

6 May 2024

At 2.00 pm

**Corporate, Finance, Properties and
Tenders Committee**

Agenda

- 1. Confirmation of Minutes**
- 2. Statement of Ethical Obligations and Disclosures of Interest**
- 3. 2023/24 Quarter 3 Review – Delivery Program 2022-2026**
- 4. Public Exhibition - Integrated Planning and Reporting Program and Budget 2024/25**
- 5. Investments Held as at 31 March 2024**
- 6. Investments Held as at 30 April 2024**
- 7. Public Exhibition - Grants and Sponsorship Policy and Guidelines**
- 8. Adoption - Archives Collection Management Policy**
- 9. Land Classification - 13 George Julius Avenue, Zetland**
- 10. Land Classification - 2A Reed Street and 1A Tung Hop Street, Waterloo**
- 11. Land Classification - Lots 5 and 7, 2-38 Baptist Street and 397-399 Cleveland Street, Surry Hills**
- 12. Tender - T-2023-984 - City Civil Works**
- 13. Tender - T-2023-1015 - Management and Operation of the Kings Cross and Goulburn Street Parking Stations**
- 14. Tender - T-2023-966 - Sports Field Maintenance Services**
- 15. Tender - T-2023-1119 - Bush Restoration Services**
- 16. Exemption from Tender – Kronos Technical Upgrade**
- 17. Exemption from Tender - Link and Epsom Road Design**

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.

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

Consent

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

Disclaimer

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

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

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

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

Item 1.

Confirmation of Minutes

Minutes of the following meetings of the Corporate, Finance, Properties and Tenders Committee are submitted for confirmation:

Meeting of 25 March 2024.

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.

2023/24 Quarter 3 Review – Delivery Program 2022-2026

Document to Follow

Item 4.

**Public Exhibition – Integrated Planning and Reporting Program and Budget
2024/25**

Document to Follow

Item 5.

Investments Held as at 31 March 2024

File No: X020701

Summary

This report provides details of the City's investment portfolio and performance to 31 March 2024.

The City's total Investment and Cash position was \$782.4M at 31 March 2024, with investments earning interest of \$3.1M for the month.

Annual CPI inflation was 4.1 per cent in December 2023, down from 4.9 per cent in the 12 months to October 2023. However, the rate of inflation remains above the Reserve Bank of Australia's (RBA) target range of two to three per cent. While global factors explain much of the variation in inflation, domestic factors also continue to play a role. Widespread upward pressures on prices remain in the economy due to strong demand, a tight labour market and capacity constraints in some sectors of the economy.

The Reserve Bank of Australia board (RBA), on 7 November 2023 raised the official cash rate by 25 basis points to 4.35 per cent, a 12-year high, up from the record low 0.10 per cent level in May 2022. The RBA has left rates unchanged since December 2023.

The City's cash and investments portfolio is substantially restricted in both internal (\$239.1M) and external (\$92.5M) cash reserves, to satisfy the City's legislative responsibilities and to set aside specific funds for major initiatives within the Community Strategic Plan Delivering Sustainable Sydney 2030- 2050 Continuing the Vision. Key commitments within the City's Long Term Financial Plan include public domain works in the CBD, infrastructure and community facilities in the Green Square urban renewal area and commercial property and open space acquisitions. The balance of investment funds represents working capital and funding required for the City's operating and capital expenditure commitments.

The City achieved an annualised monthly return of 5.13 per cent for March which remains above the 30-Day Bank Bill Rate (BBR) of 4.30 per cent, the latest AusBond Bank Bill Index of 4.44 per cent and the enhanced benchmark of 4.75 per cent (BBR + 0.45 per cent).

Since 2015, the City has utilised an additional strategic benchmark rate to measure its investment performance by exceeding the 30 day benchmark returns, by at least 45 additional basis points (0.45 per cent p.a.). The 45 basis point increase is based on observed historical average increased credit spreads (or margins) over bank bill rates on offer in relation to 30–90 day investments.

The City's annual rolling return of 5.07 per cent continues to exceed the 12 month average 30 Day Bank Bill Rate of 4.10 per cent, the latest AusBond Bank Bill Index of 4.22 per cent and the enhanced benchmark of 4.55 per cent (BBR + 0.45 per cent). The benchmarks were endorsed in the revised Investment Strategy approved by Council in October 2023.

It is worth noting that Council's investment opportunities are constrained by a combination of legislation, regulation and any directions and guidelines issued by the Minister for the Office of Local Government. These guidelines were developed, in large part, as a response to the Global Financial Crisis and its impact on the local government sector's investments. They effectively limit the City's investment profile to something similar to a cash managed fund, which generally produce lower returns but provide a high level of security. The City's returns from the investment portfolio remain in line with cash managed funds in the market.

This report includes graphs demonstrating that the City's liquidity profile continues to satisfy the requirements of the Policy, and charts that identify the distribution of the City's portfolio across credit ratings, investment product types and financial institutions. Separate charts depicting the City's cumulative portfolio returns over and above both the 90-day Bloomberg AusBond and 30-day Bank Bill Rate benchmarks have also been included to provide further insight into the City's total investment portfolio performance.

The structure of the City's investment portfolio continues to reflect the conservative approach outlined in the Investment Policy and Strategy, which remains appropriate for the current global and domestic economic conditions. The Policy and Strategy also maintain the City's commitment to sustainable investments where returns and risks are equivalent, under the environmentally and socially responsible investment criteria.

Recommendation

It is resolved that the Investment Report as at 31 March 2024 be received and noted.

Attachments

Attachment A. Register of Investments and Cash as at 31 March 2024

Attachment B. Investment Performance as at 31 March 2024

Background

1. In accordance with the principles of sound financial management, cash that is surplus to the City's immediate requirements is invested within acceptable risk parameters to optimise interest income while ensuring the security of these funds.
2. Surplus cash is only invested in authorised investments that comply with governing legislation and the City's Investment Policy and Strategy.
3. The benchmark performance goal of the City's Investment Policy and Strategy is to surpass the 30 Days Bank Bill Rate (BBR) by 45 basis points while performance also continues to be measured against the Bloomberg AusBond Bank Bill Index.
4. The City's total Investment and Cash position as at 31 March 2024 is \$782.4M, a decrease of \$33.7M from 29 February 2024. The monthly movement reflects capital works expenditure, other operational payments for the period in excess of operating income. A schedule detailing all of the City's investments as at the end of March 2024 is provided at Attachment A.
5. A substantial portion of the City's cash and investments portfolio is held as internally restricted (\$239.1M) or externally restricted (\$92.5M) cash reserves, to satisfy the City's legislative responsibilities and to set aside specific funds for major initiatives within the Community Strategic Plan Delivering Sustainable Sydney 2030-2050 Continuing the Vision.
6. Key commitments within the City's Long Term Financial Plan include public domain works in the CBD, infrastructure and community facilities in the Green Square urban renewal area and the acquisition of commercial property and open space. The balance of investment funds represents working capital and funding required for the City's operating and other capital expenditure commitments.
7. The City achieved an annualised monthly return of 5.13 per cent for March which remains above the 30-Day Bank Bill Rate (BBR) of 4.30 per cent, the latest AusBond Bank Bill Index of 4.44 per cent and the enhanced benchmark of 4.75 per cent (BBR + 0.45 per cent).
8. Since 2015, the City has utilised an additional strategic benchmark rate to measure its investment performance by exceeding the 30 day benchmark returns, by at least 45 additional basis points (0.45 per cent p.a.). The 45 basis point increase is based on observed historical average increased credit spreads (or margins) over bank bill rates on offer in relation to 30 to 90 day investments.
9. The City's annual rolling return of 5.07 per cent continues to exceed the 12 month average 30 Day Bank Bill Rate of 4.10 per cent, the latest AusBond Bank Bill Index of 4.22 per cent and the enhanced benchmark of 4.55 per cent (BBR + 0.45 per cent). The benchmarks were endorsed in the revised Investment Strategy approved by Council in October 2023.
10. The City aims to achieve returns equal to or above these benchmark rates for the period. However, this achievement remains secondary to the critical strategies of maintaining a prudent and conservative risk profile and ensuring adequate liquidity for operational purposes.

11. It is worth noting Council's investment opportunities are constrained by a combination of legislation, regulation and any directions and guidelines issued by the Minister or the Office of Local Government. These guidelines were developed, in large part, as a response to the Global Financial Crisis and its impact on the local government sectors investments. They effectively limit the City's investment profile to something similar to a cash managed fund, which produces lower returns but provides a high level of security.
12. The City's returns from the investment portfolio are in line with cash managed funds in the market. The recent increases to official cash rates have seen improvements in rates of return offered by the market, allowing maturing deposits to be re-invested at higher rates. This trend is anticipated to continue as investments placed during the period of suppressed interest rates reach maturity and are re-invested.
13. The Australian economy is experiencing a sustained period of inflation well in excess of the Reserve Bank of Australia's (RBA) target range of two to three per cent. There are indications that inflationary pressures are reducing. Annual CPI inflation was 4.1 per cent in December 2023, down from 4.9 per cent in the 12 months to October 2023. While global factors explain much of the variation in inflation, domestic factors also play a role. There are widespread upward pressures on prices from strong demand, a continuing tight labour market and capacity constraints in some sectors of the economy.
14. In response to the current period of inflation, the RBA lifted official cash rates 14 consecutive times from the record low 0.1 per cent level in May 2022. The current rate, lifted again by the RBA in November 2023, is 4.35 per cent. Further increases remain a possibility, while the rate of inflation remains above the RBA's target range.
15. Most of the investment portfolio (currently 74.14 per cent) is held in fixed return term deposits. Continuing improvements in returns are anticipated as older investments mature and are reinvested in products offering higher prevailing rates where the funds are not otherwise required for operating purposes. Around 73.59 per cent of the portfolio, including at call account and general fund, is due to mature in the coming year. Accordingly, the City has continued to be able to reinvest at improved returns relative to recent years, though this margin has gradually reduced as official interest rate increases have slowed. It is expected that the rates on offer will reduce toward the end of the calendar year.
16. The report includes graphs depicting the City's cumulative portfolio returns over and above both the 90-day Bloomberg AusBond, and 30-day Bank Bill Rate benchmarks have also been included to provide further insight into the City's total investment portfolio performance.
17. The structure of the City's investment portfolio continues to reflect the conservative approach outlined in the Investment Policy and Strategy which was last revised and approved by Council in October 2023 remains appropriate for the current global and domestic economic conditions.

Key Implications

Strategic Alignment - Sustainable Sydney 2030-2050 Continuing the Vision

18. The City's investments accord with all legislative and policy requirements, as detailed below, and aim to achieve returns above minimum benchmark rates.

Financial Implications

19. The City's investments earned interest of \$3.1M for the month of March 2024, which is well above the monthly budgeted earnings of \$1.7M.
20. The interest income budget for the 2023/24 financial year is \$20.0M. Interest rates offered in the market for the financial year to date have been higher than were anticipated at the time the budget was set, which has favourably impacted investment returns. As noted in the Quarter 3 report to Council, included in the current reporting cycle, interest revenue is forecast to be \$40.0M for 2023/24.

Relevant Legislation

21. Council is authorised to invest its surplus cash under section 625 of the Local Government Act 1993.
22. The Local Government (General) Regulation 2021 (section 212) requires the City to provide a written monthly report of all monies invested, under section 625 of the Act.
23. The Investment Policy and Strategy was last revised in October 2023, maintaining Council's commitment to give preference to sustainable investments where returns and risks are equivalent to other investments.
24. The City's investments accord with the Minister's Investment Order, the Office of Local Government's Investment Policy Guidelines, and the City's own Investment Policy and Strategy as adopted by Council on 23 October 2023.

Critical Dates / Time Frames

25. A monthly investment report must be submitted for Council's information and review within the following month.

Public Consultation

26. Consultation is regularly undertaken with a number of financial institutions and investment advisers to consider options and ensure the City continues to maximise its investment return within appropriate legislative and risk parameters. City staff meet regularly with representatives of the 'Big 4' banks and NSW TCorp. At these meetings City staff actively advocate for Socially Responsible Investment (SRI) opportunities.

27. The banks acknowledge the appetite in the market for these products and they continue to investigate the development of suitable products, however it has been challenging to match the level of funds to available Socially Responsible Investment opportunities that meet the credit risk and maturity profile requirements of the City.
28. As noted in previous Investment Reports, Westpac were able to bring a Green Tailored Deposit product to market, which delivers a comparable return while achieving the City's preferred outcomes. The City currently holds \$55.0M in eleven tranches with this Green Tailored deposit.
29. The City currently holds \$5.0M in a sustainability bond/FRN with Bank Australia due to mature on 24 November 2025 and also invested an additional \$4.5M in February 2023 due to mature on 22 February 2027. This is based on an investment framework that is in line with the 2021 versions of the ICMA Green Bond Principles (GBP), Social Bond Principles (SBP) and Sustainability Bond Guidelines (SBG). This Socially Responsible investment opportunity meets both the credit risk and maturity profile requirements of the City.

BILL CARTER

Chief Financial Officer

Attachment A

**Register of Investments and Cash
as at 31 March 2024**

Register of Investments and Cash for March 2024 period

Institution	Rating	Face Value \$	Amortised Value \$	Monthly Net Returns	Monthly Net Return Annualised	Net Returns Rolling 12 Months	Maturity Date	Investment Date	Term (months)
Call Account & General Fund									
Westpac Bank- General Fund (Interest bearing)	AA	47,162,713	47,162,713	0.37%	4.45%	4.20%	1-Apr-24	31-Mar-24	0
Commonwealth Bank	AA	2,428,695	2,428,695	0.37%	4.40%	4.15%	1-Apr-24	31-Mar-24	0
Total		49,591,407	49,591,407	0.37%	4.45%	4.20%			
Term Deposits (TD)									
National Australia Bank	AA-	5,000,000.00	5,000,000.00	0.42%	5.04%	5.04%	5-Apr-24	1-Mar-23	13
Suncorp Bank	A+	5,000,000.00	5,000,000.00	0.38%	4.60%	4.60%	9-Apr-24	4-Apr-23	12
National Australia Bank	AA-	5,000,000.00	5,000,000.00	0.42%	5.04%	5.04%	12-Apr-24	1-Mar-23	13
Westpac Banking Corporation	AA-	5,000,000.00	5,000,000.00	0.42%	5.02%	5.02%	16-Apr-24	28-Feb-23	14
National Australia Bank	AA-	5,000,000.00	5,000,000.00	0.42%	5.01%	5.01%	19-Apr-24	2-Mar-23	14
Bendigo & Adelaide Bank	BBB+	5,000,000.00	5,000,000.00	0.39%	4.70%	4.70%	23-Apr-24	27-Apr-23	12
Suncorp Bank	A+	5,000,000.00	5,000,000.00	0.38%	4.60%	4.60%	23-Apr-24	4-Apr-23	13
Westpac Banking Corporation	AA-	5,000,000.00	5,000,000.00	0.42%	5.06%	5.06%	26-Apr-24	27-Feb-23	14
Bendigo & Adelaide Bank	BBB+	5,000,000.00	5,000,000.00	0.41%	4.95%	4.95%	30-Apr-24	8-May-23	12
Suncorp Bank	A+	5,000,000.00	5,000,000.00	0.38%	4.55%	4.55%	30-Apr-24	11-Apr-23	13
Bendigo & Adelaide Bank	BBB+	5,000,000.00	5,000,000.00	0.41%	4.95%	4.95%	3-May-24	9-May-23	12
Suncorp Bank	A+	5,000,000.00	5,000,000.00	0.39%	4.65%	4.65%	3-May-24	19-Apr-23	12
National Australia Bank	AA-	5,000,000.00	5,000,000.00	0.38%	4.60%	4.60%	7-May-24	2-May-23	12
Bendigo & Adelaide Bank	BBB+	5,000,000.00	5,000,000.00	0.41%	4.95%	4.95%	7-May-24	10-May-23	12
Bendigo & Adelaide Bank	BBB+	10,000,000.00	10,000,000.00	0.41%	4.95%	4.95%	10-May-24	16-May-23	12
Westpac Banking Corporation	AA-	5,000,000.00	5,000,000.00	0.42%	5.00%	5.00%	24-May-24	21-Feb-23	15
Westpac Banking Corporation	AA-	5,000,000.00	5,000,000.00	0.42%	5.08%	5.08%	28-May-24	22-Feb-23	15
ING Bank	A+	5,000,000.00	5,000,000.00	0.42%	5.05%	5.05%	4-Jun-24	31-May-23	12
ING Bank	A+	5,000,000.00	5,000,000.00	0.43%	5.10%	5.10%	7-Jun-24	1-Jun-23	12
National Australia Bank	AA-	5,000,000.00	5,000,000.00	0.41%	4.92%	4.92%	7-Jun-24	23-May-23	12
Westpac Banking Corporation	AA-	5,000,000.00	5,000,000.00	0.41%	4.95%	4.95%	11-Jun-24	24-May-23	13
Bendigo & Adelaide Bank	BBB+	5,000,000.00	5,000,000.00	0.47%	5.60%	5.60%	14-Jun-24	16-Jun-23	12
National Australia Bank	AA-	5,000,000.00	5,000,000.00	0.42%	5.00%	5.00%	14-Jun-24	29-May-23	13
Bank of Queensland	BBB+	5,000,000.00	5,000,000.00	0.43%	5.18%	5.18%	18-Jun-24	10-Oct-23	8
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.42%	4.98%	4.98%	21-Jun-24	30-May-23	13
Bank of Queensland	BBB+	5,000,000.00	5,000,000.00	0.43%	5.20%	5.20%	28-Jun-24	5-Jun-23	13
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.47%	5.62%	5.62%	2-Jul-24	4-Jul-23	12
Westpac Banking Corporation	AA-	5,000,000.00	5,000,000.00	0.38%	4.60%	4.60%	5-Jul-24	24-Apr-23	14
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.47%	5.62%	5.62%	9-Jul-24	6-Jul-23	12
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.48%	5.71%	5.71%	10-Jul-24	10-Jul-23	12
Bendigo & Adelaide Bank	BBB+	5,000,000.00	5,000,000.00	0.46%	5.55%	5.55%	15-Jul-24	17-Jul-23	12
Bendigo & Adelaide Bank	BBB+	5,000,000.00	5,000,000.00	0.46%	5.55%	5.55%	19-Jul-24	25-Jul-23	12
Bendigo & Adelaide Bank	BBB+	5,000,000.00	5,000,000.00	0.46%	5.55%	5.55%	23-Jul-24	26-Jul-23	12
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.40%	4.82%	4.82%	26-Jul-24	30-Jan-23	18
ING Bank	A+	10,000,000.00	10,000,000.00	0.38%	4.60%	4.60%	30-Jul-24	6-Feb-23	18
National Australia Bank	AA-	5,000,000.00	5,000,000.00	0.45%	5.40%	5.40%	2-Aug-24	1-Aug-23	12
Bendigo & Adelaide Bank	BBB+	5,000,000.00	5,000,000.00	0.45%	5.35%	5.35%	2-Aug-24	4-Aug-23	12
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.46%	5.55%	5.55%	6-Aug-24	18-Aug-23	12
National Australia Bank	AA-	5,000,000.00	5,000,000.00	0.44%	5.28%	5.28%	9-Aug-24	8-Aug-23	12
ING Bank	A+	5,000,000.00	5,000,000.00	0.44%	5.30%	5.30%	13-Aug-24	8-Aug-23	12
National Australia Bank	AA-	5,000,000.00	5,000,000.00	0.44%	5.28%	5.28%	20-Aug-24	8-Aug-23	12
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.45%	5.42%	5.42%	22-Aug-24	22-Aug-23	12
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.45%	5.39%	5.39%	3-Sep-24	25-Aug-23	12
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.45%	5.42%	5.42%	6-Sep-24	9-Aug-23	13
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.45%	5.44%	5.44%	10-Sep-24	10-Aug-23	13
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.45%	5.43%	5.43%	13-Sep-24	11-Aug-23	13
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.46%	5.47%	5.47%	17-Sep-24	14-Aug-23	13
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.46%	5.51%	5.51%	20-Sep-24	15-Aug-23	13
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.46%	5.46%	5.46%	24-Sep-24	16-Aug-23	13
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.46%	5.47%	5.47%	27-Sep-24	21-Aug-23	13
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.45%	5.38%	5.38%	1-Oct-24	23-Aug-23	13
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.45%	5.36%	5.36%	4-Oct-24	25-Aug-23	13
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.44%	5.32%	5.32%	8-Oct-24	28-Aug-23	13
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.44%	5.31%	5.31%	11-Oct-24	29-Aug-23	13
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.44%	5.30%	5.30%	15-Oct-24	29-Aug-23	14
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.44%	5.30%	5.30%	18-Oct-24	30-Aug-23	14
Commonwealth Bank	AA-	5,000,000.00	5,000,000.00	0.44%	5.30%	5.30%	22-Oct-24	30-Aug-23	14
Westpac Banking Corporation	AA-	5,000,000.00	5,000,000.00	0.43%	5.16%	5.16%	25-Oct-24	31-Aug-23	14
Westpac Banking Corporation	AA-	5,000,000.00	5,000,000.00	0.43%	5.16%	5.16%	29-Oct-24	31-Aug-23	14
Westpac Banking Corporation	AA-	5,000,000.00	5,000,000.00	0.43%	5.16%	5.16%	1-Nov-24	1-Sep-23	14
Westpac Banking Corporation	AA-	5,000,000.00	5,000,000.00	0.43%	5.16%	5.16%	5-Nov-24	1-Sep-23	14
Westpac Banking Corporation	AA-	5,000,000.00	5,000,000.00	0.43%	5.16%	5.16%	8-Nov-24	1-Sep-23	14
Westpac Banking Corporation	AA-	5,000,000.00	5,000,000.00	0.43%	5.16%	5.16%	12-Nov-24	4-Sep-23	14
Westpac Banking Corporation	AA-	5,000,000.00	5,000,000.00	0.43%	5.16%	5.16%	15-Nov-24	4-Sep-23	14
Westpac Banking Corporation	AA-	5,000,000.00	5,000,000.00	0.43%	5.20%	5.20%	19-Nov-24	5-Sep-23	14
Westpac Banking Corporation	AA-	5,000,000.00	5,000,000.00	0.43%	5.20%	5.20%	22-Nov-24	6-Sep-23	15
Westpac Banking Corporation	AA-	5,000,000.00	5,000,000.00	0.43%	5.20%	5.20%	26-Nov-24	8-Sep-23	15
Westpac Banking Corporation	AA-	5,000,000.00	5,000,000.00	0.43%	5.20%	5.20%	29-Nov-24	12-Sep-23	15
Westpac Banking Corporation	AA-	5,000,000.00	5,000,000.00	0.43%	5.21%	5.21%	3-Dec-24	18-Sep-23	14
National Australia Bank	AA-	5,000,000.00	5,000,000.00	0.44%	5.28%	5.28%	6-Dec-24	20-Sep-23	15
National Australia Bank	AA-	5,000,000.00	5,000,000.00	0.44%	5.30%	5.30%	10-Dec-24	25-Sep-23	14
Westpac Banking Corporation	AA-	5,000,000.00	5,000,000.00	0.44%	5.31%	5.31%	13-Dec-24	3-Oct-23	14
ING Bank	A+	5,000,000.00	5,000,000.00	0.44%	5.25%	5.25%	17-Dec-24	11-Oct-23	14
ING Bank	A+	5,000,000.00	5,000,000.00	0.44%	5.23%	5.23%	20-Dec-24	17-Oct-23	14
ING Bank	A+	5,000,000.00	5,000,000.00	0.46%	5.48%	5.48%	27-Dec-24	6-Nov-23	14
Suncorp Bank	A+	5,000,000.00	5,000,000.00	0.43%	5.20%	5.20%	30-Dec-24	7-Feb-24	11
Suncorp Bank	A+	5,000,000.00	5,000,000.00	0.45%	5.45%	5.45%	10-Jan-25	6-Nov-23	14
ING Bank	A+	5,000,000.00	5,000,000.00	0.45%	5.44%	5.44%	14-Jan-25	14-Nov-23	14
ING Bank	A+	5,000,000.00	5,000,000.00	0.46%	5.48%	5.48%	17-Jan-25	8-Nov-23	14
Suncorp Bank	A+	5,000,000.00	5,000,000.00	0.45%	5.38%	5.38%	24-Jan-25	15-Nov-23	14
Suncorp Bank	A+	5,000,000.00	5,000,000.00	0.45%	5.38%	5.38%	28-Jan-25	15-Nov-23	14
Suncorp Bank	A+	5,000,000.00	5,000,000.00	0.46%	5.50%	5.50%	31-Jan-25	29-Nov-23	14
ING Bank	A+	5,000,000.00	5,000,000.00	0.45%	5.34%	5.34%	4-Feb-25	4-Dec-23	14
ING Bank	A+	5,000,000.00	5,000,000.00	0.45%	5.34%	5.34%	7-Feb-25	4-Dec-23	14
ING Bank	A+	5,000,000.00	5,000,000.00	0.45%	5.34%	5.34%	11-Feb-25	6-Dec-23	14
Suncorp Bank	A+	5,000,000.00	5,000,000.00	0.44%	5.29%	5.29%	18-Feb-25	11-Dec-23	14
ING Bank	A+	5,000,000.00	5,000,000.00	0.43%	5.20%	5.20%	21-Feb-25	18-Dec-23	14
Suncorp Bank	A+	5,000,000.00	5,000,000.00	0.44%	5.22%	5.22%	28-Feb-25	8-Jan-24	14
National Australia Bank	AA-	5,000,000.00	5,000,000.00	0.42%	5.08%	5.08%	4-Mar-25	26-Feb-24	12
Suncorp Bank	A+	5,000,000.00	5,000,000.00	0.43%	5.16%	5.16%	7-Mar-25	6-Feb-24	13
Suncorp Bank	A+	5,000,000.00	5,000,000.00	0.43%	5.16%	5.16%	11-Mar-25	6-Feb-24	13
Suncorp Bank	A+	5,000,000.00	5,000,000.00	0.43%	5.13%	5.13%	14-Mar-25	7-Feb-24	13
National Australia Bank	AA-	5,000,000.00	5,000,000.00	0.43%	5.15%	5.15%	18-Mar-25	14-Feb-24	13
National Australia Bank	AA-	5,000,000.00	5,000,000.00	0.43%	5.15%	5.15%	21-Mar-25	14-Feb-24	13
National Australia Bank	AA-	5,000,000.00	5,000,000.00	0.43%	5.15%	5.15%	25-Mar-25	15-Feb-24	13
ING Bank	A+	5,000,000.00	5,000,000.00	0.43%	5.19%	5.19%	28-Mar-25	19-Feb-24	13
ING Bank	A+	5,000,000.00	5,000,000.00	0.43%	5.19%	5.19%	1-Apr-25	19-Feb-24	13

