

14 November 2022

At the conclusion of the Cultural and Creative Committee

## **Resilient Communities Committee**

**Agenda**

- 1. Confirmation of Minutes**
- 2. Statement of Ethical Obligations and Disclosures of Interest**
- 3. Grants and Sponsorship – Aboriginal and Torres Strait Islander Collaboration Fund**
- 4. Adoption - Support for Charities Policy**

## 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 recorded and webcast live on the City of Sydney website at [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au).

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### 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 9702 or emailing [secretariat@cityofsydney.nsw.gov.au](mailto: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](http://www.cityofsydney.nsw.gov.au)

**Item 1.**  
**Confirmation of Minutes**

Minutes of the following meetings of the Resilient Communities Committee are submitted for confirmation:

Meeting of 12 September 2022

**Item 2.****Statement of Ethical Obligations**

In accordance with section 233A of the Local Government Act 1993, the Lord Mayor and Councillors are bound by the Oath or Affirmation of Office made at the start of the Council term to undertake their civic duties in the best interests of the people of the City of Sydney and the City of Sydney Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act 1993 or any other Act, to the best of their ability and judgement.

**Disclosures of Interest**

Pursuant to the provisions of the Local Government Act 1993, the City of Sydney Code of Meeting Practice and the City of Sydney Code of Conduct, Councillors are required to disclose and manage both pecuniary and non-pecuniary interests in any matter on the agenda for this meeting.

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

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

### Item 3.

#### Grants and Sponsorship – Aboriginal and Torres Strait Islander Collaboration Fund

File No: S117676

#### Summary

The City of Sydney's Grants and Sponsorship Program supports initiatives and projects that build the social, cultural, environmental and economic life of the city. To achieve the objectives of Sustainable Sydney 2030-2050 Continuing the Vision, genuine partnership between government, business and the community is required.

The provision of grants and sponsorships is a mechanism to further the aims identified in the City's social, cultural, economic and environmental policies. Applications are assessed against these policies and against broad City objectives and plans. In this way, the City and the community act collaboratively to achieve the goals of Sustainable Sydney 2030-2050 Continuing the Vision.

The City advertised the Aboriginal and Torres Strait Islander Collaboration Fund in the annual Grants and Sponsorship Program.

This funding program supports a strong and sustainable Aboriginal and Torres Strait Islander community-controlled sector to deliver projects that meet the needs and aspirations of Aboriginal and Torres Strait Islander people in the local area. Funding supports increase self-determination and equity for Aboriginal and Torres Strait Islander people through projects that connect people with community, Country and culture.

The Aboriginal and Torres Strait Islander Collaboration Fund is open all year for applications until the annual budget is exhausted.

One eligible application meeting the November Committee timeframes for the Aboriginal and Torres Strait Islander Collaboration Fund was received. This report recommends one grant to a value of \$25,000 in cash for payment in the 2022/23 financial year.

A further nine grant applications have been received for the Aboriginal and Torres Strait Islander Collaboration Fund program and these are currently being assessed by City staff with recommendations to be considered by Council as soon as practicable.

On 22 August 2022, Council adopted a Grants and Sponsorship Policy. All grants in this report were assessed in accordance with the Grants and Sponsorship Policy, the Grants and Sponsorship Program Guidelines, the priorities set out in Sustainable Sydney 2030-2050 Continuing the Vision and various other relevant City strategies and action plans.

The grant recipient will be required to sign a contract, meet specific performance outcomes and acquit their grant. All figures in this report exclude GST.

## Recommendation

It is resolved that:

- (A) Council approve the cash recommendation for the Aboriginal and Torres Strait Islander Collaboration Fund program as shown at Attachment A to the subject report;
- (B) Council note that all grant amounts are exclusive of GST;
- (C) authority be delegated to the Chief Executive Officer to negotiate, execute and administer agreements with any organisation approved for a grant or sponsorship under terms consistent with this resolution and the Grants and Sponsorship Policy; and
- (D) authority be delegated to the Chief Executive Officer to correct minor errors to the matters set out in this report, noting that the identity of the recipient will not change, and a CEO Update will be provided to Council advising of any changes made in accordance with this resolution.

## Attachments

- Attachment A.** Recommended For Funding - Aboriginal and Torres Strait Islander Collaboration Fund

## Background

1. The City of Sydney's Grants and Sponsorship Program supports residents, businesses and not-for-profit organisations to undertake initiatives and projects that build the social, cultural, environmental and economic life of the City.
2. On 30 August 2022, the City announced the Aboriginal and Torres Strait Islander Collaboration Fund as being open for application on the City's website, with grant applications open all year round, until budget is exhausted.
3. Information about this grant program (such as application dates, guidelines, and eligibility criteria) was made available on the City's website. The City actively promoted the grant programs through the corporate website, e-newsletters, Facebook, Instagram, Twitter, LinkedIn, AdWords, ArtsHub, Google display ads and Koori Radio. Email campaigns were utilised to target interested parties who have applied previously for grants at the City or who have expressed an interest in the City's programs.
4. As per the Grants and Sponsorship Program Guidelines the Aboriginal and Torres Strait Islander Collaboration Fund program is dedicated to local Aboriginal and/or Torres Strait Islander peoples, groups and organisations and is open to not-for-profit organisations, for-profit organisations, sole traders and individuals or unincorporated community groups auspiced by a not-for-profit or for-profit organisation.
5. One eligible application meeting the November Committee timeframes was received from a for-profit organisation or sole trader through the Aboriginal and Torres Strait Islander Collaboration Fund and the following for-profit organisation is recommended in this report:
  - (a) Jodie Ann Choolburra.
6. A further nine grant applications have been received for the Aboriginal and Torres Strait Islander Collaboration Fund program and these are currently being assessed by City staff with recommendations to be considered by Council as soon as practicable.

