered to reflect the final resolution of Council.

4.30   In order to protect any commercial in-confidence material that an application may present, detailed lists of unsuccessful applicants will not be published in public business papers.

Delegated decision makers

4.31   Council is the primary approver of grants. Council can delegate this approver role to a designated manager. As a guide, it would be sufficient for grants programs with a funding limit of $2,000 or less to be delegated to a senior manager. Delegated decision makers are required to strictly follow the parameters of the grant program guidelines endorsed by Council. Grant decisions made under delegation should be reported back to Council twice a year or following the completion of an annual process.

4.32   In those instances where decision making has been delegated to a manager, assessment panel recommendations should be included in writing to the delegated decision maker.

4.33   Any variances to recommendations proposed by delegated decision makers should be recorded in writing and registered appropriately in Council's record management system.

Responding to donation requests

4.34   All funding requests to City of Parramatta should be channelled through an existing grant program and, hence, meet the requirements of that grant program. The City of Parramatta does not accept unsolicited requests for donations.

4.35   Correspondents making unsolicited donation requests should be referred to view those available grant programs listed on Council's website at www.parracity.nsw.gov.au/grants with links to all relevant guidelines and application forms.

4.36   All applications for funding must follow an assessment pathway that involves a review of the application against the relevant criteria. The approver(s) of a grant application must not be the same individuals responsible for assessing that application.

Eligibility criteria

4.37   All funding decisions must be in favour of eligible applicants. The standard eligibility criteria common to all grants programs are listed below. Individual grant programs may have specific eligibility criteria set out in its guidelines, in which case the category specific criteria take precedence. Common eligibility criteria require that the:
    a. applicant is an incorporated not-for-profit organisation, or can provide evidence of an auspice arrangement with an incorporated not-for-profit organisation. See paragraph 4.59 for a description of auspicing. Where indicated in specific grant programs, individuals, social enterprises, schools or businesses may be eligible to apply;
    b. applicant is located within the boundaries of the City of Parramatta local government area and/or principally services the City of Parramatta. Applications must demonstrate a local benefit;
    c. project must address at least one of the objectives of the nominated grants category;
    d. required supporting documents are submitted and all mandatory form fields completed;
    e. project begins after the grant funding commencement date and does not require retrospective, recurrent or ongoing funding;
    f. applicant does not have outstanding debts to Council or overdue acquittals and must be up to date with any progress report requirements;
    g. applicant is responsibly managed, and provides accurate financial information demonstrating financial viability;
    h. applicant has a bank account in its name with a minimum of two signatories, except where individuals have been named as eligible for a specific program;
    i. applicant plans appropriate insurance coverage for the funded activity; and
    j. successful applicants agree to the conditions of the Funding Agreement.

4.38   Prior to assessment, an eligibility check should be conducted. Applications that are determined to be ineligible will not proceed to assessment.

4.39   During the assessment process, assessors can raise additional eligibility concerns to be referred to the grants program administrator for determination.

4.40   Activities that are not eligible for funding:
    a. activities and programs that duplicate existing services or repeat previously funded projects;
    b. attendance at conferences or academic course fees, except within scholarship or fellowship programs;
    c. religious ceremonies and/or activities in which the promotion of a single faith is the main purpose;
    d. profit making activities where the profits are allocated to shareholders, owners and/or members; and
    e. the establishment or attainment of fundraising objectives.

Assessment Criteria

4.41   The criteria by which applications will be assessed should be set out in the grant program guidelines. As the City of Parramatta is custodians of public funds, the assessment criteria should, at a minimum, include the:
    a. quality, cost effectiveness and realism of the budget to achieve desired outcomes;

b. extent to which the application meets the objectives of the grant program;
c. achievability of project objectives;
d. extent of collaboration and partnerships;
e. accessibility of the project to its stated target group.

Funding Agreements

4.42 Funding Agreements specify any conditions or specific requirements of the funded project, the payment schedule, the terms on which payment is made, the reporting and acquittal requirements, and the responsibilities of both the signatories. Funding Agreements can refer to additional permits that might be required, and should be tailored to suit the conditions of each grant.