Register of Investments and Cash for March 2024 period

Institution	Rating	Face Value \$	Amortised Value \$	Monthly Net Returns	Monthly Net Return Annualised	Net Returns Rolling 12 Months	Maturity Date	Investment Date	Term (months)
Term Deposits (TD) 'Green Tailored Deposits'									
Westpac Banking Corporation - Green Tailored Deposit - (Annual Interest)	AA-	5,000,000.00	5,000,000.00	0.45%	5.40%	5.40%	2-Jan-25	24-Nov-23	13
Westpac Banking Corporation - Green Tailored Deposit - (Annual Interest)	AA-	5,000,000.00	5,000,000.00	0.46%	5.46%	5.46%	7-Jan-25	27-Nov-23	13
Westpac Banking Corporation - Green Tailored Deposit - (90 days BBSW + 85 points)	AA-	5,000,000.00	5,000,000.00	0.43%	5.19%	5.19%	25-Feb-25	29-Feb-24	12
Westpac Banking Corporation - Green Tailored Deposit - (90 days BBSW + 85 points)	AA-	5,000,000.00	5,000,000.00	0.43%	5.18%	5.18%	8-Apr-25	21-Feb-24	14
Westpac Banking Corporation - Green Tailored Deposit - (90 days BBSW + 85 points)	AA-	5,000,000.00	5,000,000.00	0.43%	5.18%	5.18%	11-Apr-25	21-Feb-24	14
Westpac Banking Corporation - Green Tailored Deposit - (90 days BBSW + 85 points)	AA-	5,000,000.00	5,000,000.00	0.43%	5.18%	5.18%	15-Apr-25	23-Feb-24	14
Westpac Banking Corporation - Green Tailored Deposit - (90 days BBSW + 85 points)	AA-	5,000,000.00	5,000,000.00	0.43%	5.19%	5.19%	17-Apr-25	27-Feb-24	14
Westpac Banking Corporation - Green Tailored Deposit - (90 days BBSW + 85 points)	AA-	5,000,000.00	5,000,000.00	0.43%	5.20%	5.19%	29-Apr-25	23-Feb-24	14
Westpac Banking Corporation - Green Tailored Deposit - (90 days BBSW + 85 points)	AA-	5,000,000.00	5,000,000.00	0.45%	5.34%	5.34%	2-Mar-25	4-Mar-24	14
Westpac Banking Corporation - Green Tailored Deposit - (90 days BBSW + 80 points)	AA-	5,000,000.00	5,000,000.00	0.44%	5.29%	5.29%	6-May-25	5-Mar-24	14
Westpac Banking Corporation - Green Tailored Deposit - (90 days BBSW + 80 points)	AA-	5,000,000.00	5,000,000.00	0.44%	5.29%	5.29%	9-May-25	6-Mar-24	14
Total		580,000,000	580,000,000	0.43%	5.12%	5.12%			
Floating Rate Notes (FRN)									
National Australia Bank (90 days BBSW + 92 points)	AA-	3,200,000.00	3,200,000.00	0.45%	5.40%	5.11%	19-Jun-24	20-Jun-19	60
Westpac Banking Corporation (90 days BBSW + 88 points)	AA-	4,000,000.00	4,000,000.00	0.43%	5.22%	5.03%	16-Aug-24	16-May-19	63
ANZ Bank (90 days BBSW + 77 points)	AA-	4,000,000.00	4,000,000.00	0.43%	5.11%	4.94%	29-Aug-24	29-Aug-19	60
National Australia Bank (90 days BBSW + 77 points)	AA-	5,000,000.00	5,000,000.00	0.42%	5.10%	4.92%	21-Jan-25	21-Jan-20	60
Macquarie Bank (3 months BBSW + 84 points)	A+	5,000,000.00	5,000,000.00	0.43%	5.20%	5.01%	12-Feb-25	12-Feb-20	60
Suncorp Bank (90 days BBSW + 112 points)	A+	1,500,000.00	1,500,000.00	0.46%	5.47%	5.28%	24-Apr-25	27-Apr-20	60
Suncorp Bank (90 days BBSW + 83 points) - Covered Bond	A+	2,200,000.00	2,200,000.00	0.43%	5.18%	4.96%	17-Oct-25	17-Oct-22	36
Great Southern Bank (3months BBSW + 158 points)	BBB+	4,000,000.00	4,000,000.00	0.51%	6.06%	5.74%	1-Dec-25	1-Dec-22	36
Macquarie Bank (3 months BBSW + 48 points)	A+	5,000,000.00	5,000,000.00	0.41%	4.95%	4.68%	9-Dec-25	9-Dec-20	60
Suncorp Bank (90 days BBSW + 45 points)	A+	2,100,000.00	2,100,000.00	0.40%	4.78%	4.60%	24-Feb-26	24-Feb-21	60
Newcastle Greater Mutual Group Ltd (90 days BBSW + 63 points)	BBB+	5,000,000.00	5,000,000.00	0.43%	5.12%	4.81%	4-Mar-26	4-Mar-21	60
Bendigo & Adelaide Bank (90 days BBSW + 125 points)	BBB+	4,500,000.00	4,500,000.00	0.47%	5.61%	5.44%	15-May-26	15-May-23	36
Suncorp Bank (90 days BBSW + 105 points)	A+	4,000,000.00	4,000,000.00	0.45%	5.39%	5.23%	18-May-26	18-May-23	36
Bendigo & Adelaide Bank (90 days BBSW + 65 points)	BBB+	5,000,000.00	5,000,000.00	0.43%	5.13%	4.83%	18-Jun-26	18-Jun-21	60
Macquarie Bank (3 months BBSW + 85 points)	A+	4,000,000.00	4,000,000.00	0.44%	5.34%	5.12%	14-Sep-26	14-Sep-23	36
Suncorp Bank (90 days BBSW + 48 points)	A+	3,750,000.00	3,750,000.00	0.41%	4.97%	4.71%	15-Sep-26	15-Sep-21	60
Bank of Queensland (90 days BBSW + 80 points)	BBB+	3,000,000.00	3,000,000.00	0.43%	5.16%	4.95%	27-Oct-26	27-Oct-21	60
Commonwealth Bank (3 month BBSW + 70 points)	AA-	3,250,000.00	3,250,000.00	0.42%	5.06%	4.82%	14-Jan-27	14-Jan-22	60
Westpac Banking Corporation (90 days BBSW + 70 points)	AA-	3,900,000.00	3,900,000.00	0.42%	5.05%	4.87%	25-Jan-27	18-Jan-22	60
Suncorp Bank (90 days BBSW + 78 points)	A+	4,500,000.00	4,500,000.00	0.43%	5.13%	4.95%	25-Jan-27	17-Jan-22	60
Great Southern Bank (3months BBSW + 165 points)	BBB+	2,500,000.00	2,500,000.00	0.50%	6.00%	5.81%	9-Feb-27	9-Feb-23	48
Newcastle Greater Mutual Group Ltd (90 days BBSW + 100 points)	BBB+	2,250,000.00	2,250,000.00	0.45%	5.36%	5.16%	10-Feb-27	3-Feb-22	60
National Australia Bank (90 days BBSW + 72 points)	AA-	4,000,000.00	4,000,000.00	0.42%	5.05%	4.88%	25-Feb-27	25-Feb-22	60
ING Bank (3 months BBSW + 95 points)	A	1,500,000.00	1,500,000.00	0.46%	5.47%	5.47%	22-Mar-27	22-Mar-24	36
ANZ Bank (90 day BBSW + 97 points)	AA-	4,000,000.00	4,000,000.00	0.44%	5.33%	5.14%	12-May-27	12-May-22	60
Westpac Banking Corporation (90 days BBSW + 105 points)	AA-	4,000,000.00	4,000,000.00	0.45%	5.38%	5.20%	20-May-27	20-May-22	60
ANZ Bank (90 days BBSW + 120 points)	AA-	4,000,000.00	4,000,000.00	0.46%	5.56%	5.33%	4-Nov-27	4-Nov-22	60
Westpac Banking Corporation (90 days BBSW + 123 points)	AA-	5,000,000.00	5,000,000.00	0.47%	5.59%	5.40%	11-Nov-27	11-Nov-22	60
Suncorp Bank (3 months BBSW + 110 points)	A+	3,750,000.00	3,750,000.00	0.45%	5.43%	5.46%	24-Nov-27	24-Nov-23	48
National Australia Bank (90 days BBSW + 120 points)	AA-	4,200,000.00	4,200,000.00	0.46%	5.53%	5.36%	25-Nov-27	25-Nov-22	60
Suncorp Bank (3months BBSW + 125points)	A+	2,700,000.00	2,700,000.00	0.48%	5.74%	5.43%	14-Dec-27	14-Dec-22	60
ANZ Bank (90 days BBSW + 106 points)	AA-	4,000,000.00	4,000,000.00	0.46%	5.55%	5.31%	31-Mar-28	31-Mar-23	60
Suncorp Bank (3 months BBSW + 105 points)	A+	3,000,000.00	3,000,000.00	0.45%	5.41%	5.32%	12-Jul-28	12-Jul-23	60
Commonwealth Bank (3 month BBSW + 95 points)	AA-	3,000,000.00	3,000,000.00	0.44%	5.29%	5.24%	17-Aug-28	17-Aug-23	60
ANZ Bank (90 days BBSW + 93 points)	AA-	3,500,000.00	3,500,000.00	0.45%	5.40%	5.20%	11-Sep-28	11-Sep-23	60
National Australia Bank (3 months BBSW + 103 points)	AA-	4,000,000.00	4,000,000.00	0.45%	5.37%	5.40%	16-Nov-28	16-Nov-23	60
Westpac Banking Corporation (3 months BBSW + 100 points)	AA-	4,000,000.00	4,000,000.00	0.45%	5.36%	5.36%	15-Jan-29	15-Jan-24	60
ANZ Bank (90 days BBSW + 96 points)	AA-	3,500,000.00	3,500,000.00	0.44%	5.32%	5.32%	5-Feb-29	5-Feb-24	60
National Australia Bank (3 months BBSW + 90 points)	AA-	3,500,000.00	3,500,000.00	0.45%	5.42%	5.42%	22-Mar-29	22-Mar-24	60
Floating Rate Notes (FRN) 'Green/Climate Bonds/Sustainability Bond'									
Bank Australia - Sustainability Bond (3months BBSW + 160 points)	BBB	5,000,000.00	5,000,000.00	0.49%	5.93%	5.75%	24-Nov-25	24-Nov-22	36
Bank Australia - Sustainability Bond (3months BBSW + 155 points)	BBB	4,500,000.00	4,500,000.00	0.49%	5.88%	5.67%	22-Feb-27	22-Feb-23	48
Total		152,800,000	152,800,000	0.45%	5.36%	5.18%			
Total Investments		782,391,407	782,391,407	0.43%	5.13%	5.07%			
Benchmark: 30 Day Bank Bill Index				0.36%	4.30%	4.10%			
Benchmark: Bloomberg AusBond Bank Bill Index				0.37%	4.44%	4.22%			
TOTAL INVESTMENTS & CASH		782,391,407.42	782,391,407						
Note:									
Total Investments & cash - as per investment report		782,391,407.42							
IGS Sinking Fund Balance - as at Mar 2024		2,211,621.30							
Net reconciling amount - closing Bank Balance (per register above) and closing General Ledger account balance (timing difference)		280,870.57							
Total Investments & cash - as per general ledger balance		784,322,158.15							

Summary of Net Investment Movements - March 2024

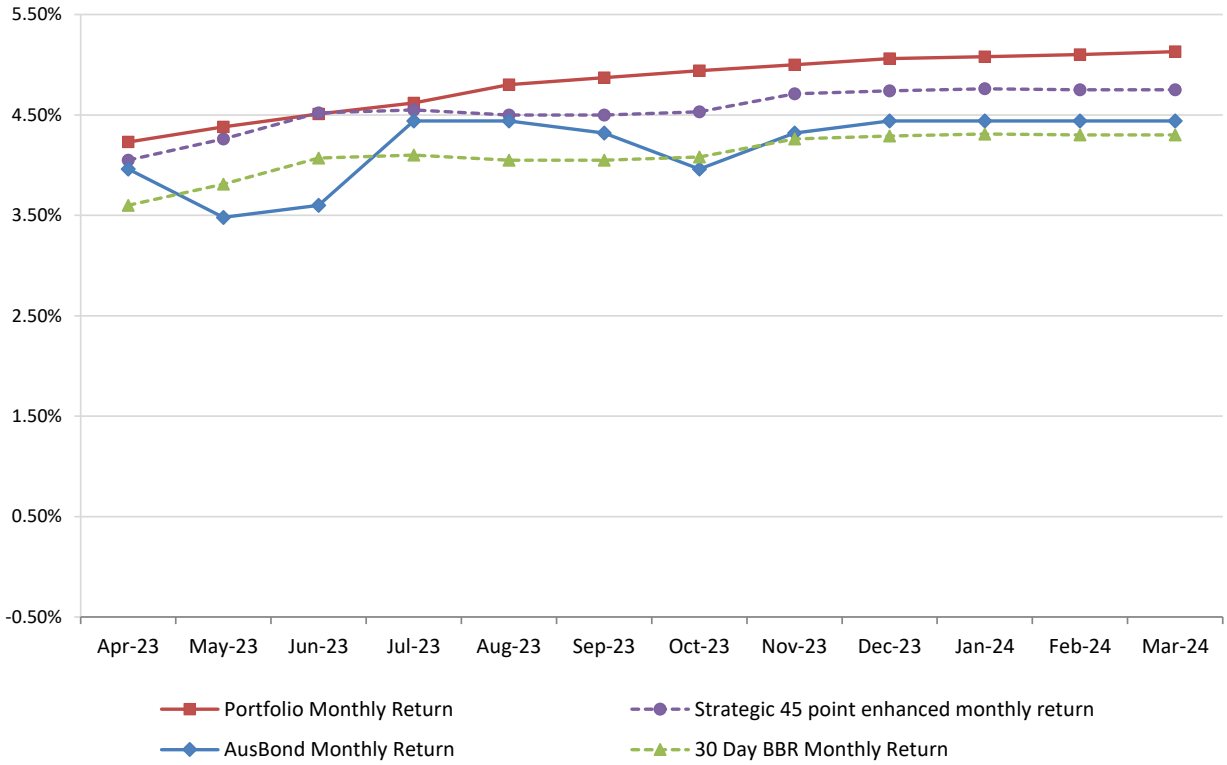
Financial Institution	Fund Rating	Net Investment/(Reduction) Amount \$	Commentary
<u>General Fund</u>			
Westpac Banking Corporation	AA-	(13,700,000)	Surplus funds utilised from general fund for further investments and for operational purposes.
<u>Term Deposits (TDs)</u>			
Bank of Queensland	BBB+	(5,000,000)	Redeemed matured investments and additional income placed in higher yielding investments,or utilised for operational purposes.
Bendigo & Adelaide Bank	BBB+	(5,000,000)	
Commonwealth Bank	AA-	(5,000,000)	
ING Bank	A+	(5,000,000)	
Westpac Banking Corporation	AA-	(5,000,000)	
<u>Floating Rate Notes (FRNs)</u>			
ING Bank	A+	1,500,000	Redeemed matured investments placed in higher yielding floating rate note
National Australia Bank	AA-	3,500,000	

Attachment B

**Investment Performance
as at 31 March 2024**

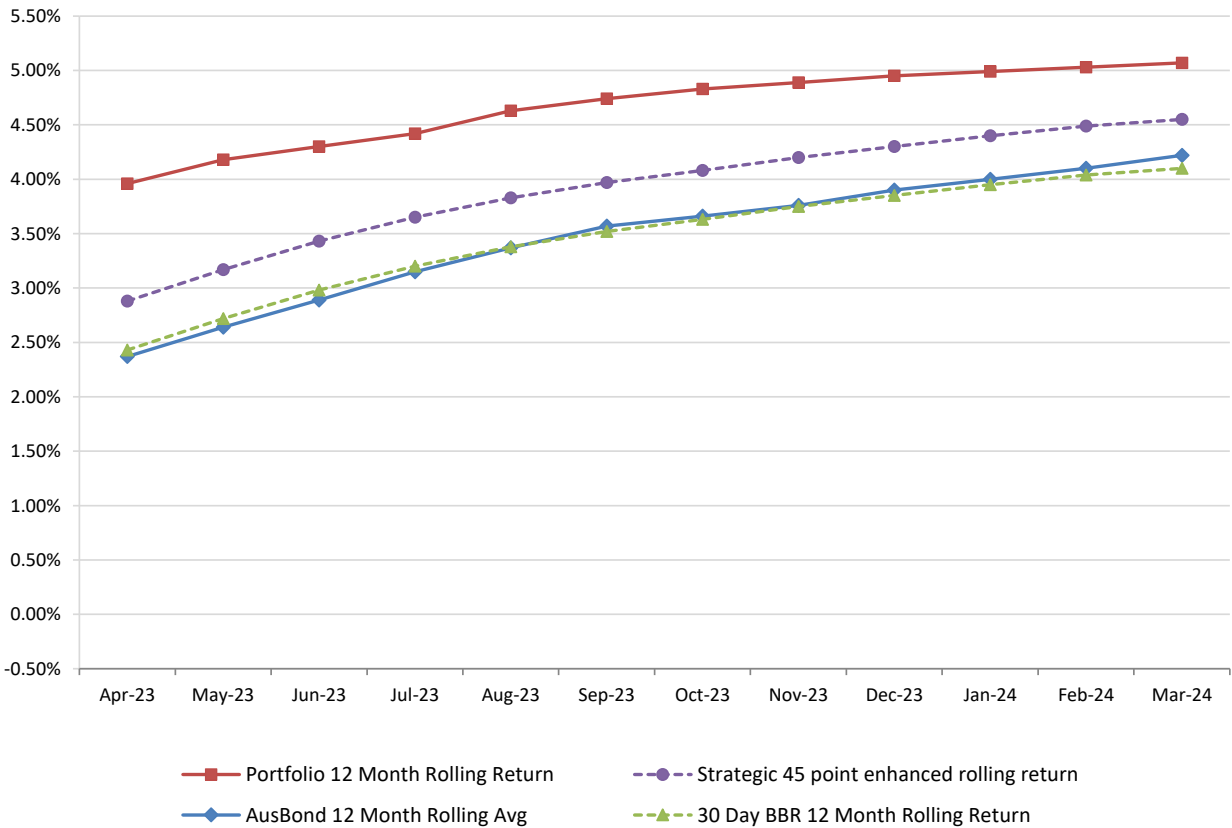
Monthly Results

Actual Portfolio vs Strategic Enhanced Benchmark vs AusBond Benchmark vs 30 Day BBR Benchmark
March 2024

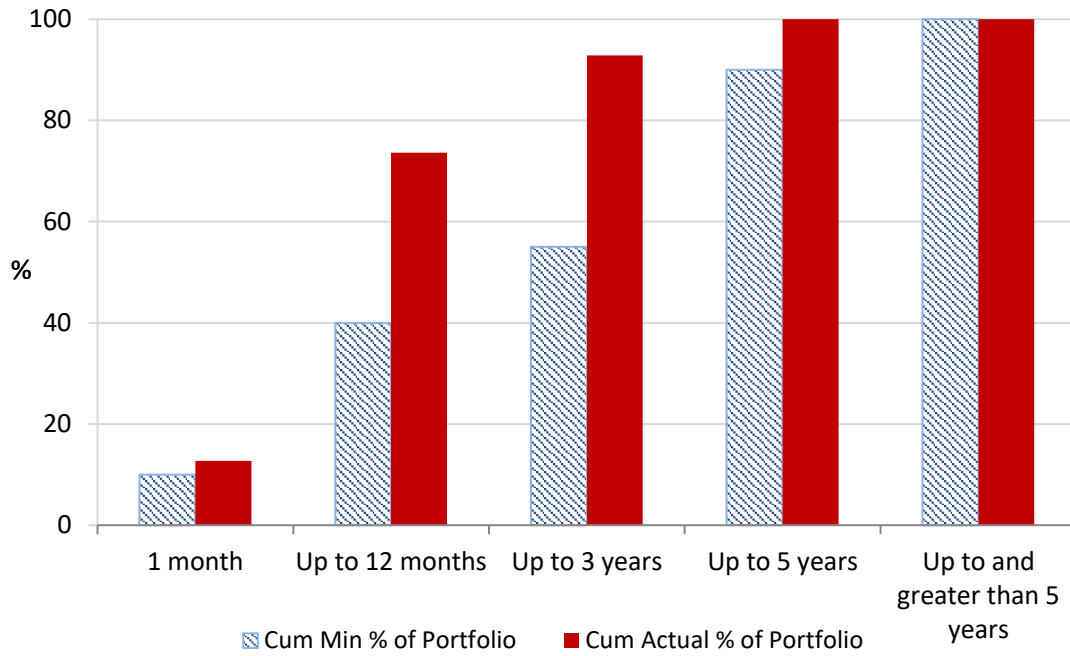


12 Month Rolling Averages

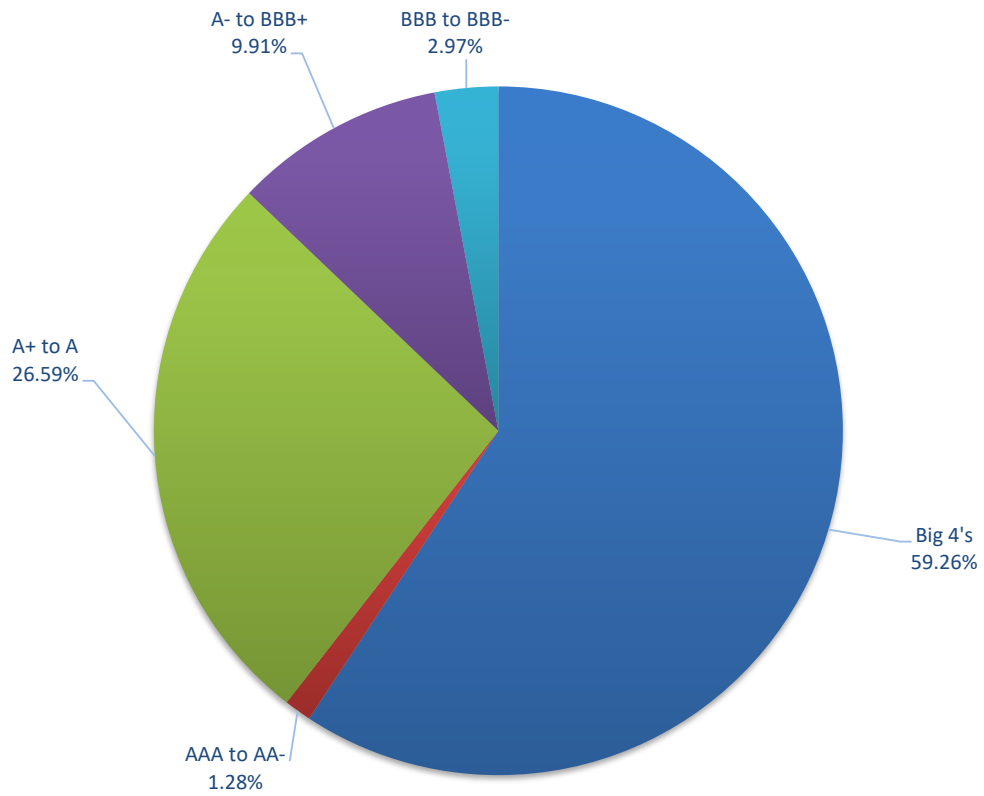
Actual Portfolio vs Strategic Enhanced Benchmark vs AusBond Benchmark vs 30 Day BBR Benchmark
March 2024



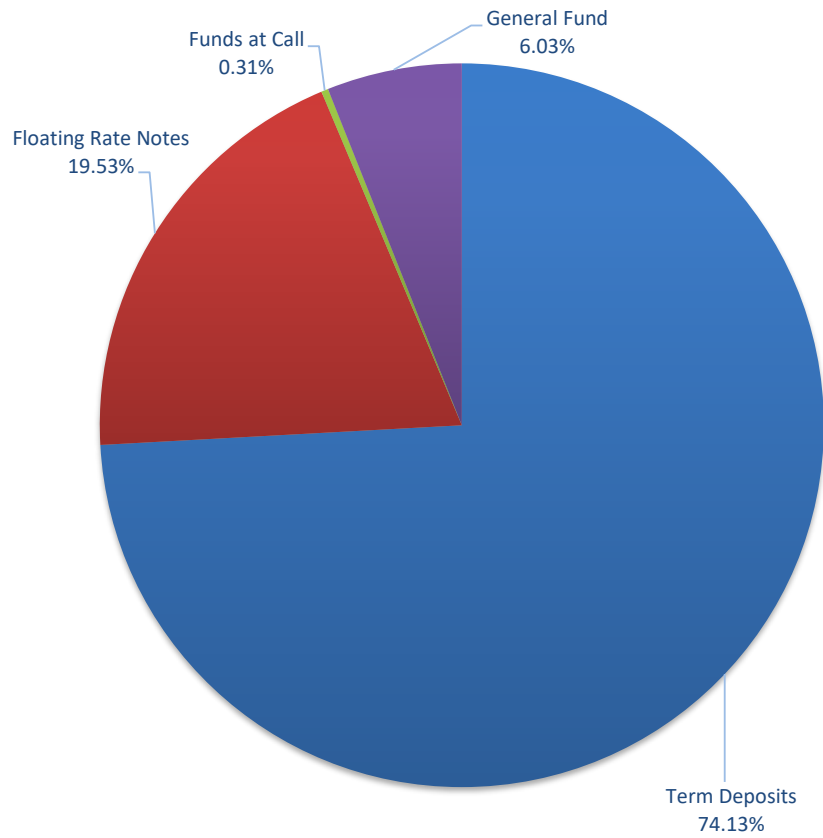
Portfolio Liquidity - Minimum Allocations as at 31 March 2024



Risk Profile as at 31 March 2024



Risk Profile as at 31 March 2024



INVESTMENT AND CASH DISTRIBUTION BY FINANCIAL INSTITUTION				
as at 31 March 2024				
Institution Category	Financial Institution	Amount \$M	Financial Inst. %	Institution Cat. %
Australian Big 4 Bank (and related institutions)	ANZ Bank	23.0	2.9	
	Commonwealth Bank	118.7	15.2	
	National Australia Bank	98.9	12.6	
	Westpac Banking Corporation	223.1	28.5	
Big 4 Total		463.6		59.3
Other Australian ADIs and Australian subsidiaries of foreign institutions	Bank Australia Limited	9.5	1.2	
	Bank of Queensland	13.0	1.7	
	Bendigo & Adelaide Bank	64.5	8.2	
	Great Southern Bank (formerly Credit Union Australia)	6.5	0.8	
	ING Bank	96.5	12.3	
	Suncorp Bank	97.5	12.5	
	Macquarie Bank Ltd	14.0	1.8	
	Northern Territory Treasury Corporation	10.0	1.3	
Newcastle Greater Mutual Group Ltd	7.3	0.9		
Other ADI Total		318.8		40.7
Grand Total		782.4	100.0	100.0

Item 6.

Investments Held as at 30 April 2024

Document to Follow

Item 7.

Public Exhibition - Grants and Sponsorship Policy and Guidelines

File No: S117676

Summary

The City of Sydney's grants and sponsorship programs support initiatives and projects that build the social, cultural, environmental and economic life of the city.

The current policy and guidelines were adopted by Council in August 2022. These documents align with the strategic directions and actions of Sustainable Sydney 2030-2050 Continuing the Vision. The delivery of support through cash and value-in-kind (VIK) are part of the many ways in which the City partners with the community.

As part of the commitment to review the Grants and Sponsorship Policy and Guidelines, this review has been undertaken to ensure that the policy and programs continue to deliver against Sustainable Sydney 2030-2050 Continuing the Vision and to meet best practice in grants management.

After review, it is recommended that no changes are made to the Policy as it still reflects the principles by which the grants and sponsorship programs should be governed and align with current strategies.

There are recommended changes to the Guidelines which will support stronger outcomes for the communities of the City.