## Grants assessment process

7. The assessment process includes advice and recommendations from a suitably qualified assessment panel. The applications are scored against defined assessment criteria for each grant program as well as the integrity of the proposed budget, project plan, partnerships, contributions and connection to the local community and industry sectors.
8. The assessment criteria for the Aboriginal and Torres Strait Islander Collaboration Fund are:
  - evidence of the need for the project and proposed outcomes and relevance to Aboriginal and Torres Strait Islander communities;
  - capacity and experience of the applicant to deliver the project;
  - demonstrated connection to and benefit for local Aboriginal and Torres Strait Islander communities; and
  - how the project will deliver against the funding priorities.



9. The assessment meeting for the Aboriginal and Torres Strait Islander Collaboration Fund was held on 11 October 2022. The assessment panel consisted of City staff from the Indigenous Leadership and Engagement, City Business and Safety and Cultural Space and Sector Development Teams.
10. Once recommended applications are approved by Council, a contract is developed which includes conditions that must be adhered to and acquitted against.
11. It is expected that all successful applicants will work cooperatively with relevant City staff throughout the project for which they have received funding.
12. All grants and sponsorships are recommended on the condition that any required approvals, permits and development consents are obtained by the applicant.

#### **Aboriginal and Torres Strait Islander Collaboration Fund**

13. The application recommended for the Aboriginal and Torres Strait Islander Collaboration Fund program is outlined in Attachment A to this report.
14. The Aboriginal and Torres Strait Islander Collaboration Fund budget is set out below:

Total budget for 2022/23	\$500,000
Less: Total cash committed to previously approved applications	(\$0)
Total cash available	\$500,000
Total number of eligible applications this allocation	1
Total cash value requested from applications	\$50,000
Total value-in-kind support requested from applications	\$0
Total number of applications recommended for cash and/or value in-kind support	1
Total amount of cash funding recommended for payment in 2022/23	\$25,000
Total amount of value in-kind support recommended for 2022/23	\$0
Cash amount remaining for payment in 2022/23	\$475,000

## Key Implications

### Strategic Alignment - Sustainable Sydney 2030-2050 Continuing the Vision

15. Sustainable Sydney 2030-2050 Continuing the Vision renews the communities' vision for the sustainable development of the city to 2050. 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 - An equitable and inclusive city - the recommended grant project in this report will contribute to strengthening partnerships and relationships with Aboriginal and Torres Strait Islander peoples and prioritise their cultural, social, environmental, spiritual and economic aspirations.
  - (b) Direction 8 - A thriving cultural and creative life - the recommended grant project in this report will contribute to supporting artistic and creative endeavours in our city, helping foster initiative, experimentation and enterprise by creative workers and providing new opportunities for audiences to engage in the city's cultural life.

### Organisational Impact

16. The grants and sponsorships contract management process will involve key staff across the City of Sydney. Identified staff set contract conditions and performance measures for each approved project, and review project acquittals, which include both narrative and financial reports.

### Cultural / Economic / Social / Environmental

17. The City's Grants and Sponsorship Program provides the City with a platform to support cultural, economic, environmental and social initiatives from the communities and business, within the local area.

### Financial Implications

18. There are sufficient funds allocated in the 2022/23 grants and sponsorship budget, included in the City's operating budget for 2022/23 to support the recommended grant. Details and total values are provided in the table above.

### Relevant Legislation

19. Section 356 of the Local Government Act 1993 provides that a council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.
20. Section 356(3)(a) to (d) is satisfied for the purpose of providing grant funding to for profit organisations because:
  - (a) the funding is part of the following program:
    - (i) Aboriginal and Torres Strait Islander Collaboration Fund;
  - (b) the details of the program were included in the Council's adopted operational plan for financial year 2022/23;

- (c) the program's proposed budgets do not exceed five per cent of Council's proposed income from ordinary rates for financial year 2022/23; and
- (d) this program applies to a significant group of persons within the local government area.

### **Critical Dates / Time Frames**

- 21. The funding period for the Aboriginal and Torres Strait Islander Collaboration Fund for financial year 2022/23 is for activities taking place 12 months from the project start date. Contracts will be developed for all successful applications after Council approval to ensure their funding is released in time for projects starting in December 2022.

### **Public Consultation**

- 22. During September 2022, a briefing session took place where stakeholders were notified about the grants and how to apply.
- 23. An online briefing session for general grants enquiries was held on 6 September 2022. A total of 53 attendees participated in the session.
- 24. Q&A sessions were held for those grant applicants wanting more assistance with their grant applications on 12, 14 and 16 September 2022. A total of 21 attendees participated in these sessions.
- 25. Q&A sessions are ongoing for the Aboriginal and Torres Strait Islander Collaboration Fund program.

### **EMMA RIGNEY**

Director City Life

Alana Goodwin, Grants Coordinator

# **Attachment A**

**Recommended for Funding  
Aboriginal and Torres Strait Islander  
Collaboration Fund**

## Aboriginal and Torres Strait Islander Collaboration Fund 2022/23

### Recommended for Funding

Organisation Name	Project Name	Project Description	\$ Amount Requested	VIK Requested	\$ Amount Recommended	VIK Recommended	Additional Conditions
Jodie Ann Choolburra	Brolga Dance Academy	Brolga Dance Academy will run classes, workshops and professional development opportunities to Aboriginal and Torres Strait Islander people in Aboriginal contemporary and traditional dance.	\$50,000	Nil	<b>\$25,000</b>	<b>Nil</b>	Applicant to provide a detailed budget

## Item 4.

### Adoption - Support for Charities Policy

File No: X080317

#### Summary

In February 2022, the Support for Charities Policy was submitted to Council for consideration and endorsement. The policy was withdrawn following Council discussion. The Policy has since undergone further review and relevant changes have been made to provide greater clarity for when and how the City will provide support for charities.