4.43 Funding Agreements should stipulate the consequences for failure to comply with the requirements of the Agreement. Consequences may include:
a. Restrictions on future funding
b. The return of unspent grant funds
c. The repayment of grant funds

Payments of grants

4.44 Payment of grants will occur through Council's accounts payable system.

4.45 Grants are to be recognised as a specific category within the procurement system and the application form, decision record and funding agreement will stand in place of quotation and purchase decision.

4.46 Administration staff should ensure that payment details correspond to the ABN of the applicant and made into the correct bank account.

Acquittal of grants

4.47 All grant funds disbursed by City of Parramatta should be acquitted by recipients to the satisfaction of grant program administrators.

4.48 Other grant monitoring approaches, like progress reporting, may be adopted to ensure the implementation of funded projects and, where possible, increase the value of funded projects to the community.

4.49 All acquittal and monitoring requirements should be proportional to the size of the grant and, where required, differentiation applied to ensure a fair and reasonable process.

Roles and Responsibilities in the Grants Process

4.50 This section sets out the roles and responsibilities in the grants administration process. In those instances where an Administrator has been appointed under Section 256 of the Local Government Act 1993, the Administrator performs all roles attributed to Councillors.

Decision maker or approver responsibilities

4.51 The primary decision making role is reserved by Council. Decision makers must comply with the Grants and Donations Policy and the Grant Program Guidelines for any specific grants program. Decision makers are responsible for final decisions on which applications should be funded and to what allocation. Such decisions are based on:
a. The objectives and priorities identified in the establishment of the grants program
b. The information provided in the grant application
c. The recommendations of the related Assessment Panels.

4.52   Decision makers must comply with all Code of Conduct requirements, including the declaration and management of any potential conflicts of interest. An individual in a decision making role should preclude themselves from assessment activities or, where they have been involved in assessment, disqualify themselves from their decision making role. Decision makers are not permitted to contact those involved as assessors or administrators of grants to request particular recommendation outcomes.

Assessor responsibilities

4.53   Assessors must comply with the Grants and Donations Policy and the Grant Program Guidelines for any specific grants program. Assessors are responsible for assessing and ranking each application against the criteria set out in the Grant Program Guidelines. Such assessments are based on:

   a.   The objectives and priorities identified in the establishment of the grants program
   b.   The information provided in the grant application
   c.   Discussions among assessment panels on expectations and applications of the criteria
   d.   Local knowledge acquired through the performance of their duties and their role in the community.

4.54   Assessors must comply with all Code of Conduct requirements, including the declaration and management of any potential conflict of interest. An assessor should disqualify themselves from any role in making decisions about individual applications.

Program administrator responsibilities

4.55   All grant programs should identify the manager responsible for program administration and any delegated officers. Program administrators must comply with the Grants and Donations Policy and the Grant Program Guidelines for any specific grants program.

4.56   Program administrators are responsible for assessing the eligibility of each application against the eligibility criteria set out in the Grant Program Guidelines. Program administrators are responsible for convening assessment panels and ensuring the timely processing of grant applications through assessment to decision making and funding.

4.57   Program administrators must comply with all Code of Conduct requirements, including the declaration and management of any potential conflict of interest. Program administrators, and other Council Officers involved in the grants process, should keep sound documentation of communication with grant recipients and applicants.

4.58   In most instances, program administrators should come from within the business unit initiating the grant program. Program administrators are responsible for ensuring that they are sufficiently trained in the requirements of online grants administration systems. Program administrators are required to be the primary point of contact for potential applicants to the program, or delegate this responsibility to someone with their unit.