The recommended changes to the Guidelines are reflected in the Draft Grants and Sponsorship Guidelines at Attachment B. The current Guidelines are at Attachment C.

This report seeks Council approval to place draft Grants and Sponsorship Guidelines on public exhibition.

Once exhibited and feedback received, the Guidelines will be brought back to Council for adoption.

Recommendation

It is resolved that:

- (A) Council note that no changes will be made to the Grants and Sponsorship Policy, as shown at Attachment A to the subject report;
- (B) Council approve for public exhibition the draft Grants and Sponsorship Guidelines, as shown at Attachment B to the subject report;
- (C) Council note that the Grants and Sponsorship Guidelines, including any recommended changes, will be reported to Council for adoption following the exhibition period; and
- (D) authority be delegated to the Chief Executive Officer to make minor editorial amendments for clarity or correction of drafting errors prior to the exhibition of the draft Grants and Sponsorship Guidelines.

Attachments

- Attachment A.** Grants and Sponsorship Policy
- Attachment B.** Draft Grants and Sponsorship Guidelines
- Attachment C.** Grants and Sponsorship Guidelines (current)

Background

1. A review of the Grants and Sponsorship Policy and Guidelines has been conducted to ensure that the programs continue to align with the strategic outcomes of Sustainable Sydney 2030-2050 Continuing the Vision.
2. Extensive consultation was delivered through the following mechanisms:
 - (a) Survey of over 700 applicants on their user experience of the City's Grants and Sponsorship application process and support;
 - (b) A Councillor workshop on key themes raised about diversity, eligibility, grassroots access and grants management processes;
 - (c) Two workshops with the Indigenous Leadership Engagement Team to review the impact of the Collaboration Fund and the programs as a whole and how we are engaging with community;
 - (d) 15 workshops with City staff from across teams on each funding program considering outcomes from the first year of current guidelines; and
 - (e) Input from the City's legal team on adjustments to application requirements and the City's communication team on simplifying language and process.
3. City staff have considered the grant practices of other major city's grant programs and the NSW Grants Administration Guide to benchmark the City's grants management processes.
4. As a result of the consultation, there are seven key recommendations for program change outlined below. Over and above this, there are adjustments being made to grant management processes and engagement over the next 12 month period.

Recommended change	Details	Rationale
Aboriginal and Torres Strait Islander Collaboration Fund – multi-year option	Three year funding available through the Collaboration Fund	Increase the stability and capacity growth of Aboriginal and Torres Strait Islander led organisations.
Community Services Grants: open for both Winter and Summer rounds	Community Services grant program will be offered twice a year.	Increased access for community groups and grassroots organisations.

Recommended change	Details	Rationale
Two-tier approach to Community Services Grants and Collaboration Fund: application requirements reduced for applicants requesting less than \$20,000	Applicants requesting less than \$20,000 will have reduced reporting required at the application and acquittal stage	Removing red tape and simplifying processes for applicants
Creative Grants: capital costs increased to \$10k	Alignment with the Quick Response Grants	Consistency in the guidelines
Innovation and Ideas Grants: matched funding for-profits	For-profit applicants must demonstrate a matching contribution in cash and/or in-kind support	Greater demonstrated contribution by profit based organisations.
Innovation and Ideas Grants two stage process	Potential applicants can submit an idea or concept at any time of the year for feedback prior to submitting a full application.	To support new and innovative ideas, applicants initially will be able to pitch an idea or concept first without the commitment to complete an application due to the nature of an idea/concept. It is different to delivering an event or festival or operational delivery which is a known entity.
Quick Response Grants: up to \$5k available to individuals	Individuals can apply for small grants that reflect community benefit or need.	Remove red tape of individual needing an organisation to auspice/manage their grant

5. Grants management changes include regular applicant user experience surveys (after every Summer and Winter round), revision of eligibility language to make it easier for applicants to understand, scheduling of budget allocation across the year for Quick Response Grants to support community need.
6. City staff will continue to evaluate and assess the standards and impact of the Grants and Sponsorship programs to ensure their alignment to the City's strategies and with best practice in grants management.
7. If approved the Draft Guidelines will be put on exhibition for 28 days. Feedback from the community will be reviewed and considered before the final Guidelines are submitted to Council for endorsement.

Key Implications

Strategic Alignment - Sustainable Sydney 2030-2050 Continuing the Vision

8. Sustainable Sydney 2030-2050 Continuing the Vision is a vision for the sustainable development of the City into the future. Building on our community's vision for the future, there are 10 directions for 2050, 10 targets to measure progress and 10 ambitious project ideas that bring the vision to life. The provision of grants and sponsorships is a key mechanism for the City to further the aims identified in its social, economic, environmental, and cultural policies. All applications are considered against the 10 strategic directions and how they can directly deliver or encourage the further development of the aims and objectives identified in Sustainable Sydney 2030-2050 Continuing the Vision.
9. The program is aligned to the following strategic directions and objectives:
 - (a) Direction 2 - A leading environmental performer - Grants and sponsorships contribute to the City's endeavours in improving environmental performance of our residents and businesses by supporting new and innovative approaches to delivering sustainability outcomes. and strengthening community resilience.
 - (b) Direction 3 - Public places for all - Grants and sponsorships contribute to the safe and responsible use of public spaces for community access and enjoyment of city residents, workers and visitors.
 - (c) Direction 6 - An equitable and inclusive city - Grants and sponsorships contribute to community development and support active participation in civic life. They empower the community to address issues that matter to them and drive projects to create a more inclusive and resilient city.
 - (d) Direction 7 - Resilient and diverse communities - Grants and sponsorships contributes to improved wellbeing, well located, inclusive and affordable services that improve social connections and embrace a safe city.
 - (e) Direction 8 - A thriving cultural and creative life - Grants and sponsorships 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.
 - (f) Direction 9 - A transformed and innovative economy - Grants and sponsorships contribute to helping stimulate business and promote economic activity. They encourage partnerships with other organisations on business development and assist groups of businesses to work together for the collective benefit.
 - (g) Direction 10 - Housing for all - Grants and sponsorships aligns with the City's position on affordable housing, homelessness and social sustainability, as set out in A City For All, the social sustainability strategy, as well as Housing for All, the City's housing strategy.

Organisational Impact

10. As part of the review, it was identified that the Grants Management team required additional resources. This has been put forward as part of the establishment structure and budget process for 2024/25 and ongoing.

Risks

11. The City has a responsibility to manage the distribution of public money to community through an open and transparent process. The need for a Grants and Sponsorship Policy and Guidelines document provides this transparency and allows for public input.

Social / Cultural / Community/ Environmental

12. The grants and sponsorship program provides the City with a platform to support social, cultural, economic and environmental initiatives from communities, community organisations and businesses within the local area.

Financial Implications

13. There are no additional financial implications beyond the grant budgets submitted as part of the draft 2024/25 budget and future years' forward estimates.

Relevant Legislation

14. Section 356 of the Local Government Act 1993 regulates how financial assistance can be given by local councils.
15. As part of the Local Government Act 1993 and Integrated Planning and Reporting requirements, the City is required to exhibit changes to its grants program.
16. The grants and sponsorship policy (the Policy) provides the governance framework for how the Program is managed, and how decisions about funding are made. The Policy ensures that the City meets the governance requirements of Section 356 of the Local Government Act 1993 in relation to grant giving.

Critical Dates / Time Frames

17. The proposed revision to the Guidelines will be implemented for the 2024/25 financial year immediately following adoption by Council.

Public Consultation

18. The guidelines will be placed on public exhibition for 28 days ahead .

EMMA RIGNEY

Director City Life

Sam Wild, Manager Grants

Attachment A

Grants and Sponsorship Policy

Grants and Sponsorship Policy

Purpose

The City’s grants and sponsorship program aims to support projects that promote:

- strong partnerships with Aboriginal and Torres Strait Islander communities
- leading environmental performance
- connected, resilient and inclusive communities
- a thriving cultural and creative life
- a transformed and innovative economy

This policy provides guidance to individuals and organisations when applying for cash and value-in-kind grant funding and to City of Sydney employees and Council when responding to and managing grants and sponsorship requests.

Scope

This policy applies to all outgoing grants, sponsorships, and value-in-kind provisions.

Council may approve grants and sponsorship outside this policy. The policy does not prevent Council giving occasional small contributions to organisations, providing support for civic functions or one-off events in accordance with the relevant legislation.

This policy applies to all not-for-profit organisations, for-profit organisations, sole traders, individuals, owners’ corporations, unincorporated community groups and government agencies who apply to the City of Sydney for grant or sponsorship funding.

Grants and sponsorships are different from the purchase of services, where the City of Sydney determines the type of project, product or service it requires and develops a contract to manage how this is delivered. Procurement of goods, services, works and facilities are covered by the City of Sydney’s Procurement and Contract Management Policy.

Donations and support for charities are covered by the City of Sydney’s Support for Charities Guidelines, and Humanitarian Aid Guideline. Incoming corporate sponsorships are covered by the City of Sydney’s Corporate Sponsorship Policy.

Definitions

Term	Meaning
Grant	Cash or value-in-kind support provided to applicants for a specified project or purpose as outlined in the funding agreements between the City of Sydney and the recipient.
Sponsorship	Agreements between the City of Sydney and organisations where the City of Sydney receives benefits in return for the sponsorship. Examples of benefits include promotion, marketing, speaking opportunities and/or tickets.
Value-in-kind	An arrangement where the City of Sydney foregoes revenue (either in full or in part) on things for which a fee would normally be charged.

	<p>This may include park hire, venue hire, banner pole hire, or workspace accommodation.</p> <p>Applicants receiving value-in-kind support may need to enter an agreement with the City of Sydney in addition to a corresponding funding agreement.</p> <p>Services incurring real cash cost are not supported within the City of Sydney’s grants and sponsorship program. These services include cleansing and waste, development application fees, health inspection fees, health approvals, section 68 approvals, temporary road closures, in-house design, and printing and distribution services.</p>
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Policy statement

The City of Sydney’s grants and sponsorship program supports initiatives and projects that strengthen the social, cultural, economic and environmental life of the city. Through this program the City of Sydney partners with the community and business to further the strategic directions of Sustainable Sydney 2030-2050 Continuing the Vision.

The City of Sydney acknowledges the importance of partnering with Aboriginal and Torres Strait Islander communities to deliver social, cultural, economic and environmental outcomes for their communities.

The City of Sydney recognises and respects the vital contribution of community and business in developing and delivering projects that contribute to a vibrant, inclusive, resilient, innovative and sustainable city. Through this program the City of Sydney provides financial and in-kind support for a diverse range of projects.

This policy provides the framework for managing grants and sponsorship applications. It sets the expected outcomes of our Grants and Sponsorships Program and the principles that guide grantmaking at the City of Sydney.

This policy covers four areas:

1. Grants and sponsorship outcomes
2. Grantmaking principles
3. Ethics framework
4. Grant assessment and approval

Grants and sponsorship outcomes

The Grants and Sponsorship Program aligns with the following strategic directions of Sustainable Sydney 2030-50 Continuing the Vision:

- A leading environmental performer
- An equitable and inclusive city
- Resilient and diverse communities
- A thriving cultural and creative life
- A transformed and innovative economy
- Good governance and stewardship

Some of our grants and sponsorship programs are categorised by their primary strategic outcome. However, several of our grants and sponsorship programs are designed to deliver across a range of strategic outcomes.

Grants can also provide a powerful incentive to residents and businesses to act and make the changes necessary to improve environmental performance. They support new and innovative approaches to delivering sustainability outcomes and strengthening community resilience.

Grants and sponsorships play an important role in community development and support active participation in civic life. They empower the community to address issues that matter to them and drive projects to create a more inclusive and resilient city.

Grants are a valuable method of supporting artistic and creative endeavour 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.

Grants and sponsorships help stimulate business and promote economic activity. They encourage partnerships with other organisations on business development and assist groups of businesses to work together for the collective benefit.

Our Grants and Sponsorship Guidelines provide details about each of our grant programs including funding priorities, key dates, funding available, eligibility criteria, application processes and assessment criteria.

We are committed to ensuring that our grants and sponsorship programs are responsive to emerging needs and opportunities within our community and may make changes to the Grants and Sponsorship Guidelines as required and in accordance with the relevant approval process.

Grantmaking principles

The following principles guide the City of Sydney's funding and value-in-kind assistance to deliver strong relationships between the City of Sydney, our communities and business.

Strengthening Aboriginal and Torres Strait Islander partnerships

We acknowledge the city's Aboriginal and Torres Strait Islander peoples, and the Gadigal of the Eora Nation as the traditional custodians of this local area. We support the right of Aboriginal and Torres Strait Islander Peoples to self-determination. The City of Sydney is committed to ensuring our funding programs provide an ongoing process of choice to ensure Aboriginal and Torres Strait Islander communities can meet their social, cultural, economic and environmental needs and aspirations. Organisations applying for grants are encouraged to engage Aboriginal and Torres Strait Islander businesses, organisations and individuals into all aspects of their project.

Partnerships and building relationships

The City of Sydney is committed to building and maintaining relationships based on trust and respect with individuals and organisations committed to addressing social, cultural, economic and environmental issues. The City of Sydney recognises the financial contributions, skills, resources and commitment that individuals, communities and businesses bring to the grant partnership. The City of Sydney is committed to connecting individuals and organisations to networks, resources and knowledge which can strengthen the delivery of projects.

The City of Sydney partners with a wide range of organisations to deliver on its objectives. This includes funding for-profit organisations who have demonstrated they are best placed to deliver public benefit and meet the relevant grant program outcomes.

Diversity and inclusion

The City of Sydney values the identities, perspectives, and experiences of the communities that live, work, and visit our local area and believe this diversity strengthens our city. We support the development and delivery of projects that contribute to a more inclusive and equitable city where

everyone has access to essential services and facilities to support wellbeing and quality of life. The City of Sydney partners with organisations and local communities to build on the strengths of our communities and enable them to thrive and be resilient.

The City of Sydney is committed to ensuring that our grant program is inclusive and accessible to our diverse communities. We encourage applications from our diverse communities including young people, older people, people with disability, culturally and linguistically diverse communities, women and LGBTIQ+ communities. Organisations applying for grants are encouraged to promote gender pay equity - valuing skills, responsibilities and working conditions in a non-discriminatory way.

Climate emergency and community resilience

The City of Sydney is committed to building the capacity of communities and business to lead initiatives that respond to the climate emergency and reduce their environmental impact. The City of Sydney partners with organisations and local communities to promote transformative change in energy generation, resource consumption, water use, transport and climate adaptation.

The City of Sydney supports others to take positive steps to build the resilience of our communities to mitigate, respond, adapt and recover from shock events and chronic stresses. Organisations applying for grants are encouraged to show adequate consideration of any environmental impacts and benefits. Organisations are to ensure that any events or programs funded through a City of Sydney grant are delivered in an environmentally sustainable way.

Empowering communities

The City of Sydney generates wealth for our local area by investing in the best mix of grants to meet the needs of our diverse communities and business. We strengthen relationships with community by actively building and maintaining networks, connecting people and business, and ensuring all our diverse communities can participate in civic life. The City of Sydney funds and supports organisations, businesses, and individuals to address local issues and needs through programs, projects, and events.

Good governance, transparency, and value for money

We are committed to transparent, equitable, open and effective processes and decision making that is in the public interest. Applications are assessed objectively against policy and program guidelines and criteria. Application forms, acquittal requirements and contractual obligations will be in proportion to the size of the grant awarded and the expected outcomes of the grant program.

The City of Sydney invests in projects that represent good value for the level of cash or value-in-kind support provided with a focus on supporting thriving organisations and outcomes that can create a long-term positive impact for the community. The City of Sydney ensures there are systems and opportunities for feedback on the City of Sydney's grant processes.

Ethics framework

Through the Grants and Sponsorship Program the City of Sydney does not support any activities or entities that unnecessarily:

- pollute land, air or water
- destroy or waste non-renewable resources
- market, promote or advertise products or services in a misleading or deceitful manner
- produce, promote or distribute products or services likely to be harmful to the community

- acquire land or commodities primarily for speculative gain
- create, encourage, or perpetuate militarism or engage in the manufacture of armaments
- entice people into financial over-commitment
- exploit people through the payment of below-award wages or poor working conditions
- unlawfully discriminate, or encourage unlawful discriminatory behaviour, including discrimination based on ability, culture, religion, age, gender and sexual orientation in employment, marketing and/or advertising practices
- sell or promote any prohibited items or services on Council land, such as fur and exotic animal skin products and feathers, other than where is permitted under traditional first nation cultural practices
- contribute to the inhibition of human rights generally.

Child safety

The City of Sydney is committed to being child safe and has zero tolerance for child abuse. The City of Sydney recognises its legal and moral responsibilities in keeping children safe from harm and abuse and promoting their wellbeing and best interests. The City of Sydney has specific policies, procedures and training in place to support employees and volunteers to achieve these commitments.

Where a grant application involves the delivery of programs and services involving child-related work organisations must provide their child safety/child protection policy and procedures. Where they do not have a formal child safety/protection policy, organisations must outline how they intend to comply with child safety law relevant to their organisation.

The City of Sydney does not regulate or monitor an organisations compliance with child safety law, nor is able to determine whether their policies and procedures are fit for purpose. Applicants are responsible for ensuring their policies and procedures are appropriate and sufficient to ensure child safety and should seek advice from the Office of the Children’s Guardian, the Department of Education and Communities and /or the Australian Children’s Education & Care Quality Authority regarding their child safety and protection compliance obligations as appropriate.

Grant assessment and approval

Assessment

All grant applications are assessed by at least three relevant City of Sydney staff, including those with knowledge and experience relevant to the grant application. Recommendations are then made to Council for approval.

If considered relevant, some grant applications may be assessed by external parties who have skills and professional experience which will benefit the assessment process.

When an external assessor is required, we will select a representative from one of the City of Sydney’s established advisory panels with the relevant skills, experience, and availability. External assessors will be paid for their time.

External assessors are required to sign a participation agreement with the City of Sydney which outlines their responsibilities, including conflict of interest and confidentiality obligations. They cannot submit a grant application in the grant round they are assessing.

All assessors are required to make a conflict of interest declaration on each application as part of the assessment process.

Oral grant applications are available to Aboriginal and Torres Strait Islander groups and individuals and can be requested by any other group or organisation. Support can also be provided on request for people with disability or those from culturally and linguistically diverse backgrounds.

Our grants and sponsorship programs are highly competitive. Even though an application may meet the criteria it may not be competitive against other applications. If an application is unsuccessful, the applicant can request feedback from City of Sydney staff.

Approval

Council has authority to approve grants and sponsorship or other financial assistance.

The CEO can approve grants consistent with City of Sydney policies and delegations from Council for the following programs: Quick response grant, Creative live/work spaces grant, Short-term empty properties grant, Venue hire support grants and sponsorship and Street banner sponsorship.

Under the Local Government Act, any waiver or reduction of fees or charges can only be approved if the application meets a pre-approved category of fee exemption in the City of Sydney's Revenue Policy.

Many projects including festivals and events require approvals and consents from the City of Sydney (such as development applications), NSW Police and other state government agencies. If the necessary approvals cannot be obtained, the grant or sponsorship may be revoked.

Approval of a grant or sponsorship does not imply that the City of Sydney has given any other required consent, authorisation or approval.

Approval of value-in-kind is not a guarantee of booking, as all bookings are subject to availability and must be made through the usual booking process for the facility, space or location requested.

Responsibilities

Detailed responsibilities are outlined in the Grants and Sponsorship Guidelines

All City of Sydney Staff involved in the management of grants and sponsorships must:

- be aware of, and comply with their responsibilities under the Grants and Sponsorship Guidelines
- act in accordance with the City of Sydney's Code of Conduct and all relevant legislation.

Manager Grants

- Ensure transparent and effective grants management systems, policies, procedures and decision-making processes are in place and that all grant applicants recommended to Council for support are in accordance with the requirements of those policies, procedures and processes
- Negotiate, execute and administer grants and sponsorship agreements.

Director City Life

- Ensures transparent and effective grants management systems, policies, procedures and decision-making processes are in place
- Negotiate, execute and administer grants and sponsorship agreements.

CEO

- May approve grants in accordance with authority delegated by Council under the Local Government Act.

Consultation

This policy has been informed by the insights gained from the program of community engagement undertaken for Sustainable Sydney 2030-2050 Continuing the Vision.

This policy has been developed in consultation with external stakeholders including the Aboriginal and Torres Strait Islander Advisory Panel, the Nightlife and Creative City Advisory panel, festival and event organisers, local business chambers, industry associations.

This policy has been developed in consultation with internal stakeholders from Creative City, City Business and Safety, Grants, Indigenous Leadership and Engagement, Social City, Strategy and Communications, Sustainability Programs, Sustainability, Strategic Planning and Urban Design, Venue Management, Finance and Legal and Governance.

References

Laws and Standards
• Local Government Act 1993 (NSW)
• Children and Young Persons (Care and Protection) Act 1998
• Child Protection (Working with Children) Act 2012
• Children’s Guardian Act 2019
Policies and Procedures
• Grants and Sponsorship Program Guidelines
• Sustainable Sydney 2030-205 Continuing the Vision
• A City for All: Social Sustainability Policy and Action Plan 2018-2028
• Creative City - Cultural Policy and Action Plan 2014-2024
• Economic Development Strategy
• Environmental Strategy 2021-2025
• Eora Journey Economic Development Plan
• Housing for All – Local Housing Strategy
• Inclusion (Disability) Action Plan 2021–2025
• Reducing waste from events and services: Guidelines for single use items
• Resilient Sydney
• Revenue Policy: Fees and charges
• Stretch Reconciliation Action Plan

- Sustainable event guidelines

Review period

This policy will be reviewed every 4 years.

Approval Status

The Council approved this policy on 22 August 2022.

Approval History

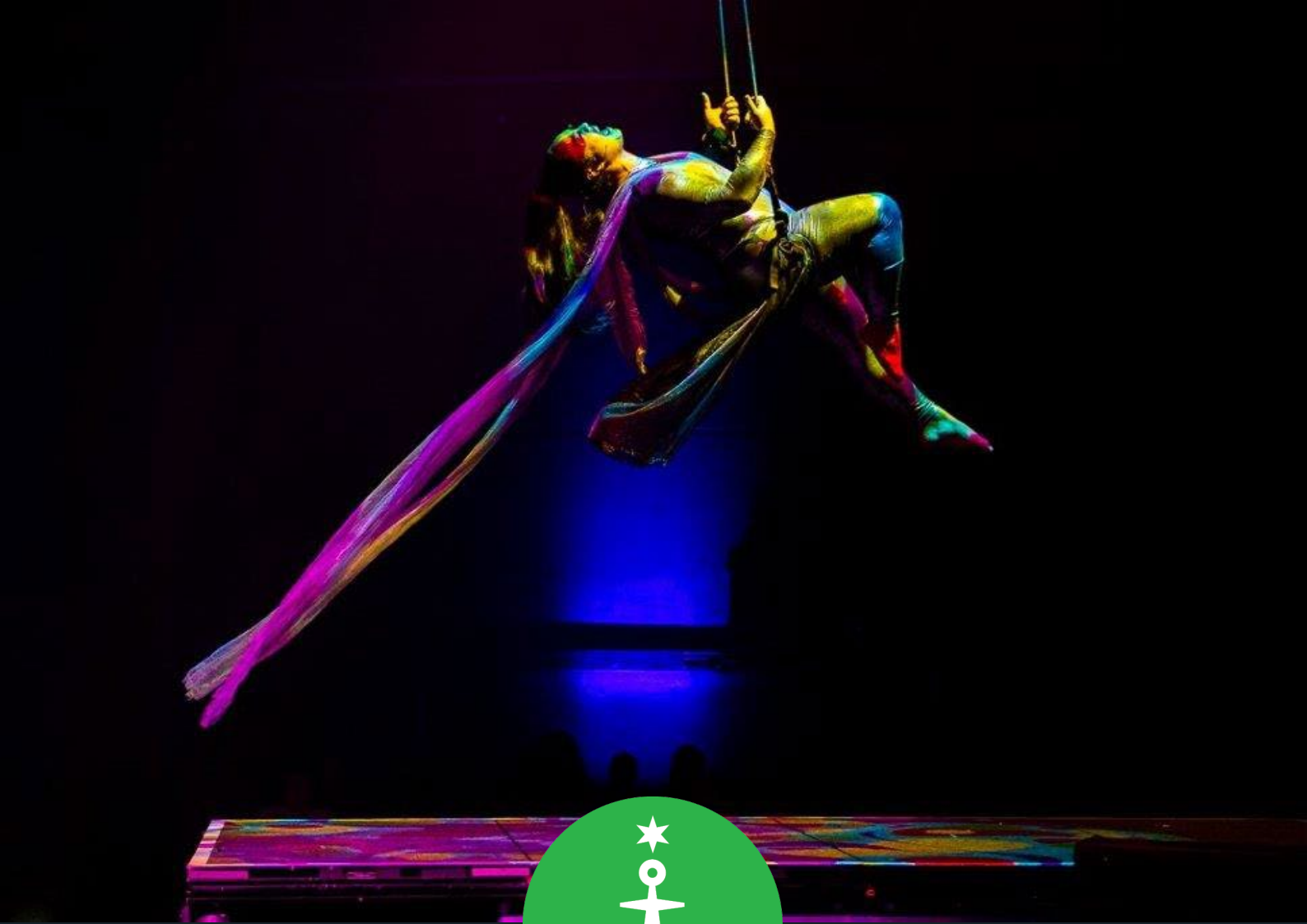
Stage	Date	Comment	TRIM Reference
Original Policy	15 December 2008	Approved by Council	2009/111025
Reviewed	10 December 2012	Approved by Council	2009/111025
Reviewed	15 September 2014	Approved by Council	2014/434658
Reviewed	11 December 2017	Approved by Council	2018/278803
Reviewed	22 August 2022	Full review. Updated to strengthen alignment with the strategic directions of Sustainable Sydney 2030-2050 Continuing the Vision, key pillar strategies and the Stretch Reconciliation Action Plan. Approved by Council.	2018/278803
Commence Review Date	22 November 2025		
Approval Due Date	22 August 2026		

Ownership and approval

Responsibility	Role
Author	Manager Grants
Owner	Director, City Life
Endorser	City of Sydney Executive
Approver	City of Sydney Council

Attachment B

Draft Grants and Sponsorship Guidelines



Grants and sponsorship program guidelines

Draft May 2024

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Introduction

The City of Sydney has a number of grants and sponsorship programs to support the social, cultural, environmental and economic life of our area. Through these programs, we partner with communities and businesses to further the strategic directions of Sustainable Sydney 2030-2050 Continuing the Vision. These programs provide financial and in-kind support for a range of activities.

Our grants and sponsorship guidelines cover who can apply, when to apply and how to apply. In addition, it will tell you what happens to your application and where you can get further support.

Please read these guidelines before applying for a grant as funding rounds are highly competitive. We encourage you to attend a grants information session or grant writing workshop which are held during the year.

The grants and sponsorship policy provides the framework for managing applications. It sets the expected results of our grants and sponsorships and outlines the high-level principles that guide funding from the City of Sydney. If the policy and guidelines don't match, the policy takes priority.

For more information about our grants and sponsorships go to cityofsydney.nsw.gov.au/grants-sponsorships.

You can also email communitygrants@cityofsydney.nsw.gov.au or call 02 9265 9333.

Our glossary and eligibility definitions are on the last pages of this document.

When can you apply?