This report seeks Council approval of the Support for Charities Policy (Policy), which provides a framework for Council to identify how charity partners may be appointed and the types of charities that may be supported.

The Policy has been developed to provide guidance for the City of Sydney and Councillors when responding to requests for endorsement of charitable campaigns and projects, requests for financial and / or in kind support to charities, responding to unforeseen domestic and international humanitarian crises, responding to invitations to the City to support or purchase tickets to fundraising events, and the appointment of designated charity partners for the City's major events and festivals.

The Policy covers the appointment of charity partners for major events and festivals and related fundraising, the appointment of an additional charity partner to a City produced function, event or festival in the event of a humanitarian crisis, donations in the event of a humanitarian crisis, and other support for a charitable program or activity.

The Policy aligns with the Community Strategic Plan Delivering Sustainable Sydney 2030 - 2050 under Direction 7 Resilient and Diverse Communities, outcome 7.3 and objective 7.3.2 of the City's Operational Plan 2022/23 which both refer to our efforts to build resilience and capacity extending beyond our local area, including aiding national and international communities to survive emergency situations. Both plans were adopted in June 2022.

The Policy incorporates the existing Humanitarian Crisis Response Guidelines approved by Council on 18 October 2010 and the Support for Charities Guidelines which were approved by the Chief Executive Officer in May 2018.

This report recommends that Council adopt the Support for Charities Policy.

## Recommendation

It is resolved that:

- (A) Council adopt the Support for Charities Policy as shown at Attachment A to the subject report;
- (B) Council rescind the current Humanitarian Crisis Response Guidelines 2010, as shown at Attachment B to the subject report, which are superseded by the Support for Charities Policy;
- (C) Council rescind the current Support for Charities Guidelines 2018, as shown at Attachment C to the subject report, which are superseded by the Support for Charities Policy; and
- (D) authority be delegated to the Chief Executive Officer to make amendments to the Support for Charities Policy in order to correct any minor drafting errors and finalise design, artwork and accessible formats for publication.

## Attachments

- Attachment A.** Support for Charities Policy
- Attachment B.** Humanitarian Crisis Response Guidelines 2010
- Attachment C.** Support for Charities Guidelines 2018

## Background

1. The City of Sydney recognises the valuable work that charities and charitable organisations do in providing services, and supporting and fundraising for a range of community, environmental, cultural and economic initiatives and needs.
2. The City receives many requests for support from charities and charitable fundraisers. The requests can take the form of requests for financial or in-kind support, and endorsement of a charity through City participation in a charitable event.
3. The Support for Charities Policy has been developed to ensure that these requests are considered in a transparent and equitable manner and provides a framework for Council to identify how charity partners may be appointed and the types of charities that may be supported.
4. The policy covers the appointment of charity partners for major events and festivals and related fundraising, the appointment of an additional charity partner to a City produced function, event or festival in the event of a humanitarian crisis, donations in the event of a humanitarian crisis, and other support for a charitable program or activity.
5. The policy also lists criteria around the support of charities. Any proposal to contribute money or provide financial assistance from the City to a charity is a Council reserved function and must be approved by Council resolution.
6. The policy applies to full-time, part-time, casual, temporary and fixed term City employees and Councillors.
7. The policy will replace the Support for Charities Guidelines approved by the Chief Executive Officer in May 2018 and the Humanitarian Crisis Response Guidelines approved by Council on 18 October 2010.
8. The Support for Charities Guidelines are to be rescinded by Council with the approval of the Support for Charities Policy.
9. The Humanitarian Crisis Response Guidelines are to be rescinded by Council with the approval of the Support for Charities Policy.
10. The Policy also aligns with the Councillors' Expenses and Facilities Policy.

## Key Implications

### Strategic Alignment - Sustainable Sydney 2030-2050 Continuing the Vision

11. Sustainable Sydney 2030-2050 Continuing the Vision renews the communities' vision for the sustainable development of the city to 2050. 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 - Resilient and diverse communities - infrastructure, services and communities are prepared for and can withstand the impacts of acute shocks and chronic stresses and emergency situations. Council aims to extend its efforts to build resilience and capacity to communities beyond our local area, including aiding national and international communities to survive emergency situations.



- (b) The policy also aligns with objective 7.3.2 (2) of the City's Operational Plan 2022/23, which states that the City will support communities beyond our local area and international communities experiencing emergency situations.

### **Organisational Impact**

12. There is limited additional resourcing required for implementation of this policy. The policy clarifies processes around existing activities related to the support of charities.

### **Risks**

13. The policy includes measures to reduce the risks associated with the support of charities or charitable donations.

### **Social / Cultural / Community**

14. Implementation of the policy will support a diverse range of charities and causes to enable benefits for the broader community.

### **Environmental**

15. If a relevant charity is supported, it may contribute to the City's environmental aims and assist with the promotion of environmental issues to the broader community.

### **Economic**

16. There are no negative implications associated with the implementation of this policy. The policy will enable the City to provide social support to disadvantaged communities.

### **Financial Implications**

17. There are no fees associated with support for charities. There is no income generated for the City.
18. Council may determine to make a discretionary cash donation to charities to provide disaster recovery and redevelopment during or following a crisis.
19. Council may direct donations to specific programs or allow funds to be used at the discretion of the charity. The relevant funding source will be identified at the time a specific donation is recommended to Council.

### **Relevant Legislation**

20. Charities Act 2013 (Cth).
21. Local Government Act 1993 (NSW).

### **Critical Dates / Time Frames**

22. There are no critical dates or time frames for this policy. The policy provides a framework for ongoing support of charities.

## Options

23. The City could retain the existing Support for Charities Guidelines and Humanitarian Crisis Response Guidelines. This is not recommended as there are inconsistencies within both guidelines on the appointment of charity partners and the types of charities that may be supported. The new policy aims to resolve these inconsistencies and provide a clearer a framework for Council and City staff.