Other applicant requirements

Auspicing

4.59   In order to ensure that the City's grant programs are accessible to the community, applications from incorporated organisations acting as an auspice provider for unincorporated groups will be accepted. In these circumstances, the formal funding

relationship is between the City of Parramatta and the organisation providing the auspice (auspice body). The City values the role that auspice bodies play in supporting grassroots community groups to apply for grants and facilitating reporting requirements for projects. Many small projects would be excluded from receiving grants were it not for the support from auspice bodies in developing project plans, writing applications, managing the funds and meeting the reporting requirements of the grant. With this in mind, the City accepts up to 15% of the application budget can be allocated as an auspice fee to the auspice body to cover their costs in providing auspice services.

Insurance

4.60   All grant recipients must have an appropriate level of insurance for any funded project that has the potential to cause harm or loss to those involved. Evidence of this insurance coverage must be provided to Council. Any equipment acquired using grant funds from the City of Parramatta must be insured against theft and fire and must remain in the ownership of a not-for-profit incorporated body, unless alternative arrangements have been approved by the City.

Working with Children Checks

4.61   Where a funded project will involve adults working with children, successful applicants must undertake the necessary 'Working with Children' checks. The applicant must provide Council with a letter advising of the successful completion and clearance of these checks within four months. The letter must be signed by an office bearer of the organisation receiving the grant. The process for these checks should follow those set out in the Child Protection (Working With Children) Act 2012 and Child Protection (Working With Children) Regulation 2013.

Formal disputes and appeals

4.62   All applicants within a grant program should be informed on the outcome of their application in a timely manner. A contact number should be provided in notifications for unsuccessful applicants to seek verbal feedback on those things that would have made an application stronger.

4.63   Where Council, or an Administrator acting with the authority of Council, has made a decision about a grant there is no separate appeal process, except for those appeal processes in the City's Code of Conduct and Customers Compliments and Complaints Policy.

5. DEFINITIONS

Acquittal: an acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the Funding Agreement. An acquittal report usually consists of a written report that summarises how the project faired against the initial objectives of the grant. It also provides a financial statement detailing how the funds were spent.

Auspice: an arrangement where one incorporated community organisation ('the Auspice Body') agrees to apply for funding on behalf of a second organisation that is, most often, not incorporated ('the Auspiced Party'). If the funding application is successful, the Auspice Body then receives, holds and administers the funding to the Auspiced Party, so that the Auspiced Party can complete the funded project or activities. The Auspice Body works with the Auspiced Party to ensure all reporting requirements are met, assisting the Auspiced Party to further develop project management knowledge and skills with a view to the Auspice Party becoming independent (as appropriate) of the Auspice Body.

Community Organisation: all voluntary community groups, service organisations, community services, sporting groups, arts organisations, heritage societies and other organisations that come under the definition of "not-for-profit". Social enterprises that are auspiced by a not-for-profit organisation or that have a clear governance structure that precludes profits being disbursed to individuals are eligible under this sub-section.

Funding Agreement: an agreement that states the purpose of the funding, the dollar amount and the conditions attached to the grant. It also defines the rights and responsibilities of the agreement. Once signed, organisations are under a legal obligation to comply with the stated terms and conditions.

Grants: cash or value-in-kind support given to applicants for a specified purpose directed at achieving policy outcomes. Funds assist with the services or projects proposed by applicants and Council receives acknowledgement as the grant giver.

Grants Support and Monitoring Program: a program leveraging Council's Community Grants to strengthen the community sector in Parramatta and having four components:

a. Grants monitoring – ensuring implementation of relevant Council policies and protocols, assisting Council Officers to effectively target support and resources to grant recipients and identify delivery and/or reporting challenges.
b. Individual support and consultancy – a Council Officer is matched to each applicant who receives the offer of tailored advice and support as required.
c. Professional development workshop program – covering relevant topics for potential grant applicants e.g. grant writing, showcasing of successful community capacity building projects, auspicing, philanthropy, evaluation and leadership.
d. Community Capacity Building email information network – used to distribute information on funding and professional development opportunities.

Grant Support Persons: Council appoints a Council staff member to each grant applicant or potential grant applicant once contact is made with Council. The Grant Support Person provides:

a. A link between the community organisation and Council.
b. Support to applicants in identifying projects, developing project plans, making application to Council and other grant programs.
c. Verbal feedback to unsuccessful applicants.

d. Assistance on the negotiation and formalisation of Funding Agreements including with any Auspice organisations.
e. Assistance in complying with reporting and acquittal requirements.
f. Consultancy and support with external stakeholders as negotiated.