Rounds

Dates can change. Check the City of Sydney's website for any updates and subscribe to the grants and sponsorship newsletter to stay informed: cityofsydney.nsw.gov.au/grants-sponsorships.

	Summer Round	Winter Round
Open to applications	Beginning of calendar year (summer round)	Middle of calendar year (winter round)
Closed to applications	Approximately one month after opening	Approximately one month after opening
Recommendations presented to Council	Middle of calendar year	End of calendar year
Project timeframe	Starts middle of calendar for 12 months	Starts beginning of calendar year for 12 months

Programs

Program	Timing
Aboriginal and/or Torres Strait Islander collaboration fund	Open all year round, until budget is exhausted
Creative grant	Open summer round only
Business sector support grant	Open summer round only
Community services grant	Open summer round and winter round
Green building grant	Open summer round and winter round
Festivals and events sponsorship	Open summer round and winter round
Innovation and ideas grant	Stage 1 - Ideas form open all year round Stage 2 - Open summer and winter rounds
Quick response grant	Open all year round, until budget is exhausted
Affordable and diverse housing fund	Open all year round
Venue hire support grants and sponsorship	Open all year round
Street banner sponsorship	Open all year round
Accommodation grant	Open as properties become available

Grants and sponsorship programs guidelines

Creative live/work spaces grant

Open as properties become available

Short-term empty properties grant

Open as properties become available

Who can apply?

General eligibility

To be eligible for funding, you must:

- be an individual or legal entity or have an arrangement with a legal entity who is willing to enter into the grant agreement on your behalf;
- operate in the City of Sydney's area or demonstrate significant benefits for our residents, workers or visitors;
- meet the grant programs' eligibility criteria;
- have fulfilled any previous City of Sydney grants or sponsorships and met all contractual obligations; and
- be free of any debts owing to the City of Sydney.

If applying as a business, your ABN status will need to support your bid. See the end of the document for definitions of eligible entities.

General exclusions and ineligibility

The City of Sydney doesn't provide grants and sponsorships for projects that:

- copy existing services or programs or
- have already occurred (no retrospective funding) or
- breach the eligibility and ethics framework of existing City of Sydney policies.

We don't accept duplicate applications. Applications submitted to more than one program for the same project will only be considered for one grant.

We can't give grants to organisations which are not legal entities because entry into a grant agreement is required. This means that unincorporated associations and similar groups may need to work with a legal person (such as an individual, an incorporated association or a company) in order to receive a grant.

Grants and sponsorships don't cover:

- general donations to charities. Donations and support for charities are covered by the City of Sydney's support for charities policy;
- activities that could be perceived as benefiting a political party;
- activities that could be perceived as creating division within our communities; and
- fees for development applications, health inspection fees, health approvals, street closures and other approvals and other charges beyond what is specified in the grant programs.

Grants and sponsorship programs guidelines

City of Sydney employees may not apply or benefit from a grant directly. However, they may participate, in their private capacity, in a group or project that has received a grant or sponsorship through another organisation.

Outdoor venues are not available for venue hire fee waiver (value-in-kind) requests. To hold outdoor events in City parks or outdoor spaces, contact openspacebookings@cityofsydney.nsw.gov.au to learn if an outdoor space is available for your event.

We don't provide design, printing and distribution services or cleansing and waste services for events. You may apply for funding to cover these costs.

Support for applicants

We encourage you to speak to us about your project, program suitability and eligibility before applying.

You'll find plenty of support to help with your application:

online resources – see cityofsydney.nsw.gov.au/grants-sponsorships

phone and email – contact us on 02 9265 9333 or communitygrants@cityofsydney.nsw.gov.au

briefing sessions – learn about the grants and sponsorship programs and ask questions.

free grant writing seminars – these take place twice a year. See dates at cityofsydney.nsw.gov.au/talks-courses-workshops/connect-sydney

Dedicated support

Further support and accessible application formats that include oral applications are available for Aboriginal and/or Torres Strait Islander peoples, people with disability and people from culturally and linguistically diverse backgrounds.

To access this support, call 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au

Accessible applications are subject to the same assessment and approval process as other grants and may require a longer lead time to apply.

People with disability

If you are Deaf, hard of hearing or have a speech impairment, you can contact us through the [National Relay Service](#). You'll need to provide our phone number, 02 9265 9333.

Our online applications comply with accessibility requirements WCAG 2.0 AA. For more information about accessibility, visit australia.gov.au/accessibility.

Help with grants in your language

If you need help with information about our grants in other languages, here are some useful tools and resources.

[Help with grants in your language - English](#)

[帮助您以母语了解拨款 - Simplified Chinese](#)

[한국어 보조금 안내 - Korean](#)

[ความช่วยเหลือในภาษาของท่าน เกี่ยวกับทุนอุดหนุน - Thai](#)

Find a translating or interpreting service

If you need an interpreter to help you with information on our website, please call the [Translating and Interpreting Service](#) on 13 14 50 and ask them to put you through to the City of Sydney on 02 9265 9333.

如果英語並非您的第一語言，而您欲使用電話傳譯員服務，請致電 131 450，要求他們代致電 02 9265 9333 聯絡 City of Sydney。

Se l'inglese non è la tua prima lingua e desideri avvalerti di un servizio telefonico di interpretariato, contatta il 131 450 e chiedi di chiamare la città di Sydney al numero 02 9265 9333.

Α ν τα Αγγλικά δεν είναι η πρώτη σας γλώσσα και θα θέλατε να χρησιμοποιήσετε διερμηνέα στο τηλέφωνο, παρακαλούμε τηλεφωνήστε 131 450 και ζητήστε τους να σας καλέσουν την Πόλη του Σύδνεϊ στο 02 9265 9333.

英語が母国語でない方で、電話通訳サービスをご利用になりたい方は、131 450 におかけの上、シドニー市 02 9265 9333 に電話をかけるよう通訳にご依頼ください。

Jika bahasa Inggris bukan bahasa pertama Anda dan Anda ingin menggunakan jasa seorang juru bahasa, silakan menghubungi 131 450 dan minta agar diteleponkan ke City of Sydney di 02 9265 9333.

إذا لم تكن الإنجليزية لغتك الأولى وأردت الاستفادة من خدمة الترجمة الشفهية الهاتفية، فالرجاء أن تتصل بالرقم 131 450 والطلب منهم الإتصال ببلدية مدينة سيدني علي الرقم 02 9265 9333 .

Si el inglés no es su primer idioma y desea utilizar un servicio de interpretación telefónica, póngase en contacto con el 131 450 y solicite que llamen a la Ciudad de Sydney al 02 9265 9333.

영어가 모국어가 아니어서 전화 통역 서비스가 필요하실 경우 131 450 에 전화하셔서 City of Sydney (02 9265 9333) 로 연결하도록 요청 하십시오 .

Nếu tiếng mẹ đẻ không phải là tiếng Anh và muốn sử dụng dịch vụ thông dịch qua điện thoại, xin quý vị gọi số 131 450 và yêu cầu họ gọi cho Thành Phố Sydney điện thoại số 02 9265 9333.

Если английский не является вашим родным языком и вы хотели бы воспользоваться услугами устного перевода по телефону, то, пожалуйста, позвоните по номеру 131 450 и попросите их позвонить в муниципалитет города Сидней по номеру 02 9265 9333.

How can I apply?

How to apply

Applications for grants and sponsorship are completed online. Forms are available once the grant round opens. Choose the most appropriate grant for your project. You can't apply in multiple program categories at the same time for the same project.

You must apply by the due date at 5pm, Sydney time. We don't accept applications after the cut-off time and date.

We encourage you to speak to us before applying.

What happens to your application

Steps in the assessment of your application:

Eligibility

We check eligibility within one week of closing date.



Assessment

Within 2 months of closing date, your application is reviewed by individual assessors.

Then a panel of assessors will meet to decide on a final recommendation.



Decision

All funding recommendations will be reviewed by the relevant Council committee a week prior to the Council's review and decision.



Notification

You will receive an email and results will be published on the City of Sydney website.

All applications are checked for eligibility before being moved on to assessment.

Eligible applications are assessed individually by at least three assessors including those with knowledge and experience relevant to the grant application.

A panel consisting of a chair, assessors and specialist advisors review the assessments and make final recommendations based on the selection criteria and objective of the grant program.

Recommendations are sent to a Council committee and then Council for review. Find out more about [Council decision-making](#).

Some grant applications may be assessed by external parties who have skills and professional experience which will benefit the assessment process.

When an external assessor is required, we may select a representative from one of the City of Sydney's established advisory panels with the relevant skills, experience and availability.

All assessors are required to agree with the requirements of their role, including conflict of interest and confidentiality obligations. Assessors can't have any interests in a grant round in which they are participating in review.

Our grants and sponsorship programs are highly competitive. Even though an application may meet the criteria it may not be competitive against other applications. If an application is unsuccessful, the applicant can request feedback from us.

Who decides?

Council has authority to approve grants and sponsorship or other financial assistance.

The CEO can approve grants consistent with City of Sydney policies and delegations from Council for the quick response grant, venue hire support grants and sponsorship, street banner sponsorship, creative live/work spaces grant and short-term empty properties grant.

Under the Local Government Act, any cancelling or reduction of fees or charges can only be approved if the application meets a pre-approved category in the City of Sydney's revenue policy.

Many large projects including festivals and events require approvals and consents from the City of Sydney (such as development applications), NSW police and other state government agencies. If the necessary approvals can't be obtained, the grant or sponsorship may not be able to proceed.

Approval of a grant or sponsorship doesn't imply the City of Sydney has given or undertakes to give any other required consent or approval.

Waived or reduced fees for a venue isn't a guarantee of a booking. All bookings must follow the usual hiring process for the facility, space or location requested.

When you'll know

Recommendations that will be put to Council are published just before each committee meeting. This is where and when you can see whether your grant is recommended or not.

Details of your application's status can also be found in the Council meeting minutes, listed on the website within the week of approval. See the City's website: [City of Sydney Council meetings](#).

We'll notify you in writing of the outcome of your application within 10 business days after Council's decision.

If you're successful

We'll contact you confirming you're successful, how much support is being provided and for what period of time. The email will include a link to arrange a feedback session if you wish.

You'll then be contacted by a City of Sydney staff member who'll tell you about any requirements of the funding agreement.

We aim to finalise funding agreements for successful applicants within one month of Council approval. You must enter into a funding agreement with us before funds are released and the project starts.

The City of Sydney uses a standard funding agreement which includes:

- a description of the project for which funding is being provided
- the amount of cash funding to be received and the details of any value-in-kind support

- your obligations (and where relevant those of the organisation auspicing you) and the City of Sydney's responsibilities
- specific performance criteria to be met
- any benefits to be provided to the City of Sydney in return for the grant (if applicable)
- a payment schedule
- the deadline for the project.

If you fail to finalise the agreement, we reserve the right to withdraw the grant or sponsorship.

When are grants paid?

Once funding agreements are finalised, payments are processed with a standard 30-day turnaround time from the invoice date.

Payments are processed in accordance with the timeframes in the funding agreement.

Your responsibilities after the project

You must report on and complete the project as detailed in your funding agreement. Reports provide us with feedback on the success of the project, agreed outcomes, relevant data and any lessons learnt. You must provide detailed financial reports.

We may ask for more documents and evidence of expenses.

If you are having challenges completing your project, please contact City of Sydney staff as soon as possible.

Final reports must be submitted no later than one month after the agreed completion date of the project unless otherwise agreed.

Not meeting your contractual obligations, including failing to submit an acquittal report, may be considered when assessing applications from you or your organisation for further grant funding from the City of Sydney.

If you aren't successful

You'll receive an email informing you of the result. The email will include a link to arrange a feedback session if you wish.

Not all applications can be supported, you can gain feedback on your application, attend grant writing workshops and talk to City staff about other sources of support.

We welcome your feedback

The City of Sydney is committed to continuous improvement of our grants and sponsorship programs. An evaluation and learning framework has been developed to measure the effectiveness of each of the grants and sponsorship programs.

The aim of this framework is to:

- measure the degree to which stated outcomes are being achieved
- provide standard tools for collecting and analysing data within and across programs

Grants and sponsorship programs guidelines

- build feedback capacity of City of Sydney and grant recipients
- identify improvements to the grants and sponsorship program.

After each round, you'll be invited to complete a survey on the application process and the guidelines. We welcome your comments to help us to improve the process.

Contact us

For more information see cityofsydney.nsw.gov.au/grants-sponsorships, email communitygrants@cityofsydney.nsw.gov.au or call 02 9265 9333.

We hold grants and sponsorship information sessions during the year. We encourage you to attend one of these before applying.

Application tips

Before you apply

- Check you're eligible to apply and if the funding program is appropriate to your project.
- Plan your project and review the application form and what it requires. Arrange support letters and request quotes for costs.
- Don't leave submitting your application to the last minute.

Application form

As part of the application, you'll be asked to answer a series of questions, including:

- a brief description of the project
- the need for the project and the benefits to the local area
- your capacity and experience to provide the project
- how the project meets the program priorities.

Some programs may have more questions or requirements.

When writing your application, be clear and straightforward in your language and don't assume any knowledge.

Your application must be well-developed, address all the criteria and answer all compliance questions. It may need supporting documents.

We may ask how your project responds to City of Sydney policies regarding child safety, inclusion and accessibility, sustainability and collaboration with Aboriginal and Torres Strait Islander communities.

What the assessment criteria means

Assessment criteria are used when reviewing applications.

In the application form we will ask you a series of questions. The questions and the level of detail you need to provide will differ depending on the size of grant you are seeking. The assessors will review your responses and give you a score against assessment criteria.

The table below demonstrates the connection between the question asked in the application form and the assessment criteria used at assessment stage. Please note that applications requesting above \$50k will be required to address different criteria.

Grants and sponsorship programs guidelines

	Questions for applications up to \$10k	Questions for applications up to \$20k	Questions for applications up to \$50k	What does this mean? What the assessors will be looking for
1	Why are you doing this project?	Why are you doing this project and what will the results be?	Why is there a need for the project and what are the proposed outcomes?	Need – why is it needed? This is where you describe what you are doing, why it is important and what will happen as a result of you doing this project.
2	How will you deliver it?	How will you deliver the project and what skills do you bring?	What is your experience in delivering projects?	Experience – how will you create the project, your skills and ability and your experience in doing projects. This may include a project plan.
3	Who will benefit?	Who in the community will engage and/or benefit? How will you do this?	How have you included the local diverse community and how will they benefit and/or being engaged?	Community benefit – who will benefit from your project, how will they benefit and how have you included the diverse communities in the local area.
4	N/A	N/A	How does the project rate against the funding priorities?	City of Sydney funding priorities – your project should consider one of the funding priorities as these are identified areas that need assistance.

You'll be asked to address the following:

Inclusion and accessibility

Describe how your project considers participation, access, and inclusion across our communities.

The inclusion (disability) action plan guides our approach to ensure Sydney welcomes everyone. This plan includes actions that actively address barriers faced by people with disability. You can view the [Inclusion \(Disability\) Action Plan](#) on our website.

Our inclusive and accessible event guidelines help producers plan and create events that welcome everyone. The guidelines outline key access and inclusion considerations for all events. You can view the guidelines on the City of Sydney's website.

Sustainability

Ensure that any events or programs funded through our grant are created in an environmentally sustainable way. Please see our [sustainable event guidelines](#) and [guidelines for single use items](#) for information about how to reduce waste from events and services.

Applicants for specific programs may be asked to meet certain conditions to reduce the environmental impact of their project. We'll provide educational material and guidance to help you understand and meet these conditions.

Collaboration with Aboriginal and Torres Strait Islander communities

If you plan to include Aboriginal and Torres Strait Islander-run businesses, organisations or individuals in your project, you should clearly outline this in your project plan with appropriate support letters attached.

We aim to enhance the economic prosperity of Aboriginal and Torres Strait Islander peoples and organisations through our grants program. You're encouraged to consider including Aboriginal and Torres Strait Islander businesses into all aspects of your project.

Child safety

If your project involves child-related work, you must attach a copy of your organisation's child safety/protection policy to the application.

Applicants without a formal child safety/protection policy must outline how they, their organisation or project intend to comply with child safety laws. This information will help us to assess whether your application has demonstrated capacity to create the project in line with the general eligibility requirements.

The City of Sydney doesn't regulate or monitor compliance with child safety laws. You can seek advice from the Office of the Children's Guardian, the Department of Education and Communities /or the Australian Children's Education and Care Quality Authority.

Budget

All applicants are required to submit a budget (in the Smartygrants template), listing all income and expenditure items for the project. All figures should exclude GST.

It is important to be able to demonstrate how you calculated your costs including fees and wages and what industrial awards and/or industry standards you have used. Support material such as quotations or detailed budgets (attached to your application) are encouraged.

We encourage cash contributions from other sources, however, you can include contributions that are not cash and are provided through in-kind support (see definitions at end of document).

As a guide for calculating volunteer time contributed to the project, use a minimum fee of \$30 per hour for volunteers.

Balance your budget and clearly identify what items you're seeking to fund through your grant.

Budget support material

- Quotes for equipment or material valued more than \$1,000
- Detailed budget when the grant request is more than \$20,000
- Identification of workers fees.

Matched funding and in-kind contributions

We recognise the importance of applicant cash and in-kind contributions. You may need to match the funds we provide in some grant programs.

You may provide matched or equivalent funding with:

- direct cash through donations or income generated
- in-kind contributions such as donated supplies, materials or services

Grants and sponsorship programs guidelines

- volunteering time such as labour, set up and pack down, and meeting time to identify, plan and put on projects.

Program descriptions contain more information about matching funds.

Supporting documents

You'll be asked to provide supporting documents including:

- a copy of public liability insurance or quote for public liability insurance (to be taken up following the approval of the grant) for a minimum of \$10 million, or \$20 million for projects that are high risk, have large numbers of the public attending or funding greater than \$250,000. You can't ask the City to fund this insurance as part of your grant
- a copy of your organisation's constitution including a statement of purpose and organisational structure for a social enterprise or a not-for-profit organisation without charity or deductible gift recipient status
- detailed project plan (multi-year plan for multi-year applications)
- letters of support from any community or local business partners if relevant
- a list of any community members or businesses who'll be involved in the proposed project
- case studies of previous projects if relevant.

If you're applying online, allow plenty of time to upload your documents.

Support material for venue permission

- Evidence to demonstrate owner's consent for the use of land if required
- A basic site plan for the proposed project if relevant
- Any other documents relevant to the proposed project, such as photographs, minutes from planning meetings and development approvals.

Aboriginal and/or Torres Strait Islander collaboration fund

Overview

This funding program supports a strong and sustainable Aboriginal and Torres Strait Islander community-controlled sector to meet the needs and aspirations of Aboriginal and/or Torres Strait Islander people in the local area.

Funding supports increased self-determination and equity for Aboriginal and Torres Strait Islander peoples through projects that connect people with community, Country and culture.

Key dates

This program is open all year for applications until the budget is exhausted.

Funding available

Cash funding up to \$50,000 a year is available, for a one-year program or multi-year funding (up to 3 years).

Value-in-kind in the form of street banner and venue hire is also available.

You can apply for up to \$5,000 for capital expenditure or equipment.

For multi-year funding, please contact the grants team on 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au.

Funding priorities

Our funding will prioritise projects that:

- are led by local Aboriginal and/or Torres Strait Islander peoples and communities
- achieve positive results for Aboriginal and/or Torres Strait Islander communities
- build the capacity of local Aboriginal and/or Torres Strait Islander owned or led organisations and businesses.

Assessment criteria

See the [‘what the assessment criteria means’ section](#) for further information.

These are questions asked in the application that align with the criteria used at assessment stage:

Proposals of \$20,000 or less:

- Why are you doing this project and what will the results be?
- How will you deliver the project and what skills do you bring?
- Who in the community will engage and/or benefit? How will you do this?

Proposal of \$50,000 or less:

- Why is there a need for the project and what are the proposed outcomes?
- What is your experience in delivering projects?
- How have you included the local diverse community and how will they benefit and/or being engaged?
- How does the project rate against the funding priorities?

Multi-year applications must demonstrate the benefit of City of Sydney support including long-term sustainability.

Eligibility

Individuals and sole traders must identify as Aboriginal or Torres Strait Islander and be accepted as such by their community.

Groups must consist of majority Aboriginal and/or Torres Strait Islander members.

Organisations must have a governing body that is majority Aboriginal and/or Torres Strait Islander people.

These individuals and organisations can apply:

- Eligible Not For Profit Organisation
- Incorporated Association
- Corporation
- Co-operative
- Partnership
- Sole Trader
- Trustee of a Trust
- Individual auspiced by an Eligible Not For Profit Organisation or Corporation
- Unincorporated Community Group auspiced by an Eligible Not For Profit Organisation or Corporation

If you work with an auspicing organisation, we encourage you to choose one that is relevant to the sector and that can support the development of the proposal.

Proof of Aboriginality requirement

To be eligible for this fund, Aboriginal or Torres Strait Islander individuals, sole traders and community groups will be required to provide confirmation of Aboriginality. It's preferred this confirmation comes from a registered Aboriginal and/or Torres Strait Islander community organisation stamped with its common seal and that confirms the applicant:

- is of Aboriginal and/or Torres Strait Islander descent
- identifies as an Aboriginal and/or Torres Strait Islander person
- is accepted as such by the Aboriginal and/or Torres Strait Islander community in which you live, or formerly lived.

Grants and sponsorship programs guidelines

Aboriginal and/or Torres Strait Islander businesses are required to provide proof of certification and/or registration from one of the following:

- NSW Indigenous Chamber of Commerce
- Supply Nation
- Office of the Registrar of Indigenous Corporations.

How to apply

To apply for this grant, contact the grants team on 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au.

Community services grant

Overview

This grant supports projects and programs that help increase social cohesion and inclusion, develop healthy and resilient communities, and support participation in civic life.

Key dates

Applications open: Summer and winter rounds

For relevant dates see the timing section and cityofsydney.nsw.gov.au/grants-sponsorships.

Funding available

Cash funding from \$10,000 to \$50,000 a year is available, for a one-year program or multi-year funding (up to 3 years).

Value-in-kind in the form of street banner and venue hire is also available.

You can apply for up to \$5,000 for capital expenditure or equipment.

Funding priorities

Our funding will prioritise projects or programs that:

- recognise Aboriginal and Torres Strait Islander communities and culture
- strengthen social cohesion, community resilience and wellbeing
- involve our communities in local decision-making and community life
- improve digital literacy and skills
- support people experiencing or at risk of homelessness.

We encourage applications from organisations that support Aboriginal and Torres Strait Islander communities and culture, including community-controlled organisations and networks.

Assessment criteria

See the '[what the assessment criteria means](#)' section for further information.

These are questions asked in the application that align with the assessment criteria used at assessment stage:

Proposals of \$20,000 or less:

- Why are you doing this project and what will the results be?
- How will you deliver the project and what skills do you bring?

Grants and sponsorship programs guidelines

- Who in the community will engage and/or benefit? How will you do this?

Proposal of \$50,000 or less:

- Why is there a need for the project and what are the proposed outcomes?
- What is your experience in delivering projects?
- How have you included the local diverse community and how will they benefit and/or being engaged?
- How does the project rate against the funding priorities?

Our diverse communities include Aboriginal and Torres Strait Islander peoples, people experiencing or at risk of homelessness, young people, older people, people with disability, international students, culturally and linguistically diverse communities, women, LGBTIQ+ communities and low income earners.

Eligibility

To be eligible an applicant must operate within the City of Sydney's local area or be able to demonstrate significant benefits for the area's residents, workers and/or visitors.

These individuals and organisations can apply:

- Eligible Not For Profit Organisation
- Incorporated Association
- Individual auspiced by an Eligible Not For Profit Organisation
- Unincorporated Community Group auspiced by an Eligible Not For Profit Organisation

If you work with an auspicing organisation, we encourage you to choose one relevant to the sector and that can support the development of your proposal.

For more information on eligibility see the [eligibility section](#).

How to apply

Applications for grants and sponsorship must be completed online.

For more information on our grants and sponsorships see cityofsydney.nsw.gov.au/grants-sponsorships.

You can also email communitygrants@cityofsydney.nsw.gov.au or call 02 9265 9333.

Creative grant

Overview

This grant program supports projects that contribute to Sydney's cultural life, provide opportunities for creative participation, enliven public spaces and strengthen the sustainability and capacity of our cultural and creative industries.

Key dates

Applications open: Summer round only

For relevant dates see the timing section and cityofsydney.nsw.gov.au/grants-sponsorships.

Funding available

Cash funding from \$10,000 to \$50,000 a year is available for a one-year or multi-year grant (up to 3 years).

Value-in-kind in the form of street banner and venue hire is also available.

You can apply for up to \$10,000 for capital expenditure or equipment.

We support fair pay to the artists and creative professionals working on funded projects, including child performers. Fees for artists and creative workers should be clearly included in your application budget and you're encouraged to set these fees in line with industry standards.

Funding priorities

Our funding will prioritise projects that:

- promote local culture and stories
- explore aspects of Sydney's history
- celebrate and acknowledge Aboriginal and/or Torres Strait Islander communities and culture
- represent the cultural and social diversity of our communities
- increase access to creativity and culture for our communities
- encourage cultural organisations and artists to locate and operate in Sydney
- address challenges facing the creative industries and cultural sector.

We encourage applications from organisations that support Aboriginal and/or Torres Strait Islander communities and culture, including community-run organisations and networks.

Assessment criteria

See the '[what the assessment criteria means](#)' section for further information.

These are questions asked in the application that align with the assessment criteria used at assessment stage:

- Why is there a need for the project and what are the proposed outcomes?
 - What is your experience in delivering projects?
 - How have you included the local diverse community and how will they benefit and/or being engaged?
 - How does the project rate against the funding priorities?
-

Eligibility

To be eligible an applicant must operate within the City of Sydney's local government area or be able to demonstrate significant benefits for the area's residents, workers or visitors.

These individuals and organisations can apply:

- Eligible Not For Profit Organisation
- Incorporated Association
- Individual auspiced by an Eligible Not For Profit Organisation
- Unincorporated Community Group auspiced by an Eligible Not For Profit Organisation
- Corporation
- Co-operative
- Partnership
- Sole Trader
- Trustee of a Trust
- Government Cultural Institution

If you work with an auspicings organisation, we encourage you to choose one that is relevant to the sector and that can support the development of the proposal.

For more information on eligibility see the [eligibility section](#).

How to apply

Applications for grants and sponsorship must be completed online.

For more information on our grants and sponsorships see cityofsydney.nsw.gov.au/grants-sponsorships.

You can also email communitygrants@cityofsydney.nsw.gov.au or call 02 9265 9333.

Business sector support grant

Overview

This grant program supports projects delivered by local business chambers, industry associations and other organisations that grow the skills and capacity of local businesses, connect businesses to networking opportunities, advocate on key issues on behalf of local businesses, and promote local precincts.

Key dates

Applications open: summer round only

For relevant dates see the timing section and cityofsydney.nsw.gov.au/grants-sponsorships.

Funding available

Cash funding from \$10,000 to \$50,000 per year is available, for a one-year program or multi-year funding (up to 3 years).

Value-in-kind in the form of street banner and venue hire is also available.

You can apply for up to \$5,000 worth of capital expenditure or equipment purchase.