## Public Consultation

24. No public consultation was undertaken nor required for this policy.

## EMMA RIGNEY

Director City Life

Stephen Gilby, Producer, Major Events and Festivals

# **Attachment A**

## **Support for Charities Policy**

# Support for Charities Policy

## Purpose

To provide guidance for City of Sydney employees and Councillors when responding to:

- requests for endorsement of charitable campaigns and projects
- requests for financial and / or in-kind support to charities
- unforeseen domestic and international humanitarian crises
- invitations to the City to support or purchase tickets (including tables / seats) at fundraising events
- appointment of designated charity partners for the City’s major events and festivals.

## Scope

This Policy applies to full-time, part-time, casual, temporary and fixed term City employees (including agency staff, students on placement and volunteers) and Councillors.

## Definitions

Term	Meaning
Charity	<p>The Charities Act 2013 (Cth) defines a charity as an entity:</p> <ul style="list-style-type: none"> <li>a) that is a not-for-profit entity; and</li> <li>b) all of the purposes of which are:               <ul style="list-style-type: none"> <li>i. charitable purposes that are for the public benefit; or</li> <li>ii. purposes that are incidental or ancillary to, and in furtherance or in aid of, purposes of the entity covered by subparagraph (i); and</li> </ul> </li> <li>c) none of the purposes of which are disqualifying purposes; and</li> <li>d) that is not an individual, a political party, or a government entity.</li> </ul>
Charitable purpose	<p>The Charities Act 2013 (Cth) defines a charitable purpose to include any of the following:</p> <ul style="list-style-type: none"> <li>a) the purpose of advancing health;</li> <li>b) the purpose of advancing education;</li> <li>c) the purpose of advancing social or public welfare;</li> <li>d) the purpose of advancing religion;</li> <li>e) the purpose of advancing culture;</li> <li>f) the purpose of promoting reconciliation, mutual respect and tolerance between groups of individuals that are in Australia;</li> <li>g) the purpose of promoting or protecting human rights;</li> <li>h) the purpose of advancing the security or safety of Australia or the Australian public;</li> <li>i) the purpose of preventing or relieving the suffering of animals;</li> <li>j) the purpose of advancing the natural environment;</li> <li>k) any other purpose beneficial to the general public that may reasonably be regarded as analogous to, or within the spirit</li> </ul>

	<p>of, any of the purposes mentioned in paragraphs (a) to (j);</p> <p>l) the purpose of promoting or opposing a change to any matter established by law, policy or practice in the Commonwealth, a State, a Territory or another country if:</p> <ul style="list-style-type: none"> <li>• In the case of promoting a change, the change is in furtherance or in aid of one or more of the purposes mentioned in paragraphs (a) to (k); or</li> <li>• In the case of opposing a change, the change is in opposition to, or in hindrance of, one or more of the purposes mentioned in those paragraphs.</li> </ul>
<p>Endorsement</p>	<p>Endorsement is supporting a charity in a way that is distinct from a request for cash or in-kind support. A charity may request endorsement from the City in the form of, for example:</p> <ol style="list-style-type: none"> <li>a. appointment as a charity partner at a City produced event or function;</li> <li>b. staff providing services or participating in a fundraising activity (e.g. participating in a charity walk or run to raise money, or holding a fundraising morning tea)</li> <li>c. the purchase of ribbons (or other small tokens) to be worn by frontline staff</li> <li>d. the City providing space or a location for sales or collection of material in a City owned building (eg the public leaving donations of dog food for the RSPCA at Neighbourhood Services Centres)</li> <li>e. the involvement of staff in volunteer work</li> <li>f. marketing and public relations support</li> <li>g. the purchase of a table at a fundraising event</li> <li>h. requests for tickets to City of Sydney produced events</li> <li>i. requests to share free tickets with community members (e.g. through Community Centres).</li> </ol>

## Policy Statement

The City of Sydney recognises the valuable work that charities and charitable organisations do in providing services, support and fundraising for a range of community, environmental, cultural and economic initiatives and needs.

The City receives many requests for support from charities. These include requests for financial or in-kind support, and endorsement through appointment as a charity partner for a City event or festival, or City participation in a charitable event. This Policy has been developed to ensure that these requests are considered in a transparent and equitable manner.

This Policy also provides a framework for Council to identify how charity partners may be appointed and the types of charities that may be supported and endorsed.

This Policy covers four areas:

1. appointing charity partners for Major Events and Festivals and related fundraising
2. appointment of an additional charity partner to a City produced function, event or festival in the event of a humanitarian crisis
3. donations in the event of a humanitarian crisis
4. other support for a charitable program or activity.

In accordance with the Local Government Act (1993), any decision to support a charity by providing financial assistance must be approved by Council resolution if not part of an endorsed program under the Grants and Sponsorships Policy.

Any other charity support and endorsement must be in accordance with this Policy.

## Criteria for support of charities

To ensure that the City treats requests for charitable support consistently, the following criteria must be considered in all cases. Priority will be given to supporting charities which:

- contribute toward a coordinated approach to service delivery and the development of responses to emerging social, cultural environmental or economic issues
- strengthen formal and informal support networks, reduce isolation and increase community participation and opportunities
- increase access to the achievement of basic rights for people with the greatest need
- promote a balanced debate aimed at achieving social harmony
- raise funds for a cause or organisation which is in keeping with the City's priorities and ethics
- raise funds for a cause or organisation experiencing exceptional circumstances involving genuine hardship including domestic or international humanitarian crises
- are reputable and not-for-profit
- provide a benefit or service to the people of the City of Sydney or support an issue which falls within the City's role as a capital city council or facilitate City of Sydney residents and visitors to support efforts to respond to a domestic or international humanitarian crises
- are not for political purposes
- are not for overt activities that could be perceived as divisive within the community.