Incorporated organisation: a legal entity separate from its individual members that has been incorporated under Australian State or Territory law.

In-kind Support or Value In-kind support: includes volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. Applicants are asked to include in-kind contributions in their application budgets. Successful recipients will also be asked to report on the value of in-kind contributions in project acquittals so that City of Parramatta can benchmark the contributions of the community sector to local projects.

Insurance: a framework under which the insurer indemnifies (accepts the risk) on behalf of the insured (person or group or people) for loss or damage caused. Insurance protects a community organisation against its legal liability to pay damages. The most commonly required insurance is Third Party Insurance which covers an organisation for the potential costs associated with:

a. compensation to third parties (for example, members of the public) for bodily injury; and/or
b. property damage that may occur as a result of the community organisation's activities; and
c. the legal costs that a community organisation may have if it needs to defend bodily injury and property damage claims made against it.

Not-for-profit organisation: an organisation which is not operating for the profit or gain of its individual members whether these gains would have been direct or indirect. A not-for-profit organisation can still make a profit, but this profit must be used to carry out the purposes of the organisation and must not be distributed to owners, members or other private individuals.

Social enterprise: a 'social business' that has the following characteristics:

a. Social, environmental or cultural mission/objectives core to its purpose and focus.
b. Limited distribution of profits –profits are reinvested in the enterprise and/or an associated social entity and not disbursed to individual shareholders.
c. Mixture of capital inputs – the enterprise is supported through a mixture of grant income/subsidised income and trading income, but must trade.
d. Generation of social return in addition to a financial return, and a commitment to demonstrating this.
e. Favours democratic decision-making structures and seeks high levels of accountability to their stakeholders, rather than just to shareholders.

6. RELATIONSHIP TO LEGISLATION AND ASSOCIATED DOCUMENTS

The NSW Local Government Act 1993 (Section 356) makes provision for councils to financially assist others by contributing money or otherwise granting financial assistance to persons for the purpose of exercising the council's functions.

As projects considered under this Policy may have instances where adults are working or volunteering with children, all successful applicants in this circumstance will also be required to adhere to the requirements of the Child Protection (Working With Children) Act 2012 and Child Protection (Working With Children) Regulation 2013.

Where successful projects are conducted on sites owned or managed by the City, the recipient will be required to comply with the requirements under the Work Health & Safety Act 2011. All recipients of grant funds are required to ensure the safety of the public, clients and workers in all activities.

The NSW Department of Premier and Cabinet produces a Good Practice Guide for grant administration using public funds in New South Wales and The Australian Institute of Grants Management produce a Grant-making Toolkit. Both these resources have been consulted in the development of this Policy.

Further legislative requirements that govern councils in providing services in an accessible and equitable manner include:

Commonwealth of Australia

- Disability Discrimination Act 1992
- Human Rights and Equal Opportunity Commission Act 1986
- Privacy Act 1988
- Privacy and Personal Information Act 1998 Commonwealth of Australia
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

New South Wales

- Anti Discrimination Act 1977 and Amendments
- Disability Services Act 1993
- Independent Commission Against Corruption Act 1988
- Government Information (Public Access) Act (GIPA) 2009.

This Policy also has direct relationship to the following Council policies and documents and must be read in conjunction with these, where applicable:

- Community Strategic Plan and Operational Plan
- City of Parramatta Corporate Values
- Statement of Business Ethics
- Code of Conduct
- Sponsorship Policy
- Social Investment Policy
- Customer Service Charter
- Customers Compliments and Complaints Policy
- Procurement Policy
- Workplace Health and Safety Policy

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[i] These Principles were informed by The Australian National Audit Office (2013), *'Implementing Better Practice Grants Administration – Better Practice Guide'*, and used under the terms of a Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Australia license.