Funding priorities

Our funding will prioritise projects that:

- support local businesses to adapt to new technologies, explore alternative business models and increase accessibility
- upskill local businesses and entrepreneurs to meet the needs of a more innovative economy
- build the skills and capacity of our diverse communities to increase economic participation
- advocate on key industry issues on behalf of local businesses
- promote local precincts and unique experiences in our area.

We encourage applications from organisations that support Aboriginal and/or Torres Strait Islander communities and culture, including community-run organisations and networks.

Assessment criteria

See the '[what the assessment criteria means](#)' section for further information.

These are questions asked in the application that align with the assessment criteria used at assessment stage:

- Why is there a need for the project and what are the proposed outcomes?
 - What is your experience in delivering projects?
 - How have you included the local diverse community and how will they benefit and/or being engaged?
 - How does the project rate against the funding priorities?
-

Eligibility

To be eligible, you must operate within the City of Sydney's local area or demonstrate significant benefits for our residents, workers, businesses or visitors.

These organisations can apply:

- Eligible Not For Profit Organisation
 - Incorporated Association
-

How to apply

Applications for grants and sponsorship must be completed online.

For more information on our grants and sponsorships see cityofsydney.nsw.gov.au/grants-sponsorships.

You can also email communitygrants@cityofsydney.nsw.gov.au or call 02 9265 9333.

Green building grant

Overview

This grant program supports building owners and owners corporations to receive environmental ratings, certifications and assessments to make their buildings resource-efficient and achieve net zero emissions by 2035.

Funding support

Residential apartment buildings

- NABERS energy and water ratings supported with an action plan
- Energy, water and waste assessments
- Renewables feasibility assessments
- Building electrification assessment, including electric vehicle charging.

Accommodation buildings, including hotels, hostels and serviced apartments

- NABERS energy and water ratings, and waste verification supported with an action plan
- Green Star performance rating
- EarthCheck certification
- Eco-tourism certification
- Energy, water and waste assessments
- Renewables feasibility assessments
- Building electrification assessment, including electric vehicle charging
- Net zero action plan.

Key dates

Applications open: Summer round and winter round

For relevant dates see the timing section and cityofsydney.nsw.gov.au/grants-sponsorships.

Funding available

Cash funding up to \$15,000 is available for each project.

For-profit organisations are required to match the funding requested with cash. Value-in-kind won't be accepted.

Funding priorities

Our funding will prioritise projects that:

- drive existing residential buildings to be resource efficient and achieve net zero emissions
- enable buildings in key sectors to improve their environmental performance.

We encourage applications from organisations that support Aboriginal and/or Torres Strait Islander communities and culture, including community-controlled organisations and networks.

Assessment criteria

See the '[what the assessment criteria means](#)' section for further information.

These are questions asked in the application that align with the assessment criteria used at assessment stage:

- Why is there a need for the project and what are the proposed outcomes?
 - What is your experience in delivering projects?
 - How does the project rate against the funding priorities?
-

Eligibility

The owners corporation of a residential building or owner of a building in the accommodation sector in the City of Sydney's local area can apply.

These organisations can apply:

- Owners Corporation
- Eligible Not For Profit Organisation
- Incorporated Association
- Corporation
- Co-operative
- Trustee of a Trust

For information on eligibility see the [eligibility section](#).

Not eligible for funding

- Capital expenditure or capital works
- Sole traders and government departments and agencies
- New buildings
- Commercial office or entertainment building types
- For-profit organisations that don't match cash funding for the project
- A NABERS rating mandated by government including under the commercial building disclosure scheme at point of sale or lease.

How to apply

Applications for grants and sponsorship must be completed online.

For more information on our grants and sponsorships see cityofsydney.nsw.gov.au/grants-sponsorships.

You can also email communitygrants@cityofsydney.nsw.gov.au or call 02 9265 9333.

Festivals and events sponsorship

We provide support for festivals and events under 2 tiers:

Tier 1 – General festivals and events

Tier 2 – Major festivals and events

Key dates

Applications open: Summer and winter round

For relevant dates see the timing section and cityofsydney.nsw.gov.au/grants-sponsorships.

Tier 1 – General festivals and events

Overview

This grant program supports local festivals and events that celebrate, develop and engage the city's communities. They may provide forums to share knowledge, create opportunities for active community participation, celebrate local culture and creativity and activate local precincts. They can be one-off, yearly or a series of recurring events over a set period.

Funding available

Cash funding up to \$50,000 a year is available, for a one-year program or multi-year funding (up to 3 years).

Value-in-kind in the form of street banner and venue hire is available. Not-for-profit organisations are also eligible for a 25% reduction on equipment hire fees at landmark venues for equipment owned by the City of Sydney.

For-profit organisations are required to match the funding requested with cash. Value-in-kind won't be accepted.

You can apply for up to \$10,000 worth of capital expenditure or equipment purchase.

The City of Sydney wants to support applicants to provide fair pay to the artists and creative professionals working on funded projects, including child performers. Fees for artists and creative workers should be clearly included in your application budget and you are encouraged to set these fees in accordance with industry standards.

Funding priorities

Our funding will prioritise festivals and events that:

- celebrate and acknowledge Aboriginal and Torres Strait Islander communities and culture
- strengthen social inclusion, enable connectedness and reduce social isolation
- support the visitor economy through activations, events and promotion
- represent the cultural and social diversity of our communities
- activate local precincts with creative programming.

We encourage applications from organisations, groups and individuals that support Aboriginal and/or Torres Strait Islander communities and culture, including community-controlled organisations and networks.

Assessment criteria

See the [‘what the assessment criteria means’](#) section for further information.

These are questions asked in the application that align with the assessment criteria used at assessment stage:

- Why is there a need for the project and what are the proposed outcomes?
 - What is your experience in delivering projects?
 - How have you included the local diverse community and how will they benefit and/or being engaged?
 - How does the project rate against the funding priorities?
-

Tier 2 – Major festivals and events

Overview

This sponsorship program supports major festivals and events that bring significant economic, social and cultural impact to Sydney. Sponsorships provide support for significant and/or recurring festivals or events with a proven track record, which have a recognised brand and the capacity to achieve results across multiple strategic priorities.

Funding available

\$100,000 or more a year. Funding is available for up to 4 years in this funding tier.

Value-in-kind in the form of street banner and venue hire fee waiver, and other negotiated City of Sydney services and resources. Not-for-profit organisations are also eligible for a 25% reduction on equipment hire fees at Landmark Venues (for equipment owned by the City of Sydney).

Major festivals and event sponsorships will usually include both cash and value-in-kind contributions.

For-profit organisations are required to match the funding requested with cash (value-in-kind will not be accepted) and are not eligible for street banner value in kind.

Applicants can apply for up to \$10,000 worth of capital expenditure or equipment purchase.

The City of Sydney wants to support applicants to provide fair pay to the artists and creative professionals working on funded projects, including child performers. Fees for artists and creative workers should be clearly included in your application budget and you are encouraged to set these fees in accordance with industry standards and/or awards.

Funding priorities

Major festivals and events must contribute to at least 3 of the following priorities:

- Celebrate and acknowledge Aboriginal and Torres Strait Islander communities and culture
- Strengthen social inclusion, enable connectedness and reduce social isolation
- Support the visitor economy through attractions, events and promotion
- Attract intrastate, interstate or international visitation and investment in Sydney
- Represent the cultural and social diversity of our community
- Activate local precincts with creative programming
- Encourage cultural organisations and artists to locate and operate in Sydney.

We encourage applications from organisations, groups and individuals that support Aboriginal and/or Torres Strait Islander communities and culture, including community-controlled organisations and networks.

Assessment criteria

See the [‘what the assessment criteria means’ section](#) for further information.

These questions are asked in the application that align with the assessment criteria used at assessment stage:

- Why is there a need for the project and what are the proposed outcomes?
 - What is your experience in delivering projects?
 - How have you included the local diverse community and how will they benefit and/or being engaged?
 - How does the project rate against the funding priorities?
 - What is the track record evidence, organisational viability for multi-year funding, large scale audience and market reach, and national or international brand awareness?
-

Eligibility

To be eligible an applicant must operate within the City of Sydney’s local area or be able to demonstrate significant benefits for the area’s residents, workers and/or visitors.

These organisations can apply for tiers 1 and 2:

- Eligible Not For Profit Organisation
- Incorporated Association
- Unincorporated Community Group auspiced by an Eligible Not For Profit Organisation
- Corporation
- Co-operative
- Trustee of a Trust
- Government Entity

These additional individuals and organisations can apply for tier 1 only:

- Individual auspiced by an Eligible Not For Profit Organisation

- Sole traders

If you work with an auspicing organisation, we encourage you to choose one that is relevant to the sector and that can support the development of the proposal.

Not eligible for funding

Funding is not available for:

- operational costs or overheads for the core business of an organisation
- fees and charges associated with event teams at landmark venues
- projects that directly breach the eligibility and ethics framework or existing City of Sydney policies.

Outdoor venues aren't available for value-in-kind requests. For outdoor events contact openspacebookings@cityofsydney.nsw.gov.au.

How to apply

Applications for grants and sponsorship must be completed online.

For more information on our grants and sponsorships see cityofsydney.nsw.gov.au/grants-sponsorships.

If you are interested in applying for Tier 2 please contact our grants team to discuss your proposal on 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au.

Food support grant

Overview

This funding supports access to affordable and healthy food for our diverse communities.

We provide support for food support projects under 2 tiers:

Tier 1 – Small scale projects

Tier 2 – Large scale projects

Before applying for tier 2, contact our grants team to discuss your proposal on 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au.

Key dates

Applications open: Summer and winter round

For relevant dates see the timing section and [cityofsydney.nsw.gov.au/grants-sponsorships](https://www.cityofsydney.nsw.gov.au/grants-sponsorships).

Funding priorities

Our funding will prioritise projects that:

- increase access to affordable, healthy, safe and culturally-appropriate food
- increase community skills in sourcing and preparing healthy food
- improve supply, storage and delivery of healthy food for our diverse communities
- increase resourcing of essential food support services for our diverse communities
- increase access to affordable internet and data that helps people connect to food support services.

We encourage applications from organisations, groups and individuals that support Aboriginal and Torres and Strait Islander communities and culture, including Aboriginal community-controlled organisations and networks.

Tier 1 – Small scale projects

Funding available

Cash funding up to \$250,000 a year is available, for a one-year program or multi-year funding (up to 2 years).

Value-in-kind in the form of venue hire is also available.

You can apply for up to \$100,000 worth of capital expenditure, equipment purchase or other resources.

Assessment criteria

See the [‘what the assessment criteria means’ section](#) for further information.

These questions are asked in the application that align with the assessment criteria used at assessment stage:

- Why is there a need for the project and what are the proposed outcomes?
- What is your experience in delivering projects?
- How have you included the local diverse community and how will they benefit and/or being engaged?
- How does the project rate against the funding priorities?

Our diverse communities include Aboriginal and Torres Strait Islander peoples, people experiencing or at risk of homelessness, young people, older people, people with disability, international students, culturally and linguistically diverse communities, women, LGBTIQ+ communities and low-income earners.

Tier 2 – Large scale projects

Funding available

Cash funding up to \$750,000 a year is available for a one-year program or multi-year funding (up to 2 years).

Value-in-kind in the form of venue hire is also available.

You can apply for up to \$150,000 worth of capital expenditure, equipment purchase or other resources.

Assessment criteria

See the [‘what the assessment criteria means’ section](#) for further information.

These questions are asked in the application that align with the assessment criteria used at assessment stage:

- Why is there a need for the project and what are the proposed outcomes?
- What is your experience in delivering projects?
- How have you included the local diverse community and how will they benefit and/or being engaged?
- How does the project rate against the funding priorities?
- What evidence of partnerships with local community organisations and networks can you provide?

Our diverse communities, include Aboriginal and Torres Strait Islander people, people experiencing or at risk of homelessness, young people, older people, people with disability, international students, culturally and linguistically diverse communities, women, LGBTIQ+ communities and low-income earners.

Eligibility

To be eligible an applicant must operate within the City of Sydney’s local government area or be able to demonstrate significant benefits for the area’s residents, workers and/or visitors.

These organisations can apply for tiers 1 and 2:

- Eligible Not For Profit Organisation
- Incorporated Association

- Government Entity

These additional individuals and organisations can apply for tier 1 only:

- Individual auspiced by an Eligible Not For Profit Organisation
- Unincorporated Community Group auspiced by an Eligible Not For Profit Organisation

If you work with an auspicng organisation, we encourage you to choose one that is relevant to the sector and can support the development of the proposal.

Not eligible for funding

Funding is not available to:

- for-profit organisations, sole traders and government departments and agencies
 - projects that breach the eligibility and ethics framework or existing City of Sydney policies
 - projects that directly contravene the eligibility and ethics framework or existing City of Sydney policies.
-

How to apply

Applications for grants and sponsorship must be completed online.

For more information about our grants and sponsorships see cityofsydney.nsw.gov.au/grants-sponsorships.

If you are interested in applying for tier 2, contact our grants team to discuss your proposal on 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au.

Innovation and ideas grant

Overview

This grant program supports projects that foster innovation, showcase local expertise and test new ideas to address local and global issues across the social, cultural, sustainability and business sectors.

Funding can support:

- research and feasibility studies relating to the funding priorities listed below
 - pilot projects that test new approaches for addressing local and global issues
 - demonstration projects that promote market awareness and adoption of innovations
 - development and implementation of best practice approaches and toolkits
 - new technologies and platforms that support sector development
 - ideas that explore the circular economy.
-

Application process

Before submitting your application, you can submit your idea for feedback. Stage 1 is an ideas form to pitch the initial thinking and concept behind your application, followed by stage 2 when you submit a formal application. You can submit an idea form all year round. Formal applications can only be submitted during the fixed dates for the summer and winter grant rounds.

Stage 1 – Ideas form (optional)

To receive guidance in this program, you're invited to first submit a form outlining your idea.

- The ideas form is an opportunity for you to submit your initial thoughts or concept for feedback. This isn't an assessment for funding and positive feedback doesn't guarantee funding.
- One of our specialist team members will review your pitch. You can expect some feedback about how to develop your project, partners you should work with and your best options for funding.
- The ideas form should be submitted at least 6 weeks prior to funding rounds.

Stage 2 – Formal application

- A formal application should be submitted as part of the summer or winter grants round.
- It's likely to be informed by feedback you received in stage 1.

You can apply directly to the innovation and ideas grants program without first submitting a stage 1 ideas form. But the ideas form and feedback process is designed to help finetune your application and find the best grant program to suit you.

Key dates

Ideas form submission: Open all year round

Applications open: Summer and winter round

For relevant dates see the timing section and cityofsydney.nsw.gov.au/grants-sponsorships.

Funding available

Cash funding from \$10,000 to \$50,000 a year is available, for a one-year program or multi-year funding (up to 3 years).

For-profit organisations are required to match funding with cash and/or value-in-kind.

You can apply for up to \$5,000 worth of capital expenditure or equipment purchase.

Value-in-kind in the form of venue hire is also available.

Funding priorities

Our funding will prioritise innovative projects that contribute to making Sydney:

- a leading environmental performer
- equitable and inclusive
- more resilient and diverse
- thrive culturally and creatively
- a place with a transformed and innovative economy.

We encourage applications from organisations, groups and individuals that support Aboriginal and/or Torres Strait Islander communities and culture, including Aboriginal community-controlled organisations and networks.

Assessment criteria

See the '[what the assessment criteria means](#)' section for further information.

These are questions asked in the application that align with the assessment criteria used at assessment stage:

- Why is there a need for the project and what are the proposed outcomes?
 - What is your experience in delivering projects?
 - How have you included the local diverse community and how will they benefit and/or being engaged?
 - How does the project rate against the funding priorities?
-

Eligibility

To be eligible, an applicant must operate within the City of Sydney's area or demonstrate significant benefits for our residents, workers or visitors.

These organisations can apply:

- Eligible Not For Profit Organisation
- Incorporated Association
- Corporation

- Co-operative
- Trustee of a Trust

Not eligible for funding

- Operational costs or overheads for the core business of an organisation
- Projects that copy existing services
- Projects that breach the eligibility and ethics framework or existing City of Sydney policies.

How to apply

Applications for grants and sponsorship must be completed online.

For more information about our grants and sponsorships see cityofsydney.nsw.gov.au/grants-sponsorships.

You can also email communitygrants@cityofsydney.nsw.gov.au or call 02 9265 9333.

Quick response grant

Overview

This grant program supports small scale, community-led projects that encourage communities to improve, enhance, represent or celebrate their local neighbourhoods.

Key dates

This program is open all year for applications until the budget is exhausted.

Successful candidates will be notified within 8 weeks of applying.

Project start date should begin at least 8 weeks after the application submission date.

Activities should take place within 12 months of the project start date.

Funding available

Cash funding up to \$5,000 for individuals.

Cash funding up to \$10,000 for organisations.

Value-in-kind in the form of venue hire is also available.

Individual applicants can apply for up to \$5,000 worth of capital expenditure or equipment purchase, while organisations can apply for up to \$10,000 worth of capital expenditure or equipment.

You can include the cost of necessary insurance in your application.

Funding priorities

- Priority communities and those with the greatest need
- Individuals and teams participating in sporting, academic, cultural or environmental fields
- Resilience and readiness of diverse communities to respond to shocks
- Sustainability and environmental projects such as community gardens, green roofs and walls, urban ecology and green workshops
- Cultural projects such as cultural workshops and community art projects
- Minor capital works, equipment upgrades and acoustic upgrades for cultural venues
- Local civic activities and events
- Essential support for community, cultural and sustainability projects.

We encourage applications from organisations, groups and individuals that support Aboriginal and/or Torres Strait Islander communities and culture, including community-controlled organisations and networks.

Assessment criteria

See the '[what the assessment criteria means](#)' section for further information. These are questions asked in the application that align with the assessment criteria used at assessment stage:

- Why are you doing this project?
 - How will you deliver it?
Who will benefit?
-

Eligibility

To be eligible, an applicant must operate within the City of Sydney's local government area or be able to demonstrate significant benefits for the area's residents, workers and/or visitors.

Sole traders and people without an ABN can apply for up to \$5,000.

- Partnership
- Individual

Up to \$10,000 can be granted to not-for-profit organisations and applicants sponsored or supported by a not-for-profit.

- Eligible Not For Profit Organisation
- Incorporated Association
- Unincorporated Community Group auspiced by an Eligible Not For Profit Organisation

If you work with an auspicing organisation, we encourage you to choose one that is relevant to the sector and that can support the development of the proposal.

Not eligible for funding

- For-profit organisations and government departments and agencies including schools
 - Ongoing project, event or program funding
 - Operational costs or overheads for the core business of an organisation
 - Projects that duplicate existing services
 - Projects that breach the eligibility and ethics framework or existing City of Sydney policies.
-

How to apply

Applications for grants and sponsorship must be completed online.

For more information about our grants and sponsorships see <http://www.cityofsydney.nsw.gov.au/grants-sponsorships>.

You can also email communitygrants@cityofsydney.nsw.gov.au or call 02 9265 9333.

Affordable and diverse housing fund

Overview

This fund promotes the development of affordable and diverse rental housing in our area by community housing providers as well as not-for-profit and for-profit organisations.

It's part of the City of Sydney's commitment to overcome financial barriers to affordable and diverse housing.

Key dates

This program is open all year for applications.

Funding available

The fund's priority is to leverage private finance for affordable rental housing.

Funds can be used for:

- acquiring land owned by third parties
- acquiring land owned by the City of Sydney
- design and construction
- associated development costs.

Funding for each project will be up to \$3 million.

Funding priorities

- Maximise the number of subsidised housing within the City of Sydney's area
- Leverage additional funds from sources other than City of Sydney, including private debt finance, charitable donations and grants from state and federal government
- Encourage a broad range of community housing providers to invest in and operate diverse housing locally
- Achieve positive results for our diverse communities through subsidised housing
- Ensure the continued use of funded projects as subsidised housing
- Facilitate the ongoing management in accordance with the applicable regulatory requirements, such as NSW affordable housing guidelines
- Achieve timely delivery using appropriately experienced and capable principals and contractors.

We encourage applications from organisations that support Aboriginal and/or Torres Strait Islander communities and culture, including community-controlled organisations and networks.

Assessment criteria

- Amount, nature and location of subsidised housing and any other uses or support
 - Proportion of the total project cost requested as City of Sydney funding including cash, value-in-kind and land
 - Proportion of total project cost funded by the applicant and other sources
 - Property development experience, expertise and capability
 - Experience with housing in line with relevant regulations
 - Financial capacity
 - Evidence of diversity, inclusion and equity in planning and build of the project.
-

Eligibility

To be eligible an applicant must operate within the City of Sydney's local government area or be able to demonstrate significant benefits for the area's residents, workers and/or visitors.

These organisations can apply:

- Community Housing Provider
 - Eligible Not For Profit Organisation
 - Incorporated Association
 - Corporation
 - Co-operative
 - Trustee of a Trust
-

Not eligible for funding

- Unincorporated community groups
 - Individuals
 - Government departments and agencies
 - Consent authority fees and charges
 - Projects already receiving other subsidies or benefits from the City of Sydney, including projects that have received discounted land sales or leases
 - Projects that breach the eligibility and ethics framework or existing City of Sydney policies.
-

Further conditions

- Funds must only be used for capital expenditures on new subsidised housing developments
- Our financial contribution won't be more than 30% of the total cost

Grants and sponsorship programs guidelines

- Funds won't be released until a construction certificate is issued for the development
 - We will seek to secure the use by a method such as a registered positive covenant on the land used for the project
 - Funds may need to be repaid if the project completion date isn't met, the project is terminated, the recipient becomes insolvent or the project description changes materially
 - The recipient must operate the facility in line with federal, state and local government regulatory requirements
 - Unless otherwise approved by the City of Sydney, housing delivered through the fund is to be rented to a range of low to moderate income earners at no more than 30% of gross household income, in line with NSW affordable housing guidelines
 - The build must start within three years of funding approval.
-

Further conditions

The project can include some market housing for sale or a commercial component for lease or sale if this helps finance the project or helps meet planning requirements.

Subsidised housing means all forms of short and long term rental accommodation offered at below market rates, including affordable housing, social housing, assisted living, aged and respite care, crisis housing and boarding houses.

How to apply

Contact senior planner Central Sydney planning to discuss your proposal on 9265 9333 or email council@cityofsydney.nsw.gov.au.

Venue hire support grant

Overview

The City of Sydney owns venues available for hire. The venue hire support grants and sponsorship program helps community and cultural groups and organisations host events, concerts, fundraisers, conferences, meetings and community gatherings. Cultural, environmental and community groups and organisations that demonstrate financial hardship can apply.

Support is available for community venues and landmark venues.

Outdoor venues aren't available for value-in-kind requests. For outdoor events, contact openspacebookings@cityofsydney.nsw.gov.au to learn if a venue is available.

Key dates

This grant program is open all year to applications until the budget is exhausted.

Apply online at least 8 weeks before your event.

The first activity must take place within 12 months of the submission date.

Support available

Support is available in the form of one-off or multi-year reduced rates for community and landmark venue hire, subject to availability.

Not-for-profit organisations are eligible for a 25% reduction on equipment hire fees at landmark venues for equipment owned by the City of Sydney.

Funding priorities

- Increasing numbers of programs, events and activities that contribute to social wellbeing, social inclusion and increased cultural participation
- Improve services and projects for residents, workers and visitors that contribute to their social, cultural, economic and environmental health
- Boost capacity of the cultural, environmental and community sector through the sharing of knowledge and resources.

We encourage applications from organisations, groups and individuals that support Aboriginal and/or Torres Strait Islander communities and culture, including community-controlled organisations and networks.

Assessment criteria

- Why is there a need for the project and what are the proposed outcomes?

- What is your experience in delivering projects?
 - How have you included the local diverse community and how will they benefit and/or being engaged?
 - How does the project rate against the funding priorities?
-

Eligibility

To be eligible for funding an applicant must operate within the City of Sydney's local government area or be able to demonstrate benefits for the area's residents, workers and/or visitors.

You must demonstrate that payment of standard rates would cause financial hardship.

Applicants working with an auspicing organisation are encouraged to choose an organisation that is relevant to the sector and can support the development of the proposal.

For more information, read the general [eligibility section](#).

Community venues

These individuals and organisations can apply:

- Eligible Not For Profit Organisation
- Incorporated Association
- Unincorporated Community Group auspiced by an Eligible Not For Profit Organisation
- Individual auspiced by an Eligible Not For Profit Organisation

Landmark venues

These individuals and organisations can apply:

- Eligible Not For Profit Organisation
 - Incorporated Association
 - Individual auspiced by an Eligible Not For Profit Organisation
 - Corporation facilitating the event of an Eligible Not For Profit Organisation
-

Not eligible for funding

- Government agencies and departments
 - Fees and charges associated with event staffing at venues
 - Projects that breach the eligibility and ethics framework or existing City of Sydney policies.
 - Projects that have already received funding from another grant.
-

Further conditions

Venue hire and equipment fees and charges are set for the facilities each year by the City of Sydney.

The grant covers venue hire fees only. You must meet all standard conditions of hire and pay all other charges such as deposit and bond, security/key deposit, public liability insurance, cancellation, audio visual, extra staffing such as ushers, cloakroom and security, and any food and beverages.

How to apply

To apply for this grant, contact the grants team on 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au.

Street banner sponsorship

Overview

The City of Sydney has up to 1500 banner poles available for hire. This sponsorship provides banner pole hire fee waiver for our banners, enhancing streetscape vibrancy and raising the profile of forthcoming cultural events, social issues and other activities.

Sponsorship only applies to banner pole hire fees. You must meet all standard conditions of hire and pay all other charges such as design, manufacture, installation and dismantling of banners. See fees and charges at sydneycitybanners.com.au.

Key dates

This grant program is open all year to applications.

All applications must be submitted online at least 4 months before the banner campaign and take a minimum of 2 months to process and receive a decision.

The banner campaign should take place within 12 months of the grant approval.

Support available

Support is available in the form of value-in-kind or reduced hire rates for street banner poles, subject to availability.

You can request up to 150 banner poles for up to 2 weeks, once a year.

Further requests will be considered for significant events and depend on availability in the street banner network. Street banner sponsorship is applicable to city centre and urban locations only.

Funding priorities

- Increasing awareness and profile of issues, events and activities of registered charities, not-for-profits and cultural institutions
- Positively contributing to the overall character and vibrancy of streetscapes through an attractive and visual medium
- Strengthening cultural and community life.

We encourage applications from organisations that support Aboriginal and/or Torres Strait Islander communities and culture, including community-controlled organisations and networks.

Assessment criteria

Proposals are assessed against how the project aligns with the funding priorities.

Eligibility

To be eligible for funding an applicant must operate within the City of Sydney's local government area or be able to demonstrate benefits for the area's residents, workers and/or visitors.

These individuals and organisations can apply:

- Eligible Not For Profit Organisation
- Incorporated Association
- Unincorporated Community Group auspiced by an Eligible Not For Profit Organisation
- Government Cultural Institution

You must:

- demonstrate that payment of standard rates would cause financial hardship
- demonstrate that a program of events has been prepared with an appropriate publicity and promotions campaign
- acknowledge the City of Sydney's assistance in any promotional material for the event.
- For more information, read the general [eligibility section](#).

Not eligible for funding

- For-profit organisations, including small businesses, sole traders, individuals or private commercial ventures
- Government departments and agencies, excluding cultural institutions
- Applicants that have been funded under the same program in the past 12 months
- Projects that breach the eligibility and ethics framework or existing City of Sydney policies
- Projects that have already received funding from a different grant program.