Any support is subject to the applicant meeting the definitions of charity and charitable purpose under the Charities Act 2003 (Cth).

In the event that an official charity partner or charity being supported by the City no longer meets the criteria outlined in the policy, the support of this charity may be revoked by Council.

### Applicable Processes

The below table outlines the applicable processes required for each of the four areas covered by the Support for Charities Policy.

Area	Process
1. Appointing a charity partner for a major event or festival and related fundraising	<ul style="list-style-type: none"> <li>• Charity appointed by Council.</li> <li>• Charity partners are permitted to conduct fundraising at the event or festival, with activities subject to approval of event staff.</li> <li>• In some cases, City staff may collect donations on behalf of the nominated charity partner/s at a City produced function, event or festival.</li> </ul>
2. Appointment of an additional charity partner to a City produced function, event or festival in the event of a humanitarian crisis	<ul style="list-style-type: none"> <li>• In the event of a humanitarian crisis, an additional charity partner may be appointed to a City produced function, event or festival. This gives the additional partner the right to fundraise at that function, event or festival.</li> <li>• Additional partners are approved through the Chief Executive Officer in consultation with the Lord Mayor. Councillors will be notified.</li> <li>• In some cases, City staff may collect donations on behalf of the additional charity partner at a City produced function, event or festival.</li> </ul>
3. Donation of City funds to a charity in the event of a humanitarian crisis	<ul style="list-style-type: none"> <li>• Any donations from the City, including matching of staff donations to the charity must be approved by a Resolution of Council.</li> </ul>
4. Support for a charitable program or activity	<ul style="list-style-type: none"> <li>• Participation in a charitable program or activity must be approved by the Chief Executive Officer.</li> <li>• Approval for the purchase of a table at a fundraising event is given by the Chief Executive Officer in accordance with the Councillors' Expenses and Facilities Policy.</li> </ul>

## 1. Appointing charity partners for Major Events and Festivals and related fundraising

Charity partners can leverage their brand through the City's events while carrying out fundraising and promotion. Charity partners may be promoted through event media and marketing campaigns and public speaking opportunities.

The appointment of a charity partner for the City's Major Events and Festivals including Sydney Christmas, Sydney New Year's Eve and Sydney Lunar Festival, is made through an Expression of Interest process every one to two years. Charity partners are generally appointed for one year with the option to extend for one year.

Each event is dedicated its own charity partner. The City encourages applications from a range of charities and may directly approach potential candidates as part of the process. An evaluation panel with a minimum of three staff representatives from City Life reviews all applications. A recommendation is then made to Council for endorsement. Once a charity partner is selected, contracts are prepared and issued.

In the event that an official charity partner or charity being supported by the City no longer meets the criteria outlined in the policy, the support of this charity may be revoked by Council.

The City may also elect not to appoint a charity partner for an event.

Fundraising for a charity partner at City events and festivals may include:

- a. staff / volunteers of an official charity partner collecting donations at City of Sydney produced events or festivals on behalf of that charity;
- b. an option for event participants to donate directly to an official or additional charity partner at a City of Sydney produced event or festival through electronic fund transfer directly into the charity's nominated bank account
- c. an option for event participants to donate directly to an official or additional charity partner through the ticketing process for a City of Sydney produced event or festival, with funds paid directly into the charity's nominated bank account
- d. selling merchandise or tickets for participation in activities at a City of Sydney produced event or festival for the purpose of fundraising, with all funds handled directly by the charity.

## 2. Appointment of an additional charity partner to a City produced function, event or festival in the event of a humanitarian crisis

A humanitarian crisis occurs when a community's ability to cope is overwhelmed by the damage to its population, its economy or its environment due to an event or series of events. In the event of a humanitarian crisis, the Chief Executive Officer may appoint an additional charity partner to a City produced function, event or festival to conduct fundraising activities at short notice, in consultation with the Lord Mayor. Appointed charities will be able to undertake the fundraising activities at the nominated event or festival as set out above. Any appointment must meet the criteria in this Policy.



### 3. Donation of City funds to a charity in the event of a humanitarian crisis

In accordance with the objectives set out in the City's Community Strategic Plan – Delivering Sustainable Sydney 2030-2050, and the City's Delivery Program (2022-2026), Council may determine to make a cash donation to charities which provide disaster recovery and redevelopment following a humanitarian crisis. Any decision to contribute money or provide financial assistance must be aligned with Council's Community Strategic Plan for the relevant period. Council may direct donations to specific programs or allow funds to be used at the discretion of the charity. Any cash donation may only be made by resolution of Council.

The Lord Mayor and Chief Executive Officer may recommend for all staff to be given the option to individually donate to a specific appeal through payroll. Council may also consider whether it will match donations by staff to the appeal.

For international disasters, any donation will be provided in accordance with international protocols and paid through an appeal operated by an Australian charity. Any Australian charity selected for support by Council must be a signatory to the Australian Council for International Development Code of Conduct, which can be found at [www.acfid.asn.au](http://www.acfid.asn.au). Council may support requests from a range of organisations.

Any Australian charity that is selected by Council to provide support internationally, must provide evidence of how the City's donations will be used to assist local communities through disaster recovery.

Where possible, the City requires any beneficiaries of its donations to allocate and / or distribute the funds to Indigenous-led community organisations in the affected country that have a proven track record of deep cultural understanding, crisis support, community service and assistance.

No donations will be made to other nations unless the affected country has made a request for assistance.

### 4. Support for a charitable program or activity

The City may support other charities not approved as charity partners as follows:

#### 1. Other Endorsement of charities

The City receives many requests for endorsement by charities. Approval for endorsement must be given by the Chief Executive Officer.

Any endorsement is subject to the applicant meeting the definitions of charity and charitable purpose under the Charities Act 2003 (Cth).

The WHS manager must be consulted where participation may have implications for health and safety (such as participation in novel physical activities).