Further conditions

Bookings can only be made 6 months in advance from the installation date and after you've received confirmation of a successful application.

All banner designs must be approved by the City of Sydney prior to manufacture and include our logo. We reserve the right to refuse a banner design.

We reserve the right to determine the number and location of banner poles provided and to relocate banners to other locations.

Poles are subject to availability at the time of booking.

How to apply

Contact the grants team on 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au

Accommodation grant

Overview

The City of Sydney's community facilities include different buildings and spaces that vary in size, location and function. Under our accommodation grants program, we lease facilities or spaces for up to 5 years at reduced rates (below market rental rates) or at no charge. We may offer some longer tenancies based on operational and community needs and public interest. Tenancies are informed by the strategic priorities reviewed and set by Council every 4 years.

You must demonstrate that payment of commercial rents would cause financial hardship leading to a reduction or withdrawal of services.

Key dates

Applications for space through this program are invited as facilities become available, and opportunities are published on our [website](#) and [email notices](#).

Support available

Support is available in the form of waived or reduced rental charges for City of Sydney facilities. Rates vary depending on the space being leased and the financial capacity of the applicant.

The City of Sydney may require payment of a bond as part of your lease or licence agreement.

Funding priorities

- Improved social wellbeing, reduced isolation and increased cultural participation
- Increased services by community and cultural organisations that benefit residents, workers and visitors, and contribute to their social, cultural, economic and environmental health
- Enhanced financial sustainability for local organisations including artists
- Greater public participation in arts and creative projects
- Greater sharing of knowledge and resources by new and emerging groups, increasing the capacity and viability of the business and community sectors
- Active solutions to sector-wide issues and provision of direct services by newly established and startup businesses and organisations that benefit our communities.

We encourage applications from organisations that support Aboriginal and/or Torres Strait Islander communities and culture, including community-controlled organisations and networks.

Assessment criteria

- The need for the tenancy and proposed results
 - Your capacity and experience
 - Connection and benefit to the local area and communities
 - Diversity, inclusion and equity in the planning and development of the project
 - How the proposal aligns with the funding priorities
 - Any other criteria for specific properties as they become available
 - For renewals, compliance with past agreements, lease terms and demonstration of ongoing need.
-

Eligibility

To be eligible an applicant must operate within the City of Sydney's local government area or be able to demonstrate significant benefits for the area's residents, workers and/or visitors.

These individuals and organisations can apply:

- Eligible Not For Profit Organisation
- Incorporated Association
- Corporation
- Co-operative
- Partnership
- Sole Trader
- Trustee of a Trust
- Government departments and agencies

For more information, see the general [eligibility section](#).

Not eligible for funding

- Unincorporated community groups
 - Individuals
 - Projects that breach the eligibility and ethics framework or existing City of Sydney policies.
-

How to apply

Opportunities are published on our website and email newsletters as facilities become available.

Sign up for accommodation grants notifications at confirmsubscription.com/h//C601462D618DBDC8.

Creative live/work spaces grant

Overview

The City of Sydney has a small number of residential properties. Under this grant, we lease residential properties to artists and creative practitioners to live and work in central Sydney at below market rental.

This program is offered in response to the challenges artists and creative practitioners face in obtaining affordable inner-city housing and creative facilities. It provides support for up to 18 months, limited by specific lease terms.

Key dates

This program has no set dates or rounds. Applications are invited as properties become available.

Support available

Support is available in the form of reduced rental charges for City of Sydney properties.

Funding priorities

Our funding will prioritise applications that show increased opportunity for and awareness of creative practitioners to live and work in central Sydney.

We'll also prioritise strengthened local cultural sector connections and networks.

We encourage applications from Aboriginal and/or Torres Strait Islander artists and creative practitioners.

Assessment criteria

- Artistic merit, experience and qualifications, professional development aspirations
- Suitability of the creative practice for the creative live/work space and experience of collaborative working
- Evidence of need for the opportunity and how this will assist your creative growth
- Ability to occupy the property by the specified date
- How the project aligns with the funding priorities.

Eligibility

This program is open to all individuals working in the creative industries. This includes visual arts, product design, fashion design, visual communication/graphic design, performing arts, photography, music and creative writers.

You must be 18 years or older and be a citizen or permanent resident.

Only individuals can apply.

For more information on eligibility see the general [eligibility section](#).

Not eligible for funding

- Any organisations or government departments and agencies
 - Projects that breach the eligibility and ethics framework or existing City of Sydney policies.
-

How to apply

Opportunities are published on our website and email newsletters as facilities become available.

Sign up for creative live/work spaces notifications at confirmsubscription.com/h/j/F41B9C0BDBB5B36C.

Short-term empty properties grant

Overview

The City of Sydney owns a number of commercial and community properties, including retail and office space. These properties may be empty for short periods between tenancies.

The short-term empty properties program provides immediate and short-term occupancy of temporarily vacant or under-used properties within our portfolio. The properties are offered from a minimum of one month.

The program supports:

- creative practitioners and cultural organisations
- community organisations and social enterprises
- businesses and startups that support the local economy
- organisations with a focus on sustainability and the environment.

Preference is given to applicants in our area or to projects that can demonstrate significant benefit to the local communities.

Key dates

This program has no set dates or rounds and is responsive as properties become available.

Sign up for creative spaces notifications at confirmsubscription.com/h/j/F41B9C0BDBB5B36C

Support available

Support is available in the form of reduced rental charges for City of Sydney properties available and suitable for the proposed activity.

Funding priorities

- Activities that reflect our cultural, social, economic and environmental strategies and action plans
- Increasing connection with local communities, including artists and creative organisations, small business and visitors
- Stimulating local economies by encouraging a diverse business mix with innovative or capacity building enterprises
- Increasing opportunities and exposure for emerging and established enterprises including artists

- Increasing opportunities for local Aboriginal and/or Torres Strait Islander organisations.

We encourage applications from organisations that support Aboriginal and/or Torres Strait Islander communities and culture, including community-controlled organisations and networks.

Assessment criteria

- Idea for the space – how you will use the space?
- Use of space - why is this space suitable?
- Support - How will this opportunity support you (including how often you will use the space)?
- How does the project deliver against the funding priorities set out above?

Eligibility

You must show how your proposal benefits our residents, workers and visitors.

We'll also look at how payment of commercial rents would cause financial hardship and affect services.

These individuals and organisations can apply:

- Eligible Not for Profit Organisation
- Incorporated Association
- Unincorporated Community Group auspiced by an Eligible Not For Profit Organisation
- Corporation
- Co-operative
- Partnership
- Sole Trader
- Trustee of a Trust

For more information on eligibility see the general [eligibility section](#).

Not eligible for funding

- Individuals
 - Government departments or agencies
 - Projects that breach the eligibility and ethics framework or existing City of Sydney policies.
-

How to apply

This program has no set dates or rounds and is open when properties become available.

Sign up for creative spaces notifications at confirmsubscription.com/h/j/F41B9C0BDBB5B36C

Glossary/Definitions

Term	Meaning/Explanation
Acquittal	A written report submitted after the funded project is complete or yearly for multi-year projects. It details how the recipient administered the grant funds and met the project outcomes in the funding agreement.
Auspice	<p>An incorporated organisation who receives, administers and releases our funding on behalf of an applicant.</p> <p>The auspice is required to:</p> <ul style="list-style-type: none"> enter into a funding agreement with the City of Sydney accept grant funds and pay the auspiced grant applicant be responsible for any value-in-kind support we approve, including making bookings and entering into any related agreements with us manages funds during the project. <p>Ideally the auspice will have the technical skills to guide and support the applicant in the project, while acknowledging project decisions remain with applicant.</p>
Capital expenditure	Funding specifically requested for purchase, maintaining or upgrading items the applicant owns and that will be used beyond the time of the project, such as building maintenance, upgrading technology or buying new equipment. These expenses are different from regular costs like salaries or utilities because they build and improve the offerings to communities in a more permanent way.
Child related work	<p>Child-related work (including voluntary work) is:</p> <ul style="list-style-type: none"> - providing services for children and young people under 18 - where the work normally involves being face to face with children - where contact with children is more than incidental to the work. <p>As defined by the <u>Child Protection (Working with Children) Act 2012</u> and <u>Regulation 2013</u></p>
Festival or event	A public occasion for celebration or gathering to commemorate a milestone, local anniversary or an organised series of special events and performances, usually with a common theme and for set period of time.
Grant	Cash or value-in-kind support provided to applicants for a specified project or purpose.
Recipient	A party who has successfully applied for a grant or sponsorship. Also known as grantee.
Social enterprise	A business with a clear and stated social, environmental or cultural mission. They are usually driven by a public or community cause, derive most of their income from trade (not donations or grants) and use the majority of their profits to work towards their social mission as defined by their constitution.

Grants and sponsorship programs guidelines

Sponsorship	Agreements between the City of Sydney and organisations where the City of Sydney receives benefits in return for the sponsorship. Examples of benefits include promotion, marketing, speaking opportunities or tickets.
Value-in-kind	Value-in-kind refers to an arrangement where the City of Sydney gives up revenue, either in full or a percentage, on things for which a fee normally applies. This may include park hire, venue hire, banner pole hire, or workspace accommodation.
Vulnerable or priority communities	Vulnerable communities are groups that are at higher risk of experiencing barriers to social, economic, cultural, political and environmental resources, services and support.

Entity	Definition
Sole Trader	An individual running a business with an active ABN.
Eligible Not For Profit Organisation	An organisation registered with the Australian Charities and Not-for-profits Commission that is an Incorporated Association, Trust, Corporation, or Co-operative and that has an active ABN. This category does not include unincorporated associations (including unincorporated groups or clubs) – refer to Unincorporated Community Group.
Corporation	A company incorporated under the Corporations Act 2001 (Cth) with a current ACN and active ABN, or a company incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth) with a current ICN and active ABN.
Incorporated Association	An association incorporated under the Associations Incorporation Act 2009 (NSW) with an active ABN, or an association incorporated under equivalent State/Territory legislation with an active ABN.
Co-operative	A co-operative registered under the Co-operatives (Adoption of National Law) Act 2012 (NSW) or equivalent State/Territory legislation with an Australian Registered Body Number (ABRN) and active ABN.
Individual	An individual that is not running a business and does not have an ABN.
Partnership	A partnership regulated by the Partnership Act 1892 (NSW) or equivalent State/Territory legislation with an active ABN.
Government Entity	An entity with an active ABN that is either a department, executive or statutory agency of, or corporation owned by, the Commonwealth or any State or Territory; any entity within the meaning of section 41 of A New Tax System (Australian Business Number) Act 1999 (Cth); or a local governing body as defined by the Income Tax Assessment Act 1997 (Cth), and includes Government Cultural Institutions.
Trustee of a Trust	An Individual, Individuals or Corporation acting in its capacity as a trustee of a trust. This category does not include trusts that are government entities – refer to Government Entities.
Community Housing Provider	An entity that provides community housing that is registered in NSW under the Community Housing Providers (Adoption of National Law) Act 2012 (NSW) and that has an active ABN.

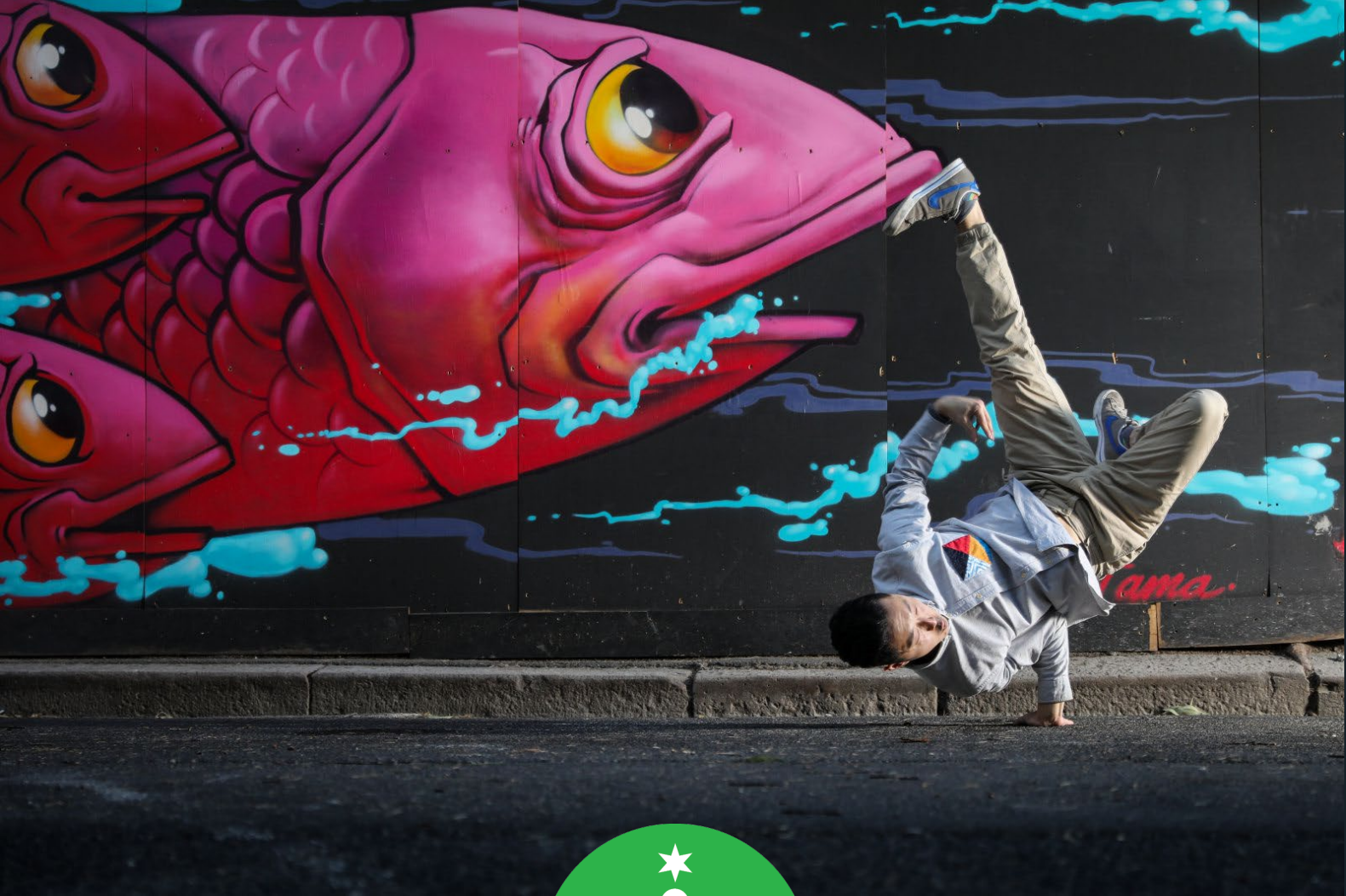
Grants and sponsorship programs guidelines

Government Cultural Institution	A Government Entity that is either a NSW State cultural institution as defined by Create NSW or a National Cultural Institution as defined by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts.
Owners Corporation	An owners corporation constituted under the Strata Schemes Management Act 2015 (NSW) and that has an active ABN.
Unincorporated Community Group	A group of people that have agreed to pursue a common purpose or interest, including groups such as a club, society or association (that is not incorporated).



Attachment C

**Grants and Sponsorship Guidelines
(current)**



Grants and sponsorship program guidelines

January 2024

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Introduction

The City of Sydney has 14 grants and sponsorship programs to support initiatives and projects that strengthen the social, cultural, environmental and economic life of the city. Through this program the City of Sydney partners with the community and business to further the strategic directions of Sustainable Sydney 2030-2050 Continuing the Vision. These programs provide financial and in-kind support for a diverse range of activities.

Our grants and sponsorship guidelines provide applicants with detailed information on our grant management processes including who can apply for each grant program, how to apply, funding agreements, payment arrangements and reporting requirements.

Our grants and sponsorship programs are highly competitive, so please read these guidelines before applying.

We also hold information sessions during the year. We encourage you to come to an information session or speak with our staff before applying.

The grants and sponsorship policy provides the framework for managing grant and sponsorship requests. It sets the expected outcomes of our Grants and Sponsorships Program and outlines the high level principles that guide grantmaking at the City of Sydney. In the event of any inconsistency between the policy and these guidelines, the policy will prevail.

For more information about our grants and sponsorships go to: cityofsydney.nsw.gov.au/grants-sponsorships.

You can also email communitygrants@cityofsydney.nsw.gov.au or call 02 9265 9333.

Timing

Rounds

Dates are subject to change, check the City of Sydney's website for any updates and subscribe to the grants and sponsorship newsletter to stay informed cityofsydney.nsw.gov.au/grants-sponsorships.

	Summer Round	Winter Round
Open to applications	6 February 2024	23 July 2024
Closed to applications	5 March 2024	20 August 2024
Recommendations presented to Council	June 2024	November 2024
Project timeframe	1 July 2024 – 30 June 2025	1 Jan 2025 – 31 Dec 2025

Programs

Program	Timing
Aboriginal and Torres Strait Islander collaboration fund	Open all year round, until budget is exhausted
Community services grant	Open Summer Round only
Creative grant	Open Summer Round only
Business sector support grant	Open Summer Round only
Green building grant	Open Summer Round and Winter Round
Festivals and events sponsorship	Open Summer Round and Winter Round
Food support grant	Open Summer Round and Winter Round
Innovation and ideas grant	Open Summer Round and Winter Round
Quick response grant	Open all year round, until budget is exhausted
Affordable and diverse housing fund	Open all year round, until budget is exhausted
Venue hire support grants and sponsorship	Open all year round, until budget is exhausted
Street banner sponsorship	Open all year round, until budget is exhausted
Accommodation grant	Open as properties become available
Creative live/work spaces grant	Open as properties become available

Grants and sponsorship program guidelines

Short-term empty properties grant

Open as properties become available

Eligibility

Eligibility classifications

Our grants program receives grant applications from many types of applicants, including:

- not-for-profits, including registered charities structured as:
 - companies
 - cooperatives (non-distributing)
 - foundations
 - incorporated associations
 - Aboriginal and Torres Strait Islander corporations
 - land councils
 - partnerships
 - trusts, including charitable trusts
 - owners' corporations
- for-profits, including those structured as:
 - companies
 - co-operatives (distributing)
 - Aboriginal and Torres Strait Islander corporations
 - partnerships
 - trusts
- sole traders
- individuals
- owners' corporations (Strata and company owned)
- unincorporated community groups
- government departments and agencies.

Specific eligibility requirements are included in the description for each program.

Applicants may be required to provide further information to verify the structure of the applicant's entity. For example, not-for-profits including registered charities and social enterprises must be able to demonstrate they are a registered with ACNC or properly constituted with a statement of purpose/constitution reflecting that the applicant is not-for-profit.

Individuals and unincorporated community groups applying for any cash grant will require an auspice by an eligible organisation.

Applicant eligibility is determined by the applicants ABN registered entity.

For more information on each applicant type see the [definitions section](#).

General eligibility

To be eligible for funding, applicants must:

- operate within the City of Sydney’s local government area or be able to demonstrate significant benefits for the area’s residents, workers and/or visitors
- meet the grant program eligibility criteria stated in the guidelines
- have acquitted any previous City of Sydney grants or sponsorships and met all contractual obligations
- have no outstanding debts owing to the City of Sydney
- demonstrate the grant will be used for a purpose in the public interest
- demonstrate capacity to deliver the project
- be financially viable.

General exclusions and ineligibility

The City of Sydney does not provide grants and sponsorships for projects that:

- duplicate existing services or programs
- have already occurred (no retrospective funding)
- do not meet the identified priority needs of the City of Sydney area
- directly contravene the eligibility and ethics framework or existing City of Sydney policies.

We do not accept duplicate applications. Applications that are submitted to more than one program for the same project in a round will only be considered in one program.

Grants and sponsorships do not cover:

- general donations to charities (donations and support for charities are covered by the City of Sydney’s support for charities policy)
- activities that could be perceived as benefiting a political party and/or political party campaign
- activities that could be perceived as divisive within the community
- waiver of fees for development applications, health inspection fees, health approvals, street closures and other approvals and other similar statutory charges
- City of Sydney staff in their capacity as individuals, although they may participate and contribute to projects in their private capacity where the grants are auspiced by other entities.

We do not provide in-house design, printing and distribution services, or cleansing and waste services for events. However, organisations may apply for funding to undertake these activities themselves.

Application support

We encourage you to speak to us about your project, program suitability and eligibility before applying.

You'll find plenty of support to help with your application:

- **online resources** – see cityofsydney.nsw.gov.au/grants-sponsorships
- **phone support** – call 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au
- **briefing sessions** – for applicants to learn about the grants and sponsorship programs and ask questions.
- **free grant writing seminars** – these take place twice a year. See dates at cityofsydney.nsw.gov.au/talks-courses-workshops/connect-sydney
- at our community centres and venues, libraries, and city spaces.

Dedicated support

Further support and accessible application formats that include oral applications are available for Aboriginal and Torres Strait Islander applicants, people with disability and culturally and linguistically diverse applicants.

To access this support, call 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au

Accessible applications are subject to the same assessment and approval process as other grants and may require a longer lead time to apply.

People with disability

If you are deaf, hard of hearing or have a speech impairment, you can contact us through [National Relay Service](#). You'll need to provide our phone number, 02 9265 9333.

Our online applications comply with accessibility requirements WCAG 2.0 AA. For more information on accessibility see australia.gov.au/accessibility.

Help with grants in your language

If you need help with information about our grants in other languages, here are some useful tools and resources.

[Help with grants in your language - English](#)

[帮助您以母语了解拨款 - Simplified Chinese](#)

[한국어 보조금 안내 - Korean](#)

[ความช่วยเหลือในภาษาของท่าน เกี่ยวกับทุนอุดหนุน - Thai](#)

Find a translating or interpreting service

If you need an interpreter to help you with information on our website, please call the Translating and Interpreting Service on 13 14 50 and ask them to put you through to the City of Sydney on 02 9265 9333.

如果英語並非您的第一語言，而您欲使用電話傳譯員服務，請致電 131 450，要求他們代致電 02 9265 9333 聯絡 City of Sydney。

Se l'inglese non è la tua prima lingua e desideri avvalerti di un servizio telefonico di interpretariato, contatta il 131 450 e chiedi di chiamare la città di Sydney al numero 02 9265 9333.

Α ν τα Αγγλικά δεν είναι η πρώτη σας γλώσσα και θα θέλατε να χρησιμοποιήσετε διερμηνέα στο τηλέφωνο, παρακαλούμε τηλεφωνήστε 131 450 και ζητήστε τους να σας καλέσουν την Πόλη του Σύδνεϊ στο 02 9265 9333.

英語が母国語でない方で、電話通訳サービスをご利用になりたい方は、131 450 におかけの上、シドニー市 02 9265 9333 に電話をかけるよう通訳にご依頼ください。

Jika bahasa Inggris bukan bahasa pertama Anda dan Anda ingin menggunakan jasa seorang juru bahasa, silakan menghubungi 131 450 dan minta agar diteleponkan ke City of Sydney di 02 9265 9333.

إذا لم تكن الإنجليزية لغتك الأولى وأردت الاستفادة من خدمة الترجمة الشفهية الهاتفية، فالرجاء أن تتصل بالرقم 131 450 والطلب منهم الإتصال ببلدية مدينة سيدني علي الرقم 02 9265 9333.

Si el inglés no es su primer idioma y desea utilizar un servicio de interpretación telefónica, póngase en contacto con el 131 450 y solicite que llamen a la Ciudad de Sydney al 02 9265 9333.

영어가 모국어가 아니어서 전화 통역 서비스가 필요하실 경우 131 450 에 전화하셔서 City of Sydney (02 9265 9333) 로 연결하도록 요청 하십시오 .

Nếu tiếng mẹ đẻ không phải là tiếng Anh và muốn sử dụng dịch vụ thông dịch qua điện thoại, xin quý vị gọi số 131 450 và yêu cầu họ gọi cho Thành Phố Sydney điện thoại số 02 9265 9333.

Если английский не является вашим родным языком и вы хотели бы воспользоваться услугами устного перевода по телефону, то, пожалуйста, позвоните по номеру 131 450 и попросите их позвонить в муниципалитет города Сидней по номеру 02 9265 9333.

Grants management process

Applications

Applications for grants and sponsorship are completed online. Application forms are available once the grant round opens. For some programs open throughout the year, online forms are available on request after you discuss your project concept with our grants team.

Accessible application formats that include oral applications are available for Aboriginal and Torres Strait Islander applicants, people with disabilities and culturally and linguistically diverse applicants.

Applications must be submitted by the due date at 5pm Sydney time or Australian Eastern Daylight Time if applicable. We do not accept submissions after the cut-off time and date.

You are responsible for choosing the most appropriate program to apply for. Your application must be well-developed, address all the criteria and answer all compliance questions. It must include documentary evidence and support as required.

We encourage you to speak to us before applying.

Assessment

All grant applications are assessed by at least three City of Sydney staff, including those with knowledge and experience relevant to the grant application. Recommendations are then made to Council for approval.

Some grant applications may be assessed by external parties who have skills and professional experience which will benefit the assessment process.

When an external assessor is required, we will select a representative from one of the City of Sydney's established advisory panels with the relevant skills, experience, and availability.

External assessors are required to sign a participation agreement with the City of Sydney which outlines their responsibilities, including conflict of interest and confidentiality obligations. They cannot submit a grant application in the grant round they are assessing.

All assessors are required to make a conflict of interest declaration on each application as part of the assessment process.

Our grants and sponsorship programs are highly competitive. Even though an application may meet the criteria it may not be competitive against other applications. If an application is unsuccessful, the applicant can request feedback from City of Sydney staff.

Approval

Council has authority to approve grants and sponsorship or other financial assistance.

The CEO can approve grants consistent with City of Sydney policies and delegations from Council for the following programs: Quick response grant, Venue hire support grants and sponsorship, Street banner sponsorship, Creative live/work spaces grant and Short-term empty properties grant.

Under the Local Government Act, any waiver or reduction of fees or charges can only be approved if the application meets a pre-approved category of fee exemption in the City of Sydney's Revenue Policy.

Applicants should note that many projects including festivals and events require approvals and consents from the City of Sydney (such as development applications), NSW Police and other state government agencies. If the necessary approvals cannot be obtained, the grant or sponsorship may be revoked.

Approval of a grant or sponsorship does not imply that the City of Sydney has given any other consent.

Approval of value-in-kind is not a guarantee of booking, as all bookings are subject to availability and must be made through the usual booking process for the facility, space or location requested.

Notification process

We will notify you in writing of the outcome of your application within 10 business days after the decision of Council.

Details of the status of approval can also be found in the Council meeting minutes, which are listed on the website within the week of Council approval.

Matched funding

We recognise the importance of applicant cash and in-kind contributions. Some of our grant programs may require applicants to provide matched funding and in-kind contributions.

We may provide matched or equivalent funding with:

- direct cash input to the project through donations or income generated
- in-kind contributions such as donated supplies, materials or services
- volunteering time such as labour, set up and pack down, and meeting time to identify, plan and implement projects.

Details on the programs that require cash and in-kind matched funding are in the description for each program.

Funding agreements and negotiation

We aim to finalise funding agreements with successful applicants within five weeks of Council approval. You must enter into a funding agreement with us before funds are released and before the project can start.

The City of Sydney uses a standard funding agreement which includes:

- a description of the project for which funding is being provided
- the amount of cash funding to be received and the details of any value-in-kind support
- the obligations of the City of Sydney and the applicant (and where relevant the auspice) in relation to a grant
- specific performance criteria to be met by the applicant for each project
- any benefits to be provided to the City of Sydney in return for the grant (if applicable)
- a payment schedule
- the deadline for submission of the project acquittal.

If you fail to finalise the agreement within one month of receiving the draft agreement from us, we reserve the right to withdraw the grant or sponsorship.

Not meeting your contractual obligations, including failing to submit an acquittal report, may result in you or your organisation being unable to apply for further grant funding from the City of Sydney.

Payment arrangements

Once funding agreements are finalised, payments are processed with a standard 30-day turnaround time from the invoice date. Payments are not processed before the timeframes stipulated in the funding agreement. If you need the funds sooner due to project deliverables, please contact the grants team to enquire if an urgent payment can be made.

Reporting and monitoring

You must report on and acquit the project(s) as detailed in your funding agreement. Reports provide us with feedback on the success of the project in terms of the agreed outputs and outcomes, relevant data and any lessons learnt. You must provide detailed financial reports.

You may be asked to provide further documentation and evidence of expenses.

Final reports must be submitted no later than one month after the agreed completion date of the project as stated in the funding agreement unless otherwise agreed.

Evaluation and learning framework

The City of Sydney is committed to continuous improvement of our grants and sponsorship programs. An evaluation and learning framework has been developed to measure the effectiveness of each of the grants and sponsorship programs.

The aim of this framework is to:

- measure the degree to which stated outcomes are being achieved
- provide standard tools for collecting and analysing data within and across programs
- build evaluative capacity of City of Sydney staff and grant recipients
- identify improvements to the Grants and Sponsorship Program.

We invite feedback at the end of each application round and on each acquittal form on how we can improve the grants and sponsorship programs and processes.

More information

For more information see cityofsydney.nsw.gov.au/grants-sponsorships, email communitygrants@cityofsydney.nsw.gov.au or call 02 9265 9333.

We hold grants and sponsorship information sessions during the year. We encourage you to attend one of these before applying.

Important application information

As part of the application, you will be asked to answer a series of questions, including:

- a brief description of the project
- the need for the project and the benefits to the local area
- your capacity and experience to deliver the project effectively
- how the project meets the program priorities.

Some programs may have additional questions or requirements specific to that grant program.

You will also be asked questions on how your project responds to City of Sydney policies regarding child safety, inclusion and accessibility, sustainability and collaboration with Aboriginal and Torres Strait Islander communities.

Child safety

The City of Sydney is committed to being child safe and has zero tolerance for child abuse. The City of Sydney recognises its legal and moral responsibilities in keeping children safe from harm and abuse and promoting their best interests. The City of Sydney has specific policies, procedures and training in place to support employees and volunteers to achieve these commitments.

Where an application involves the delivery of programs and services involving child-related work you must attach a copy of your organisation's child safety/child protection policy and procedures to the application. If you do not have a formal child safety/protection policy, you must outline how you intend to comply with Child Safety law relevant to you or your organisation. This information will help us to assess whether your application has demonstrated capacity to deliver the project in line with the general eligibility requirements.

Please note, the City of Sydney does not regulate or monitor compliance with Child Safety law. Applicants should seek advice from the Office of the Children's Guardian, the Department of Education and Communities and /or the Australian Children's Education & Care Quality Authority regarding their child safety and protection compliance obligations as appropriate.

Inclusion and accessibility

All applicants will be asked to describe how their project considers participation, access and inclusion across the community.

The City of Sydney's Inclusion (Disability) Action Plan 2021-2025 guides the organisation's approach to ensure Sydney is inclusive and welcoming for everyone. This Plan includes actions that actively address barriers faced by people with disability. You can view the [Inclusion \(Disability\) Action Plan](#) on the City of Sydney's website.

The City of Sydney has developed Guidelines to assist event producers to plan and deliver events that are inclusive and accessible to everyone. The guidelines outline key access and inclusion considerations for all events. You can view the Inclusive and Accessible Event Guidelines on the City of Sydney's website.

Sustainability

All applicants are to ensure that any events or programs funded through a City of Sydney grant are delivered in an environmentally sustainable way. Please see our [sustainable event guidelines](#) and [guidelines for single use items](#) for information on how to reduce waste from events and services.

Applicants for specific programs may be asked to meet certain conditions to reduce the environmental impact of their project. The City of Sydney will provide educational material and guidance to assist applicants in understanding and meeting these conditions.

Collaboration with Aboriginal and Torres Strait Islander communities

All applicants will be asked to outline any plans they have to engage Aboriginal and Torres Strait Islander run businesses, organisations or individuals in the running of their project.

We are committed to exploring ways in which we can enhance the economic prosperity of Aboriginal and Torres Strait Islander peoples and organisations through our Grants Program. You are encouraged to consider engaging Aboriginal and Torres Strait Islander businesses into all aspects of your supply chain in the planning, delivery and implementation of your project.

Other information

Budget

All applicants are required to submit a budget (in the Smartygrants template), listing all income and expenditure items for the project. All figures should be GST exclusive.

As a guide for calculating volunteer time contributed to the project, use the fees of:

- \$25 per hour for volunteers
- \$75 per hour for contractors or professionals volunteering their time

Supporting documents

You will be asked to provide the documents below with your online application. Please allow enough time for files to upload and aim to submit your application at least an hour before the due time.

Standard supporting documents include:

- quotes for equipment or material valued over \$1,000
- a copy of public liability insurance or quote for public liability insurance (to be taken up following the approval of the grant) to cover the proposed project to the minimum value of \$10 million (or \$20 million for projects that are high risk, have large numbers of the public attending or funding greater than \$250,000)
- a copy of the organisation's constitution including a statement of purpose and organisation structure if the applicant is a social enterprise or a not-for-profit organisation without charity or deductible gift recipient status
- multi-year project plan (for multi-year cash funding requests)
- child safety/child protection policy and procedures (if the proposed project involves child-related work)
- letters of support from any community or local business partners (if relevant)
- a list of community members or businesses who will be involved in the proposed project (if relevant)
- evidence to demonstrate owner's consent for the use of land (if relevant)
- a basic site plan for the proposed project (if relevant)

Grants and sponsorship program guidelines

- case studies of previous projects (if relevant)
- any other documents relevant to the proposed project, such as photographs, minutes from planning meetings and development approvals.

Aboriginal and Torres Strait Islander collaboration fund

Overview

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 increased self-determination and equity for Aboriginal and Torres Strait Islander people through projects that connect people with community, Country and culture.

Key dates

This program is open all year for applications until the budget is exhausted.

Activities should be delivered within 12 months of the project start date.

Funding available

Cash funding up to \$50,000 is available, for projects to be delivered within 12 months.

Value-in-kind in the form of venue hire fee waiver is also available.

Applicants can apply for up to \$5,000 worth of capital expenditure or equipment purchase.

Applicants can include the cost of necessary insurances in their application.

Funding priorities

Our funding will prioritise projects that:

- are led by local Aboriginal and/or Torres Strait Islander people and communities
- deliver positive outcomes for local Aboriginal and/or Torres Strait Islander communities
- meets the needs and aspirations of local Aboriginal and/or Torres Strait Islander communities
- build the capacity of local Aboriginal and/or Torres Strait Islander owned and/or led organisations and businesses.

Assessment criteria

Proposals are assessed against:

- 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
- how the project will deliver against the funding priorities.

Eligibility

To be eligible an applicant must operate within the City of Sydney's local government area and be able to demonstrate significant benefits for the area's residents, workers and/or visitors:

- Individuals and sole traders must identify as Aboriginal or Torres Strait Islander and be accepted as such by the community in which they live
- Groups must consist of majority Aboriginal and/or Torres Strait Islander members
- Organisations must have a governing body that is majority Aboriginal and/or Torres Strait Islander people

These individuals and organisations can apply:

- Not-for-profit organisations
- For-profit organisations
- Sole traders
- Individuals or unincorporated community groups auspiced by a not-for-profit or for-profit organisation.

If you work with an auspicing organisation, we encourage you to choose one that is relevant to the sector and that can support the development of the proposal.

For more information on eligibility see the [eligibility section](#).

Proof of Aboriginality requirement

The Aboriginal and Torres Strait Islander Collaboration Fund is dedicated to local Aboriginal and/or Torres Strait Islander peoples, groups and organisations.

To be eligible for this fund, Aboriginal and/or Torres Strait Islander individuals, sole traders and community groups will be required to provide confirmation of Aboriginality. It is preferred (but not limited to) this confirmation being from a registered Aboriginal and/or Torres Strait Islander community organisation stamped with their common seal and that confirms the applicant:

- is of Aboriginal and/or Torres Strait Islander descent
- identifies as an Aboriginal and/or Torres Strait Islander person
- is accepted as such by the Aboriginal and/or Torres Strait Islander community in which you live, or formerly lived.

Alternatively, Aboriginal and/or Torres Strait Islander businesses are required to provide proof of certification and/or registration from the following:

- NSW Indigenous Chamber of Commerce
- Supply Nation
- Office of the Registrar of Indigenous Corporations.

Not eligible for funding

Funding is not available for:

- applicants that do not meet the eligibility criteria
 - projects that duplicate existing services
 - projects that directly contravene the eligibility and ethics framework or existing City of Sydney policies.
-

How to apply

To apply for this grant please contact the grants team for a call back to discuss your eligibility and suitability to the program, on 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au.

Community services grant

Overview

This grant program supports projects and programs that help increase social cohesion and inclusion, develop healthy and resilient communities, and support participation in civic life.

Key dates

Applications open: Summer Round only

For relevant dates see the timing section and cityofsydney.nsw.gov.au/grants-sponsorships.

Funding available

Cash funding from \$10,000 to \$50,000 per year is available, for a one-year program or multi-year funding (up to 3 years).

Value-in-kind in the form of street banner and venue hire is also available.

Applicants can apply for up to \$5,000 worth of capital expenditure or equipment purchase.

For applicants requesting multi-year funding, please contact the grants team for a call back to discuss your suitability to the program, on 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au.

Funding priorities

Our funding will prioritise projects or programs that:

- recognise Aboriginal and Torres Strait Islander communities and culture
- promote sustainable and equitable food systems and address food insecurity
- strengthen social cohesion, community resilience and wellbeing
- involve our communities in local decision making and community life
- improve our communities' digital literacy and skills
- support people experiencing or at risk of homelessness.

We encourage applications from organisations that support Aboriginal and Torres and Strait Islander communities and culture, including Aboriginal community-controlled organisations and networks.

Assessment criteria

Proposals are assessed against:

- evidence of the need for the project or program and proposed outcomes
- capacity and experience of the applicant to deliver the project or program
- demonstrated connection and benefit to the local area and communities
- how the project or program delivers against the funding priorities
- evidence of the project or program having direct engagement with our diverse communities, including Aboriginal and Torres Strait Islander people, people experiencing or at risk of homelessness, young people, older people, people with disability, international students, culturally and linguistically diverse communities, women, LGBTIQ+ communities and low income earners.

Eligibility

To be eligible an applicant must operate within the City of Sydney's local government area or be able to demonstrate significant benefits for the area's residents, workers and/or visitors:

These individuals and organisations can apply:

- Not-for-profit organisations
- Individuals or unincorporated community groups auspiced by a not-for-profit that is eligible to apply in its own right.

If you work with an auspicing organisation, we encourage you to choose one that is relevant to the sector and that can support the development of the proposal.

For more information on eligibility see the [eligibility section](#).

Not eligible for funding

Funding is not available for:

- for-profit organisations, including small businesses
- projects or programs that duplicate existing services
- projects or programs that directly contravene the eligibility and ethics framework or existing City of Sydney policies.

How to apply

Applications for grants and sponsorship must be completed online.

For applicants requesting multi-year funding, please contact the grants team for a call back to discuss your suitability to the program, on 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au.

For more information on our grants and sponsorships see cityofsydney.nsw.gov.au/grants-sponsorships.

You can also email communitygrants@cityofsydney.nsw.gov.au or call 02 9265 9333.

Creative grant

Overview

This grant program supports projects and initiatives that contribute to Sydney's cultural life, provide opportunities for creative participation, enliven public spaces, and strengthen the sustainability and capacity of our cultural and creative industries.

Key dates

Applications open: Summer Round only

For relevant dates see the timing section and cityofsydney.nsw.gov.au/grants-sponsorships.

Funding available

Cash funding from \$10,000 to \$50,000 per year is available, for a one-year program or multi-year funding (up to 3 years).

Value-in-kind in the form of street banner and venue hire is also available.

Applicants can apply for up to \$5,000 worth of capital expenditure or equipment purchase.

The City of Sydney wants to support applicants to provide fair pay to the artists and creative professionals working on funded projects. Fees for artists and creative workers should be clearly included in your application budget and you are encouraged to set these fees in accordance with industry standards.

Funding priorities

Our funding will prioritise projects that:

- promote local culture and stories
- explore aspects of Sydney's history
- celebrate Aboriginal and Torres Strait Islander communities and culture
- represent the cultural and social diversity of our community
- increase access to creativity and culture for the city's communities
- encourage cultural organisations and artists to locate and operate in Sydney
- address challenges facing the creative industries and cultural sector.

We encourage applications from organisations that support Aboriginal and Torres and Strait Islander communities and culture, including Aboriginal community-controlled organisations and networks.

Assessment criteria

Proposals are assessed against:

- evidence of the need for the project and proposed outcomes
 - capacity and experience of the applicant to deliver the project
 - demonstrated connection and benefit to the local area and communities
 - evidence of diversity, inclusion and equity in the planning and delivery of the project
 - how the project delivers against the funding priorities.
-

Eligibility

To be eligible an applicant must operate within the City of Sydney's local government area or be able to demonstrate significant benefits for the area's residents, workers and/or visitors:

These individuals and organisations can apply:

- Not-for-profit organisations
- For-profit organisations
- Sole traders
- Individuals or unincorporated community groups auspiced by a not-for-profit or for-profit that is eligible to apply in its own right.

If you work with an auspicing organisation, we encourage you to choose one that is relevant to the sector and that can support the development of the proposal.

For more information on eligibility see the [eligibility section](#).

Not eligible for funding

Funding is not available for:

- operational costs or overheads for the core business of an organisation
 - projects which are a festival or event
 - projects that directly contravene the eligibility and ethics framework or existing City of Sydney policies.
-

How to apply

Applications for grants and sponsorship must be completed online.

For more information on our grants and sponsorships see cityofsydney.nsw.gov.au/grants-sponsorships.

You can also email communitygrants@cityofsydney.nsw.gov.au or call 02 9265 9333.

Business sector support grant

Overview

This grant program supports sector development projects that grow the skills and capacity of local businesses, entrepreneurs and communities, advocate on key issues on behalf of local business, connect businesses to networking opportunities and promote local precincts.

Key dates

Applications open: Summer Round only

For relevant dates see the timing section and cityofsydney.nsw.gov.au/grants-sponsorships.

Funding available

Cash funding from \$10,000 to \$50,000 per year is available, for a one-year program or multi-year funding (up to 3 years).

Value-in-kind in the form of street banner and venue hire is also available.

Applicants can apply for up to \$5,000 worth of capital expenditure or equipment purchase.

Funding priorities

Our funding will prioritise projects that:

- support local businesses to adapt to new technologies, explore alternative business models and increase accessibility
- upskill local businesses and entrepreneurs to meet the needs of a more innovative economy
- build the skills and capacity of our diverse communities to increase economic participation
- advocate on key industry/sector issues on behalf of local businesses
- deliver collaborative marketing to activate local precincts and promote unique experiences across the city.

We encourage applications from organisations that support Aboriginal and Torres and Strait Islander communities and culture, including Aboriginal community-controlled organisations and networks.

Assessment criteria

Proposals are assessed against:

- evidence of the need for the project and proposed outcomes
 - capacity and experience of the applicant to deliver the project
 - demonstrated connection and benefit to the local area and community
 - evidence of diversity, inclusion and equity in the planning and delivery of the project
 - how the project delivers against the funding priorities.
-

Eligibility

To be eligible an applicant must operate within the City of Sydney's local government area or be able to demonstrate significant benefits for the area's residents, workers, sector/industry and/or visitors.

These organisations can apply:

- Not-for-profit organisations
- Members based organisations with an economic focus such as a chamber of commerce or industry association.

For more information on eligibility see the [eligibility section](#).

Not eligible for funding

Funding is not available for:

- operational costs or overheads for the core business of an organisation
 - projects that directly contravene the eligibility and ethics framework or existing City of Sydney policies.
-

How to apply

Applications for grants and sponsorship must be completed online.

For more information on our grants and sponsorships see cityofsydney.nsw.gov.au/grants-sponsorships.

You can also email communitygrants@cityofsydney.nsw.gov.au or call 02 9265 9333.

Green building grant

Overview

This grant program supports owners' corporations and building owners in the residential and accommodation sector to undertake environmental ratings, certifications, audits and assessments for existing buildings to be resource efficient and achieve net zero emissions by 2035.

Funding can support:

- NABERS, Green Star Performance or EarthCheck assessment and/or certification
 - energy audits that conform to the AS3598 standard
 - residential energy/water/waste assessments
 - renewables/electrification feasibility assessments
 - net zero action plans.
-

Key dates

Applications open: Summer Round and Winter Round

For relevant dates see the timing section and cityofsydney.nsw.gov.au/grants-sponsorships.

Funding available

Cash funding up to \$15,000 is available per project.

For-profit organisations are required to match the funding requested with cash (value-in-kind will not be accepted).

Funding priorities

Our funding will prioritise projects that:

- drive existing residential buildings to be resource efficient and achieve net zero emissions
- enable buildings in key sectors to improve their environmental performance

We encourage applications from organisations that support Aboriginal and Torres and Strait Islander communities and culture, including Aboriginal community-controlled organisations and networks.

Assessment criteria

Proposals are assessed against:

- evidence of the need for the project and proposed outcomes

Grants and sponsorship program guidelines

- capacity and experience of the applicant to deliver the project
 - demonstrated connection and benefit to the local area and community
 - evidence of diversity, inclusion and equity in the planning and delivery of the project
 - how the project delivers against the funding priorities.
-

Eligibility

To be eligible an applicant must be an owners' corporation of an existing residential strata building or the owner of an existing building in the accommodation sector in the City of Sydney's local area.

These organisations can apply:

- Not-for-profit organisations
- For-profit organisations
- Owners' corporation.

The application must be for works on one of these building types:

- residential strata
- accommodation (hotels, hostels and serviced apartments).

For information on eligibility see the [eligibility section](#).

Not eligible for funding

Funding is not available for:

- applications from new buildings
 - applications from commercial office or entertainment building types
 - applications from for-profit organisations that do not provide evidence of matched cash funding for the project
 - instances where a NABERS rating is required by government including under the commercial building disclosure scheme (at point of sale or lease)
 - projects that directly contravene the eligibility and ethics framework or existing City of Sydney policies
 - capital expenditure or capital works.
-

More information

Applications for grants and sponsorship must be completed online.

For more information on our grants and sponsorships see cityofsydney.nsw.gov.au/grants-sponsorships.

You can also email communitygrants@cityofsydney.nsw.gov.au or call 02 9265 9333.

Festivals and events sponsorship

We provide support for festivals and events under two tiers:

- Tier 1 – General festivals and events
- Tier 2 – Major festivals and events

Prior to applying for Tier 2 please contact our grants team to discuss your proposal, on 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au.

Key dates

Applications open: Summer Round and Winter Round

For relevant dates see the timing section and cityofsydney.nsw.gov.au/grants-sponsorships.

Tier 1 – General festivals and events

Overview

This grant program supports local festivals and events that celebrate, develop and engage the city's communities. They may provide forums to share knowledge, create opportunities for active community participation, celebrate local culture and creativity and activate local precincts. They can be one-off, annual or a series of recurring events over a set period.

Funding available

Cash funding up to \$50,000 per year is available, for a one-year program or multi-year funding (up to 3 years).

Value-in-kind in the form of street banner and venue hire is available. Not-for-profit organisations are also eligible for a 25% reduction on equipment hire fees at Landmark Venues (for equipment owned by the City of Sydney).

For-profit organisations are required to match the funding requested with cash (value-in-kind will not be accepted).

Applicants can apply for up to \$10,000 worth of capital expenditure or equipment purchase.

The City of Sydney wants to support applicants to provide fair pay to the artists and creative professionals working on funded projects. Fees for artists and creative workers should be clearly included in your application budget and you are encouraged to set these fees in accordance with industry standards.

Funding priorities

Our funding will prioritise festivals and events that:

- celebrate Aboriginal and Torres Strait Islander communities and culture
- strengthen social inclusion, enable connectedness and reduce social isolation
- support the visitor economy through activations, events and promotion

- represent the cultural and social diversity of our community
- activate local precincts with creative programming.

We encourage applications from organisations, groups and individuals that support Aboriginal and Torres and Strait Islander communities and culture, including Aboriginal community-controlled organisations and networks.

Assessment criteria

Proposals are assessed against:

- evidence of the need for the festival or event and proposed outcomes
- capacity and experience of the applicant to deliver the festival or event
- demonstrated connection and benefit to the local area and community
- evidence of diversity, inclusion and equity in the planning and delivery of the project
- how the project delivers against the funding priorities.

Tier 2 – Major festivals and events

Overview

This sponsorship program supports major festivals and events that bring significant economic, social and cultural impact to Sydney. Sponsorships provide support for significant and/or recurring festivals or events with a proven track record, which have a recognised national and/or international brand and the capacity to deliver outcomes across multiple strategic priorities.

Funding available

Festivals and/or events seeking cash funding of \$100,000 or more per year fall within this funding tier. Funding is available for up to four years in this funding tier.

Value-in-kind in the form of street banner and venue hire fee waiver, and other negotiated City of Sydney services and resources. Not-for-profit organisations are also eligible for a 25% reduction on equipment hire fees at Landmark Venues (for equipment owned by the City of Sydney).

Major Festivals and Event Sponsorships will usually include both cash and value-in-kind contributions.

For-profit organisations are required to match the funding requested with cash (value-in-kind will not be accepted).

Applicants can apply for up to \$10,000 worth of capital expenditure or equipment purchase.

The City of Sydney wants to support applicants to provide fair pay to the artists and creative professionals working on funded projects. Fees for artists and creative workers should be clearly included in your application budget and you are encouraged to set these fees in accordance with industry standards.

Funding priorities

Major festivals and events must contribute to at least three of the following priorities:

- celebrate Aboriginal and Torres Strait Islander communities and culture
- strengthen social inclusion, enable connectedness and reduce social isolation
- support the visitor economy through activations, events and promotion
- attract intrastate, interstate or international visitation and investment in Sydney
- represent the cultural and social diversity of our community
- activate local precincts with creative programming
- encourage cultural organisations and artists to locate and operate in Sydney.

We encourage applications from organisations, groups and individuals that support Aboriginal and Torres and Strait Islander communities and culture, including Aboriginal community-controlled organisations and networks.

Assessment criteria

Proposals are assessed against:

- evidence of the need for the major festival or event and proposed outcomes
- capacity and experience of the applicant to deliver the major festival or event
- demonstrated connection and benefit to the local area and community
- evidence of diversity, inclusion and equity in the planning and delivery of the major festival or event
- how the project delivers against the funding priorities
- evidence of track record, organisational viability for multi-year funding, large scale audience or market reach and national or international brand awareness.

Eligibility

To be eligible an applicant must operate within the City of Sydney's local government area or be able to demonstrate significant benefits for the area's residents, workers and/or visitors.

These organisations can apply for both Tier 1 and 2:

- Not-for-profit organisations
- For-profit organisations
- Government departments or agencies.

These individuals and organisations can apply for Tier 1 only:

- Sole traders
- Individuals or unincorporated community groups auspiced by a not-for-profit or for-profit that is eligible to apply in their own right.

If you work with an auspicings organisation, we encourage you to choose one that is relevant to the sector and that can support the development of the proposal.

For more information on eligibility see the [eligibility section](#).

Not eligible for funding

Funding is not available for:

- operational costs or overheads for the core business of an organisation
- fees and charges associated with event personnel or staffing at landmark venues
- projects that directly contravene the eligibility and ethics framework or existing City of Sydney policies.

How to apply

Applications for grants and sponsorship must be completed online.

For more information on our grants and sponsorships see cityofsydney.nsw.gov.au/grants-sponsorships.

Grants and sponsorship program guidelines

If you are interested in applying for Tier 2 please contact our grants team to discuss your proposal, on 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au.

Food support grants

Overview

This funding supports projects and programs that improve access to affordable and healthy food for our diverse communities.

We provide support for food support projects under 2 tiers:

- Tier 1 – Small scale projects
- Tier 2 – Large scale projects

Before applying for tier 2, contact our grants team to discuss your proposal on 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au.

Key dates

Applications open: Summer Round and Winter Round

For relevant dates see the timing section and [cityofsydney.nsw.gov.au/grants-sponsorships](https://www.cityofsydney.nsw.gov.au/grants-sponsorships).

Funding priorities

Our funding will prioritise projects that:

- increase access to affordable, healthy, safe and culturally-appropriate food
- increase community skills in sourcing and preparing healthy food
- improve supply, storage and delivery of healthy food for our diverse communities
- increase resourcing of essential food support services for our diverse communities
- increase access to affordable internet and data to support community access to food support services.

We encourage applications from organisations, groups and individuals that support Aboriginal and Torres and Strait Islander communities and culture, including Aboriginal community-controlled organisations and networks.

Tier 1 – Small scale projects

Funding available

Cash funding up to \$250,000 per year is available, for a one-year program or multi-year funding (up to 2 years).

Value-in-kind in the form of venue hire is also available.

Applicants can apply for up to \$100,000 worth of capital expenditure, equipment purchase or other resources.

Assessment criteria

Proposals are assessed against:

- evidence of the need for the project or program and proposed outcomes
- capacity and experience of the applicant to deliver the project or program
- demonstrated connection and benefit to the local area and community
- how the project delivers against the funding priorities
- evidence of the project or program having direct engagement with our diverse communities, including Aboriginal and Torres Strait Islander people, people experiencing or at risk of homelessness, young people, older people, people with disability, international students, culturally and linguistically diverse communities, women, LGBTIQ+ communities and low-income earners.

Tier 2 – Large scale projects

Funding available

Cash funding up to \$750,000 per year is available, for a one-year program or multi-year funding (up to 2 years).

Value-in-kind in the form of venue hire is also available.

Applicants can apply for up to \$150,000 worth of capital expenditure, equipment purchase or other resources.

Assessment criteria

Proposals are assessed against:

- evidence of the need for the project or program and proposed outcomes
- capacity and experience of the applicant to deliver the project or program
- demonstrated connection and benefit to the local area and community
- evidence of partnerships with local community organisations and networks
- how the project delivers against the funding priorities
- evidence of the project or program having direct engagement with our diverse communities, including Aboriginal and Torres Strait Islander people, people experiencing or at risk of homelessness, young people, older people, people with disability, international students, culturally and linguistically diverse communities, women, LGBTIQ+ communities and low-income earners.

Eligibility

To be eligible an applicant must operate within the City of Sydney's local government area or be able to demonstrate significant benefits for the area's residents, workers and/or visitors.

These organisations can apply for both tier 1 and 2:

- not-for-profit organisations.

These individuals and groups can apply for tier 1 only:

- individuals or unincorporated community groups auspiced by a not-for-profit that is eligible to apply in its own right.

If you work with an auspicating organisation, we encourage you to choose one that is relevant to the sector and can support the development of the proposal.