Approval for the use of the City of Sydney's logo is granted according to the City of Sydney's Brand Policy. Promotional support is available via listings on the City of Sydney's What's On website and may be considered for inclusion in City centres. Any other promotional or marketing support requires approval of the Chief Marketing Communications Officer.

Approval for the purchase of a table at a fundraising event will be given by the Chief Executive Officer in consultation with the Lord Mayor and the Councillors’ Expenses and Facilities Policy.

2. Cash and in-kind support

a. Grants and Sponsorships

The City of Sydney’s Grants and Sponsorships Policy provides the framework for the provision of cash or in-kind support other than as dealt with in this Policy.

**Responsibilities**

Detailed responsibilities are outlined in each of the four areas above:

1. appointing charity partners for Major Events and Festivals and related fundraising
2. appointment of an additional charity partner to a City produced function, event or festival in the event of a humanitarian crisis
3. donation of City funds to a charity in the event of a humanitarian crisis
4. support for a charitable program or activity.

**Consultation**

This Policy has been developed in consultation with Major Events and Festivals, Corporate Partnerships, Social Programs and Services, Grants, Workforce Services, Venue Management, Protocol, City Business and Safety, Sustainability Programs and Legal and Governance.

**References**

<b>Laws and Standards</b>
<ul style="list-style-type: none"> <li>• Charities Act 2013 (Cth)</li> <li>• Local Government Act 1993 (NSW)</li> </ul>
<b>Policies and Procedures</b>
<ul style="list-style-type: none"> <li>• City of Sydney Community Strategic Plan – Delivering Sustainable Sydney 2030-2050</li> <li>• City of Sydney Delivery Program 2022-2026</li> <li>• Councillors’ Expenses and Facilities Policy</li> <li>• Grants and Sponsorship Policy</li> <li>• A City for All, Towards a socially just and resilient Sydney 2028</li> <li>• Creative City, Cultural Policy and Action Plan 2014 – 2024</li> <li>• Environmental Action 2021-2025 - Strategy and Action Plan</li> <li>• Economic Development Strategy 2013</li> </ul>

**Review period**

This policy will be reviewed every four years.

**Approval Status**

The Council approved this policy on [DD MONTH YYYY].

### Approval History

Stage	Date	Comment	TRIM Reference
Original Policy	(Date, month, year)	Approved by Council	20XX/XXXXXX
Reviewed	(Date, month, year of when it was approved by CEO or Council)	Briefly summarise key changes	20XX/XXXXXX (Governance to populate)
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	Producer, Major Events and Festivals
Owner	Director, City Life
Endorser	City of Sydney Executive
Approver	City of Sydney Council

# **Attachment B**

<p><b>Humanitarian Crisis Response Guidelines 2010</b></p>
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# HUMANITARIAN CRISIS RESPONSE GUIDELINES

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## PURPOSE

The purpose of this document is to provide a framework to guide Council decisions in responding to humanitarian crises created by natural disasters.

### **Development**

Since 2005, Council has resolved to make donations to a variety of charities in response to a number of natural disasters in India, Pakistan, Southeast Asia for the 2005 tsunami, China, Burma, Haiti and the Victorian bushfires.

On 16 August 2010, Council resolved that the CEO, in consultation with the Lord Mayor develop guidelines for the City's provision of support in the event of future humanitarian crises, which take into account

- (i) the scale of the crisis;
- (ii) the capacity of the domestic government and local organisations and agencies to respond to the crisis;
- (iii) the need for ongoing support once the immediate crisis has passed; and
- (iv) the impact of any such crises in our immediate region.

Staff have consulted aid agencies, researched the AUSAID website (the Australian Government's Aid program), and the requirements of the Australian Council for International Development (ACFID) in the development of this policy.

### **Values**

Providing humanitarian aid assists Council to respond to the United Nations Millennium Development Goals

## SCOPE

These guidelines will assist Council's decision making in relation to its response to humanitarian crises caused by natural disasters.

## POLICY CONTENT

Council may determine to respond to natural disasters by making a donation to charities which provide humanitarian assistance in the relevant countries.

Council will confirm that the affected country has made an official request for assistance. To take uninvited action would breach international protocols and show a lack of respect for the affected country's sovereignty.

Council will give preference to:

- developing countries
- countries in Australia's neighbourhood, i.e. the Asia Pacific region
- other countries with whom Australia has a development partnership, as listed on AUSAID's website
- Australian natural disasters

The amount contributed will be determined by resolution of Council and will be by way of cash donation to a charity that:

- contributes to disaster recovery and re-development post crisis, and
- is a signatory to the ACFID Code of Conduct.

Council will consider whether its donation will be directed to specific programs, or to be used at the discretion of the agency.

Council may also consider whether it will match donations by staff to the specified charity for the specified natural disaster.

As it is not possible to foresee natural disasters, funding for donations will be sourced from the General Contingency in the first instance.

## **Considerations**

### **Countries**

Council will consider responding to humanitarian crises created by natural disasters in developing countries in the Asia Pacific region having regard to the scale of the crisis and the capacity of the domestic government and local organisations and agencies to respond to the crisis.

This approach is congruent with the Australian Government Aid program (AUSAID) that focuses on the Asia Pacific region, where two-thirds of the world's poor (some 800 million people) live, yet they receive less than one third of global aid. Australia helps reduce the adverse impacts of natural disasters on vulnerable populations. Developing countries are also highly vulnerable to a range of natural hazards, including tropical cyclones, floods, landslides, droughts, volcanic eruptions, earthquakes and tsunamis.

The long-term effects of disasters and crises undermine growth prospects and hard-won development gains. Where capacity to deliver services is low or insecurity prevails, vulnerability to hazards and conflict increases and poverty is exacerbated. In many cases long term relief is required after a natural disaster.

Council will consider making donations to agencies which support rehabilitation and reconstruction activities in areas that have been struck by disaster. To reduce the likelihood of a similar disaster happening again, recovery and reconstruction efforts that are underpinned by the 'build back better' principle means that steps are taken to ensure that disaster affected communities will be more resilient to future natural hazard events.

### **Cash donations**

The most effective way Council and members of the public can support a relief effort is by cash donation to one of the many non-government agencies that are appealing for support.

Unfortunately no matter how well-intentioned, gifts of clothing, tinned food, toys, blankets, footwear, cooking supplies and medical supplies are rarely practical or appropriate. Time, money and labour are often wasted in Australia storing, sorting and throwing out donations that are inappropriate for the climate and culture and do not meet the priority needs of the populations affected. Managing such donations also causes major problems for relief authorities in-country, taking paid workers and unpaid volunteers away from the main job of helping people.

Cash allows disaster relief professionals to procure exactly what is needed in a disaster situation. It is the most efficient donation because it does not use up scarce resources,

such as transportation routes, staff time, and warehouse space and because it can be transferred very quickly. Cash also supports the economy of the disaster-stricken region and avoids giving which is culturally, dietary, and environmentally inappropriate. Cash donations do not require transportation costs, which can outweigh the value of materials donated.

### **ACFID Code of Conduct**

To address the issue of checking whether a charitable organisation in Australia is reputable in relation to Australian overseas aid agencies, the Australian Council for International Development (ACFID) actively consulted with its member organisations, as well as other non-member organisations, to develop the set of principles and standards that form the Code of Conduct (Code).

The Code of Conduct sets out standards in the fields of organisational integrity, governance, communication with the public, finances, personnel and management practice. It aims to enhance standards of operation throughout the international development community to ensure that public confidence is maintained in the use of community contributions to overseas aid.

As a self-regulatory and sector wide Code, the signing on by international development organisations is voluntary, although it is a requirement of ACFID membership. Compliance to the standards is tested predominantly through compliance monitoring of annual and financial reporting requirements, annual self assessment and the investigation of complaints.

### **Responsibilities**

These guidelines, and any donations approved by Council, will be managed by the Manager Culture and Libraries.

### **REFERENCES**

#### **Related Legislation & Standards**

The Local Government Act 1993.

#### **Related Policies and Procedures**

Grants and Sponsorships Policy.

### **APPROVAL AND REVIEW**

#### **Review Period**

Manager Culture and Libraries will review this policy every 2 years.

#### **Next Review Date**

November 2012

#### **TRIM Reference Number**

Document number: 2010/228892-01

### **AUTHORISATION**

Approved by Council on 18.10.2010

# **Attachment C**

**Support for Charities Guidelines 2018**



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# Support for Charities Guidelines

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## Purpose

To provide guidance for internal City of Sydney staff when responding to:

- Requests for endorsement of charitable campaigns and projects
- Requests for financial support to charities
- Invitations to the City to support or purchase tickets (including tables/seats) at fundraising events.

## Scope

The City of Sydney recognises the valuable work that charities and charitable organisations do in providing services, support and fundraising for a range of community, environmental, cultural and economic initiatives and needs.

The City receives many requests for support from charities and for charitable fundraisers. These requests can take the form of requests for financial or in-kind support, purchase of a table at a fundraising event and/or endorsement of a charity by City participation in a charitable event. To ensure that these requests are considered in a transparent and equitable manner, the *Support for Charities Guidelines* has been developed.

The overarching Policy which guides requests from charities and for charitable fundraisers is the *Grants and Sponsorship Policy*. The *Grants and Sponsorship Policy* is the primary document, and the *Support for Charities Guidelines* provide guidelines for circumstances that are not clearly a cash or value-in-kind grant or sponsorship request.

These guidelines do not apply for requests to be a designated charity for a City produced event. These requests are assessed by Director City Life and are decided by the Chief Executive Officer in consultation with the Lord Mayor.

## Definitions

The Charities Act 2013 defines

Term	Meaning
A <b>charity</b> as	<p>An entity:</p> <ul style="list-style-type: none"> <li>(a) <i>that is a not-for-profit entity; and</i></li> <li>(b) <i>all of the purposes of which are:</i> <ul style="list-style-type: none"> <li>(i) <i>charitable purposes that are for the public benefit; or</i></li> <li>(ii) <i>purposes that are incidental or ancillary to, and in furtherance or in aid of, purposes of the entity covered by subparagraph (i); and</i></li> </ul> </li> <li>(c) <i>none of the purposes of which are disqualifying purposes; and</i></li> <li>(d) <i>that is not an individual, a political party, or a government entity</i></li> </ul>
A <b>charitable purpose</b> as	<p>Any of the following:</p> <ul style="list-style-type: none"> <li>(a) <i>the purpose of advancing health;</i></li> <li>(b) <i>the purpose of advancing education;</i></li> <li>(c) <i>the purpose of advancing social or public welfare;</i></li> <li>(d) <i>the purpose of advancing religion;</i></li> <li>(e) <i>the purpose of advancing culture;</i></li> <li>(f) <i>the purpose of promoting reconciliation, mutual respect and tolerance between groups of individuals that are in Australia;</i></li> <li>(g) <i>the purpose of promoting or protecting human rights</i></li> <li>(h) <i>the purpose of advancing the security or safety of Australia or the Australian public;</i></li> <li>(i) <i>the purpose of preventing or relieving the suffering of animals</i></li> <li>(j) <i>the purpose of advancing the natural environment;</i></li> <li>(k) <i>any other purpose beneficial to the general public that may reasonably be regarded as analogous to, or within the spirit of, any of the purposes mentioned in paragraphs (a) to (j)</i></li> <li>(l) <i>the purpose of promoting or opposing a change to any matter established by law, policy or practice in the Commonwealth, a State, a Territory or another country if:</i> <ul style="list-style-type: none"> <li>(i) <i>In the case of promoting a change, the change is in furtherance or in aid of one or more of the purposes mentioned in paragraphs (a) to (k); or</i></li> <li>(ii) <i>In the case of opposing a change, the change is in opposition to, or in hindrance of, one or more of the purposes mentioned in those paragraphs.</i></li> </ul> </li> </ul> <p>For the purpose of these guidelines, the above definitions will be used.</p>

## Related policies

- Grants and Sponsorship Policy
- A City for All, Social Sustainability Policy (2016)
- Creative City, Cultural Policy and Action Plan 2014 – 2024 (2014)
- Environmental Strategy and Action Plan 2016-2021 (2017)
- Economic Development Strategy (2013)
- Tickets Allocation Policy (internal use only)

## Legislative Framework

In relation to the provision of support through cash in the form of grants or sponsorships, the Local Government Act 1993, s356, states:

- (1) *A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.*
- (2) *A proposed recipient who acts for private gain is not ineligible to be granted financial assistance, but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.*
- (3) *However, public notice is not required if:*
  - (a) *the financial assistance is part of a specific program, and*
  - (b) *the program's details have been included in the council's draft management plan for the year in which the financial assistance is proposed to be given, and*
  - (c) *the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*
  - (d) *the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.*
- (4) *Public notice is also not required if the financial assistance is part of a program of graffiti removal work.*

S377 of the Act states:

*A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council, other than the following:*

*- A decision under section 356 to contribute money or otherwise grant financial assistance to persons.*

There are no requirements under the Local Government Act 1993 in relation to the provision of support through assistance other than cash.

## Guidelines statement

Charities endorsed by the City of Sydney

The City receives many requests for endorsement by charities. Endorsement is distinct from a request for cash or in-kind support, which is managed through the Grants and Sponsorship Policy. A charity may request endorsement in the form of City participation in an event, for example:

1. staff providing services (eg staff taking part in a charity walk or run, or holding a fundraising morning tea);

2. the purchase of ribbons (or other small tokens) to be worn by frontline staff;
3. the City providing space or a location for sales or collection of materials in a City building (eg the public leaving donations of dog food for the RSPCA at Neighbourhood Services Centres);
4. the involvement of staff in volunteer work.
5. marketing and public relations support;
6. requests for tickets to City of Sydney produced events such as New Year's Eve or Chinese New Year;
7. the purchase of a table at a fundraising event.

To ensure that the City is consistent in the way in which it treats requests for charitable endorsement, the following guidelines will be used to determine if a charity should be endorsed. In line with the Grants and Sponsorship Policy, priority will be given to endorsing charities/charitable fundraisers which:

- (a) Contribute toward a coordinated approach to service delivery and the development of responses to emerging social, cultural environmental or economic issues.
- (b) Strengthen formal and informal support networks, reduce isolation and increase community participation and opportunities.
- (c) Increase access to the achievement of basic rights for people with the greatest need.
- (d) Promote a balanced debate aimed at achieving social harmony.
- (e) Raise funds for a cause or organisation which is in keeping with the City's priorities.
- (f) Raise funds for a cause or organisation experiencing exceptional circumstances involving genuine hardship.
- (g) Are reputable and not-for-profit.
- (h) Provide a benefit or service to the people of the City of Sydney or support an issue which falls within the City's role as a Capital City Council.
- (i) Are not for political purposes.
- (j) Are not for overtly religious activities that could be perceived as divisive within the community.

All requests will be assessed by Grants staff using the above guidelines and the definitions of charity and charitable purpose under the Act.

Approval for requests 1 – 4 above will be given by the Director City Life in consultation with the Director Workforce and Information Services if staff participate during working hours. The WHS manager will also be consulted should the participation have implications for health and safety (such as participation in novel physical activities). The Director City Life may approve the purchase of ribbons (or other small tokens) up to a maximum value of \$200 per charity per year, and will hold a budget for this purpose.

Approval for request 5 above, support in the form of publicity and promotion, (such as the display of posters or flyers in Neighbourhood Service Centres, Community Centres and Libraries, and

inclusion in ‘What’s On’ and use of other marketing tools including use of the City’s logo), will be given by the Director City Engagement, if the request involves significant marketing resources or time.

Approval for request 6 (tickets to City events) and 7 (fundraisers) above will be given by the Chief Executive Officer in consultation with the Lord Mayor. The Chief Executive Officer will hold a budget for that purpose. Invitations to attend fundraising events will be managed by the Protocol Manager, and will be provided firstly to Councillors, then to Executive and then to relevant staff.

### Cash and In-Kind Support for Charities

The City of Sydney’s Grants and Sponsorships Policy provides the framework for the provision of cash or in-kind support to all organisations. All decisions on grants or sponsorships for charities must be made in accordance with the Grants and Sponsorships Policy and the delegated authorities determined by that Policy.

The Grants and Sponsorships Policy can be viewed at:  
<http://www.cityofsydney.nsw.gov.au/community/grants-and-sponsorships>

### References

<b>Laws and standards</b>	<ul style="list-style-type: none"> <li>Local Government Act 1993, s356, s377</li> </ul>
<b>Policies, procedures and guidelines</b>	<ul style="list-style-type: none"> <li>Grants and Sponsorship Policy</li> <li>Grants and Sponsorship Procedure</li> <li>Humanitarian Aid Response Guidelines</li> </ul>

### Approval status

The Chief Executive Officer / Council approved this policy/procedure on XXX.

(A copy of the CEO’s signature should be inserted here.)

### Approval history

Stage	Date	Comment	TRIM Reference
Original Policy	January 2013	Endorsed by the Executive	2013/027019
Review	May 2018	Policy revoked, Guidelines adopted by Executive	2018/260079

### Ownership and approval

Responsibility	Role
Owner	Director City Life



Approved  
23 May 2018



Monica Barone, Chief Executive Officer