If you received Food support grants funding in 2023/24, you will be eligible to apply in Winter Round 2024/25.

Not eligible for funding

Funding is not available for:

- for-profit organisations, including small businesses
- projects that directly contravene the eligibility and ethics framework or existing City of Sydney policies

If you received Food support grants funding in 2023/24 you will not be eligible to apply in Summer Round 2024/25.

How to apply

Applications for grants and sponsorship must be completed online.

For more information about our grants and sponsorships see cityofsydney.nsw.gov.au/grants-sponsorships.

If you are interested in applying for tier 2, contact our grants team to discuss your proposal on 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au.

Innovation and ideas grants

Overview

This grant program supports projects that foster innovation, showcase local expertise and test new ideas to address local and global issues across the city's social, cultural, sustainability and business sectors.

Funding can support:

- research and feasibility studies relating to the funding priorities listed below
 - pilot projects that test new approaches for addressing local and global issues
 - demonstration projects that promote market awareness and adoption of innovations
 - development and implementation of best practice approaches and toolkits
 - new technologies and platforms that support sector development.
-

Key dates

Applications open: Summer Round and Winter Round

For relevant dates see the timing section and cityofsydney.nsw.gov.au/grants-sponsorships.

Funding available

Cash funding from \$10,000 to \$50,000 per year is available, for a one-year program or multi-year funding (up to 3 years).

Applicants can apply for up to \$5,000 worth of capital expenditure or equipment purchase.

Value-in-kind in the form of venue hire is also available.

Funding priorities

Our funding will prioritise innovative projects that contribute to making Sydney a city:

- that is a leading environmental performer
- that is equitable and inclusive
- with resilient and diverse communities
- with a thriving cultural and creative life

- with a transformed and innovative economy.

We encourage applications from organisations, groups and individuals that support Aboriginal and Torres and Strait Islander communities and culture, including Aboriginal community-controlled organisations and networks.

Assessment criteria

Proposals are assessed against:

- evidence of the need for the project and proposed outcomes
 - capacity and experience of the applicant to deliver the project
 - demonstrated connection and benefit to the local area and communities
 - evidence of diversity, inclusion and equity in the planning and delivery of the project
 - how the project delivers against the funding priorities.
-

Eligibility

To be eligible an applicant must operate within the City of Sydney's local government area or be able to demonstrate significant benefits for the area's residents, workers and/or visitors.

Not-for-profit and for-profit organisations can apply.

For more information on eligibility see the [eligibility section](#).

Not eligible for funding

Funding is not available for:

- operational costs or overheads for the core business of an organisation
 - projects that duplicate existing services
 - projects that directly contravene the eligibility and ethics framework or existing City of Sydney policies.
-

How to apply

Applications for grants and sponsorship must be completed online.

For more information about our grants and sponsorships see cityofsydney.nsw.gov.au/grants-sponsorships.

You can also email communitygrants@cityofsydney.nsw.gov.au or call 02 9265 9333.

Quick response grant

Overview

This grant program supports small scale, community-led projects that encourage communities to take action to improve, enhance, represent or celebrate their local neighbourhoods.

Key dates

This program is open all year for applications until the budget is exhausted.

Decisions will be notified within 6 weeks of application.

Activities should be delivered within 12 months of the project start date.

Funding available

Cash funding up to \$10,000 is available, for projects to be delivered within 12 months.

Value-in-kind in the form of venue hire is also available.

Applicants can apply for up to \$10,000 worth of capital expenditure or equipment purchase.

Applicants can include the cost of necessary insurances in their application.

Funding priorities

Our funding will prioritise projects that support:

- vulnerable communities and those with the greatest need
- individuals and teams that are selected to participate in events in the sporting, academic, cultural or environmental fields
- resilience and readiness of diverse communities to respond to shocks
- sustainability and environmental projects such as community gardens, green roofs and walls, urban ecology and green workshops
- cultural projects such as public art, cultural workshops and community art projects
- minor capital works, equipment upgrades and acoustic attenuation for cultural venues
- local civic activities and events
- essential emergency support for community, cultural and sustainability projects.

We encourage applications from organisations, groups and individuals that support Aboriginal and Torres and Strait Islander communities and culture, including Aboriginal community-controlled organisations and networks.

Assessment criteria

Proposals are assessed against:

- evidence of the need for the project and proposed outcomes
 - capacity and experience of the applicant to deliver the project
 - demonstrated connection and benefit to the local area and community
 - evidence of diversity, inclusion and equity in the planning and delivery of the project
 - how the project delivers against the funding priorities.
-

Eligibility

To be eligible an applicant must operate within the City of Sydney's local government area or be able to demonstrate significant benefits for the area's residents, workers and/or visitors.

These individuals and organisations can apply:

- Not-for-profit organisations
- Individuals or unincorporated community groups auspiced by a not-for-profit that is eligible to apply in their own right.

If you work with an auspicing organisation, we encourage you to choose one that is relevant to the sector and that can support the development of the proposal.

For more information on eligibility see the [eligibility section](#).

Not eligible for funding

Funding is not available for:

- ongoing project, event or program funding
 - operational costs or overheads for the core business of an organisation
 - projects that duplicate existing services
 - projects that directly contravene the eligibility and ethics framework or existing City of Sydney policies.
-

How to apply

Applications for grants and sponsorship must be completed online.

For more information about our grants and sponsorships see <http://www.cityofsydney.nsw.gov.au/grants-sponsorships>.

You can also email communitygrants@cityofsydney.nsw.gov.au or call 02 9265 9333.

Affordable and diverse housing fund

Overview

The affordable and diverse housing fund promotes the development of affordable and diverse rental housing in our local government area by community housing providers, not-for-profit and for-profit organisations.

The fund is part of the City of Sydney's commitment to overcome financial barriers to affordable and diverse housing development.

Key dates

This program is open all year for applications until the fund is exhausted.

Funding available

The fund's priority is to leverage private finance for affordable rental housing.

Funds can be used for:

- acquiring land owned by third parties
- acquiring land owned by the City of Sydney
- design and construction
- associated development costs.

It is expected that the total amount of funding for any individual project will not exceed \$3 million in value.

Funding priorities

Our funding will prioritise applications that:

- maximise the quantum of subsidised housing within the City of Sydney local area
- leverage additional funds from sources external to the City of Sydney and its programs, including private debt finance, charitable donations and grants from state and federal government
- encourage a broad range of community housing providers to invest in and operate diverse housing within the local area
- deliver positive outcomes for our diverse communities through subsidised housing within the City of Sydney local area
- ensure the continued use of funded projects as subsidised housing

Grants and sponsorship program guidelines

- facilitate the ongoing management in accordance with the applicable regulatory requirements, such as NSW affordable housing guidelines
- achieve timely delivery utilising appropriately experienced and capable principals and contractors.

We encourage applications from organisations that support Aboriginal and Torres and Strait Islander communities and culture, including Aboriginal community-controlled organisations and networks.

Assessment criteria

Proposals are assessed against:

- amount, nature and location of subsidised housing and any other uses or support being delivered
 - proportion of the total project cost requested as City of Sydney funding (including cash, value-in-kind and land)
 - proportion of total project cost funded by the applicant and other sources
 - property development experience, expertise and capability of the applicant/deliverer
 - experience in the operation and management of the type of housing by the applicant/manager in compliance with relevant regulations
 - financial capacity of the applicant
 - evidence of diversity, inclusion and equity in the planning and delivery of the project.
-

Eligibility

To be eligible an applicant must operate within the City of Sydney's local government area or be able to demonstrate significant benefits for the area's residents, workers and/or visitors.

These organisations can apply:

- Not-for-profit organisations
- For profit organisations
- providers of community housing
- organisations that are part of a consortium that includes a community housing provider.

For more information on eligibility the [eligibility section](#).

Not eligible for funding

- Unincorporated community groups
 - Individuals
 - consent authority fees and charges
 - projects that are already in receipt of other subsidies or benefits provided by the City of Sydney
 - projects that directly contravene the eligibility and ethics framework or existing City of Sydney policies.
-

Further conditions

For funds that are used for the development of new subsidised housing developments:

Grants and sponsorship program guidelines

- funds must only be used for capital expenditures on net new subsidised housing developments
- our financial contribution will generally not exceed 30 per cent of the total cost of the subsidised housing
- funds will not be released until a construction certificate is issued for the development
- we may seek to secure the use provided through a mechanism/instrument such as a registered positive covenant, on the land used for the project
- funds may need to be repaid if the project completion date is not met, the project is terminated, the recipient becomes insolvent, or the project description changes materially
- the recipient must operate the facility in line with federal, state and local government regulatory requirements
- unless otherwise approved by the City of Sydney, housing delivered through the fund is to be rented to a range of low to moderate income earners at no more than 30 per cent of gross household income, in line with NSW affordable housing guidelines
- the facility must generally be commenced within three years of funding approval.

More information

The project can include a proportion of ‘market’ housing for sale on completion and/or a commercial component for lease, or sale, on completion if it forms a part of the project’s financing strategy or is needed to satisfy planning controls.

‘Subsidised’ housing means all forms of short and long term rental accommodation offered at below market rates, including affordable housing, social housing, assisted living, aged and respite care, crisis housing and boarding houses.

How to apply

To apply for this grant please contact the grants team for a call back to discuss your eligibility and suitability to the program, on 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au.

Venue hire support grants and sponsorship

Overview

The City of Sydney owns a number of venues that are available for hire. The venue hire support grants and sponsorship program helps community and cultural groups and organisations access these venues for events, concerts, fundraisers, conferences, meetings and community gatherings. The grant is intended for cultural, environmental and community groups and organisations that demonstrate financial hardship.

Support is available in two categories:

- community venues
 - landmark venues.
-

Key dates

This grant program is open all year to applications until the value-in-kind budget is exhausted.

All applications should be submitted online at least eight weeks before the event.

The first activity must take place within 12 months of the submission date.

Support available

Support is available in the form of one-off or multi-year reduced rates for community and landmark venue hire, subject to availability.

Not-for-profit organisations are eligible for a 25% reduction on equipment hire fees at Landmark Venues (for equipment owned by the City of Sydney).

Funding priorities

Our funding will prioritise projects that:

- increase numbers of programs, events and activities that contribute to social wellbeing, social inclusion and increased cultural participation

- increase services and initiatives for residents, workers and visitors that contribute to the social, cultural, economic and environmental health of the city
- increase capacity of the cultural, environmental and community sector due to the sharing of knowledge and resources.

We encourage applications from organisations, groups and individuals that support Aboriginal and Torres and Strait Islander communities and culture, including Aboriginal community-controlled organisations and networks.

Assessment criteria

Proposals are assessed against:

- evidence of the need for the project and proposed outcomes
 - capacity and experience of the applicant to deliver the project
 - demonstrated connection and benefit to the local area and community
 - evidence of diversity, inclusion and equity in the planning and delivery of the project
 - how the project delivers against the funding priorities.
-

Eligibility

To be eligible for funding an applicant must operate within the City of Sydney's local government area or be able to demonstrate benefits for the area's residents, workers and/or visitors.

Applicants must demonstrate that payment of standard rates would cause financial hardship.

Applicants working with an auspicing organisation are encouraged to choose an organisation that is relevant to the sector and can support the development of the proposal.

For more information on eligibility the [eligibility section](#).

Community venues

These individuals and organisations can apply:

- Not-for-profit organisations
- Unincorporated community group
- Individual auspiced by a not-for-profit that is eligible to apply in its own right.

Landmark venues

These individuals and organisations can apply:

- Not-for-profit organisations
 - For profit event management companies facilitating an eligible not-for-profit's event
 - Individual auspiced by a not-for-profit that is eligible to apply in its own right.
-

Not eligible for funding

Funding is not available for:

- fees and charges associated with event personnel or staffing at venues
- projects that directly contravene the eligibility and ethics framework or existing City of Sydney policies.

If an applicant has already received funding for the same project under a different grants and sponsorship program, this may impact on the decision to support the application.

Further conditions

- venue hire, and equipment fees and charges are set for the facilities each year by the City of Sydney
 - the grant covers venue hire fees only. Applicants must meet all standard conditions of hire and pay all additional charges such as deposit and bond, security/key deposit, public liability insurance, cancellation, audio visual, additional staffing such as ushers, cloakroom and security, and any food and beverages.
-

How to apply

To apply for this grant please contact the grants team for a call back to discuss your eligibility and suitability to the program, on 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au.

Street banner sponsorship

Overview

The City of Sydney has up to 1500 banner poles available for hire. Street banner sponsorship provides banner pole hire fee waiver for our network of banners, enhancing streetscape vibrancy and raising the profile of forthcoming cultural events, social issues and other activities.

Sponsorship only applies to banner pole hire fees. Applicants must meet all standard conditions of hire and pay all additional charges such as design, manufacture, installation and dismantling of banners. See fees and charges at sydneycitybanners.com.au.

Key dates

This grant program is open all year to applications until the value-in-kind budget is exhausted.

All applications must be submitted online at least 4 months before the banner campaign and take a minimum of 2 months to process and receive a decision.

The banner campaign should take place within 12 months of the grant approval.

Support available

Support is available in the form of value-in-kind for street banner poles, subject to availability.

Applicants can request up to 150 banner poles for up to two weeks, once a year.

Additional requests will be considered for significant events and depend on availability in the street banner network. Street banner sponsorship is applicable to city and urban locations only.

Funding priorities

Our funding will prioritise projects that:

- increase awareness and profile of issues, events and activities of registered charities, not-for-profits and cultural institutions
- positively contribute to the overall character and vibrancy of streetscapes through use of an attractive and visual medium
- strengthen cultural and community life.

We encourage applications from organisations that support Aboriginal and Torres and Strait Islander communities and culture, including Aboriginal community-controlled organisations and networks.

Assessment criteria

Proposals are assessed against:

- how the project delivers against the funding priorities.
-

Eligibility

To be eligible for funding an applicant must operate within the City of Sydney's local government area or be able to demonstrate benefits for the area's residents, workers and/or visitors.

Only not-for-profit organisations can apply.

Applicants must:

- demonstrate that payment of standard rates would cause financial hardship
- demonstrate that a program of events has been prepared with an appropriate publicity and promotions campaign
- acknowledge the City's assistance in any promotional material for the event.

For more information on eligibility the [eligibility section](#).

Not eligible for funding

Funding is not available for:

- For-profit organisations, including small businesses, individuals or private commercial ventures
- applicants that have been funded under the same program in the past 12 months
- projects that directly contravene the eligibility and ethics framework or existing City of Sydney policies.

If an applicant has already received funding for the same project under a different grants and sponsorship program, this may impact on the decision to support the application.

Further conditions

- bookings can only be made 6 months in advance from the installation date and after you have received confirmation of a successful application
 - all banner designs must be approved by the City of Sydney, through the banners team, prior to manufacture, and include our logo. The City of Sydney reserves the right to refuse a banner design
 - the City of Sydney reserves the right to determine the number and location of banner poles provided and to relocate banners to alternative locations
 - poles are subject to availability at the time of booking
 - applicants are encouraged to consider sponsorship benefits for the City of Sydney. Examples include promotion, marketing and tickets. The City of Sydney's logo must be displayed on the banner.
-

How to apply

To apply for this grant please contact the grants team for a call back to discuss your eligibility and suitability to the program, on 02 9265 9333 or email communitygrants@cityofsydney.nsw.gov.au

Accommodation grant

Overview

The City of Sydney's community facilities include different buildings and spaces that vary in size, location and function. Under our accommodation grants program, we lease facilities or spaces for up to 5 years at reduced rates (below market rental rates) or at no charge. We may offer some longer tenancies based on operational and community needs and public interest. Tenancies are informed by the strategic priorities reviewed and set by Council every 4 years.

Applicants must demonstrate that payment of commercial rents would cause financial hardship leading to a reduction or withdrawal of services.

Key dates

Applications for space through this program are invited as facilities become available, and opportunities are published on our [website](#) and [email notices](#).

Support available

Support is available in the form of waived or reduced rental charges for City of Sydney facilities. Rates vary depending on the space being leased and the financial capacity of the applicant.

The City of Sydney may require payment of a bond as part of your lease or licence agreement.

Funding priorities

Our funding will prioritise applications that show one or more of the following:

- improved social wellbeing, reduced isolation and increased cultural participation
- increased services by community and cultural organisations that benefit residents, workers and visitors, and contribute to the social, cultural, economic and environmental health of the city
- enhanced financial sustainability for local organisations including artists
- greater public participation in arts and creative projects
- greater sharing of knowledge and resources by new and emerging groups, increasing the capacity and viability of the business and community sectors
- active solutions to sector-wide issues and provision of direct services by newly established and start-up businesses and organisations that benefit our communities.

We encourage applications from organisations that support Aboriginal and Torres and Strait Islander communities and culture, including Aboriginal community-controlled organisations and networks.

Assessment criteria

Proposals are assessed against:

- evidence of the need for the tenancy and proposed outcomes
 - capacity and experience of the applicant
 - demonstrated connection and benefit to the local area and community
 - evidence of diversity, inclusion and equity in the planning and delivery of the project
 - how the proposal delivers against the funding priorities
 - any additional criteria nominated for specific properties as they become available
 - for renewals, compliance with past agreements, lease terms and demonstration of ongoing need will be assessed.
-

Eligibility

To be eligible an applicant must operate within the City of Sydney's local government area or be able to demonstrate significant benefits for the area's residents, workers and/or visitors.

Not-for-profit and for-profit organisations can apply.

Applicants must demonstrate that payment of standard rates would cause financial hardship.

For more information on eligibility see the [eligibility section](#).

Not eligible for funding

- Unincorporated community groups
 - Individuals
 - projects that directly contravene the eligibility and ethics framework or existing City of Sydney policies.
-

How to apply

Opportunities are published on our website and email lists as facilities become available.

Sign up for accommodation grants notifications at confirmsubscription.com/h/j/C601462D618DBDC8.

Creative live/work spaces grant

Overview

The City of Sydney has a small number of residential properties. Under the creative live/work spaces grant, we lease residential properties to artists and creative practitioners to live and work in the city at below market rental.

This program is offered in response to the challenges artists and creative practitioners face in obtaining affordable inner city housing and creative facilities. It provides supports for up to 18 months, limited by specific lease terms, and reduced rents at below market rates.

Key dates

This program has no set dates or rounds and is responsive as properties become available.

Sign up for creative live/work spaces notifications at confirmsubscription.com/h/j/F41B9C0BDBB5B36C.

Support available

Support is available in the form of reduced rental charges for City of Sydney properties.

Funding priorities

Our funding will prioritise applications that show:

- increased opportunity for, and awareness of creative practitioners to live and work in the city
- strengthened cultural sector connections and networks in the city.

We encourage applications from Aboriginal and Torres and Strait Islander artists and creative practitioners.

Assessment criteria

Proposals are assessed against:

- artistic merit, experience and qualifications, professional development aspirations
- suitability of the creative practice for the creative live/work space and experience of collaborative working
- evidence of need for the opportunity and how this will assist the applicant's creative growth
- ability to occupy the property by the specified date

- how the project delivers against the funding priorities.
-

Eligibility

This program is open to all individuals working in the creative industries. This includes but is not limited to the visual arts, product design, fashion design, visual communication/graphic design, performing arts, photography, the music industry or creative writers.

Applicants must:

- be 18 years or older
- be a citizen or have residency status.

Only individuals can apply.

For more information on eligibility see the [eligibility section](#).

Not eligible for funding

- projects that directly contravene the eligibility and ethics framework or existing City of Sydney policies.
-

How to apply

Opportunities are published on our website and email lists as facilities become available.

Sign up for creative live/work spaces notifications at confirmsubscription.com/h/j/F41B9C0BDBB5B36C.

Short-term empty properties grant

Overview

The City owns a number of commercial and community properties, including retail and office space, across the local area. These properties may be empty for short periods between tenancies.

The short-term empty properties program provides immediate and short-term activation of temporarily vacant or under-used properties within our portfolio. The properties are offered from one month to one year.

The program supports:

- creative practitioners and cultural organisations
- community organisations and social enterprises
- businesses and startups that support the local economy
- organisations with a focus on sustainability and the environment.

Preference is given to applicants in the local government area or to projects that can demonstrate significant benefit to the local community.

Key dates

This program has no set dates or rounds and is responsive as properties become available.

Sign up for creative spaces notifications at confirmsubscription.com/h/j/F41B9C0BDBB5B36C

Support available

Support is available in the form of reduced rental charges for City of Sydney properties that are available and suitable for the proposed activity.

Funding priorities

Our funding will prioritise applications that:

- activate temporarily vacant City-owned properties for a short term with activities that reflect our cultural, social, economic and environmental strategies and action plans
- increase engagement with the local community, including artists and creative organisations, small business and visitors
- stimulate local economies by encouraging a diverse business mix with innovative or capacity building enterprises

Grants and sponsorship program guidelines

- increase opportunities and exposure for emerging and established enterprises including artists
- increase opportunities for local Aboriginal and Torres Strait Islander organisations.

We encourage applications from organisations that support Aboriginal and Torres and Strait Islander communities and culture, including Aboriginal community-controlled organisations and networks.

Assessment criteria

Proposals are assessed against:

- a strong concept for the space, including the project layout, look and feel
 - consideration of the local precinct and local community
 - experience in the delivery of similar projects
 - evidence of how access to the opportunity will support the growth of the organisation or business
 - ability to activate the space during business hours or a plan for how the space will be activated visually during these hours
 - quality of the pitch outlining the concept for the space including supporting images, floor plans, visual references and details of referees
 - how the project delivers against the funding priorities.
-

Eligibility

Applicant must:

- demonstrate their organisation's work or proposal benefits the City of Sydney's residents, workers and/or visitors
- demonstrate that payment of commercial rents would cause financial hardship leading to a reduction or withdrawal of services.

These individuals and organisations can apply:

- Not-for-profit organisations
- For-profit organisations
- Sole trader
- Unincorporated community groups.

For more information on eligibility see the [eligibility section](#).

Not eligible for funding

- Individuals
 - projects that directly contravene the eligibility and ethics framework or existing City of Sydney policies.
-

How to apply

This program has no set dates or rounds and is responsive as properties become available.

Sign up for creative spaces notifications at confirmsubscription.com/h/j/F41B9C0BDBB5B36C

Definitions

Term	Meaning/Explanation
Acquittal	A written report submitted after the funded project is complete (or annually for multi-year projects). It details how the recipient administered the grant funds and met the project outcomes in the funding agreement.
Auspice	<p>An incorporated organisation who receives, administers and acquits our funding on behalf of an applicant.</p> <p>The auspice is required to:</p> <ul style="list-style-type: none"> – enter into a funding agreement with the City of Sydney – accept grant funds and pay the auspiced grant applicant – be responsible for any value-in-kind support we approve, including making bookings and entering into any corresponding additional agreements with us – monitor and acquit the use of funds at the completion of the project. <p>Ideally the auspice will have the technical skills to guide and support the applicant in the delivery of the project, while acknowledging project decisions remain with applicant.</p>
Child related work	As defined by the Child Protection (Working with Children) Act 2012 and Regulation 2013
Festival or event	A public occasion for celebration and/or gathering in the community to commemorate a special occasion, local anniversary or an organised series of special events and performances, usually with a common theme and for set period or time.
Grant	Cash or value-in-kind support provided to applicants for a specified project or purpose.
Recipient	A party who has successfully applied for a grant or sponsorship. Also known as grantee.
Sponsorship	Agreements between the City of Sydney and organisations where the City receives benefits in return for the sponsorship. Examples of benefits include promotion, marketing, speaking opportunities and/or tickets.
Value-in-kind	Value-in-kind refers to an arrangement whereby the City of Sydney foregoes revenue (either in full, or a percentage) on things for which a fee normally applies. This may include park hire, venue hire, banner pole hire, or work space accommodation.
Vulnerable communities	Vulnerable communities are groups that are at higher risk of experiencing barriers to social, economic, cultural, political and environmental resources, services and support.



Item 8.

Adoption - Archives Collection Management Policy

File No: X093219

Summary

This report seeks Council approval for the revised Archives Collection Management Policy.

The City of Sydney manages a large and diverse archive of items including historical documents, maps and photographs. It also selectively acquires archives from other institutions and individuals when they have a relationship to the City's local government area.

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

The City's Archives hold over 12,500 shelf metres of archives dating back to the establishment of Council in 1842. Over a million items have been catalogued to date with more than half available digitally. The Archives capture and document the business, social and community history of the City of Sydney and its communities. The Archives provide a valuable and popular resource for the community, with over 159,200 page views of the online catalogue in March 2024.

Council adopted the Archives Collection Management Policy, following a public exhibition period on 27 July 2020.

The Archives Collection Management Policy is now four years old. In this revision, a new section was added to acknowledge Aboriginal and Torres Strait Islander people and discuss how records by or about Aboriginal and Torres Strait Islander people are managed in the City Archives collection. This new section was developed in consultation with the City's Indigenous Leadership and Engagement team and consultation was undertaken with the Aboriginal and Torres Strait Islander Advisory Panel who supported this addition.

Other minor changes were also made.

It is recommended that Council adopt the revised Archives Collection Management Policy.

Recommendation

It is resolved that:

- (A) Council adopt the updated Archives Collection Management Policy as shown at Attachment A to the subject report; and
- (B) authority be delegated to the Chief Executive Officer to make amendments to the Archives Collection Management Policy in order to correct any minor drafting errors and finalise design, artwork and accessible formats for publication.

Attachments

Attachment A. Archives Collection Management Policy – Review 2024

Background

1. The City of Sydney manages its own archives and selectively acquires from other institutions and individuals when they have a relationship to the City's local government area.
2. The Archives Collection Management Policy was first adopted by Council in July 2020 as a public policy. Its purpose is to educate staff and the community:
 - (a) about the purpose and value of the City Archives; and
 - (b) regarding the steps the City takes to identify, safeguard and preserve archival resources and make them accessible to the public.
3. The Policy is supported by associated staff processes and procedures.
4. In 2022, the City Archives implemented a program to deliver actions that improve the management of archives by or about Aboriginal and Torres Strait Islander communities. As part of this ongoing program this Policy has been revised.
5. The section called "We recognise and value Aboriginal and Torres Strait Islander people, their histories and cultures" was added to address the management protocols adopted for these records. This:
 - (a) acknowledges the Gadigal as the traditional owners of the land and outlines the City's commitment to reconciliation;
 - (b) discusses the scope of records held regarding Aboriginal and Torres Strait Islander people in order to manage expectations about the City's holdings;
 - (c) indicates the City's commitment to frameworks for facilitating access, managing offensive material, supporting the 'right of reply' and safeguarding Aboriginal and Torres Strait Islander peoples' rights to their heritage and culture; and
 - (d) encourages use of the collection by Aboriginal and Torres Strait Islander people.
6. Minor stylistic changes to the policy have also been made and additional definitions have been included for clarity. References to regulatory authorities have been updated to reflect changes in the State Records Act 1988.

Key Implications

Strategic Alignment - Sustainable Sydney 2030-2050 Continuing the Vision

7. 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 8 - A thriving cultural and creative life - The City Archives actively collects material relating to community and culture and supports creative engagement with the City's history.

8. The inclusion of the section on items relating to Aboriginal and Torres Strait Islander people and communities recognises First Nations people and demonstrates the City Archives' commitment to the Stretch Reconciliation Action Plan.

Risks

9. There are no significant risks in implementing the policy updates.

Social / Cultural / Community

10. The policy supports the capture and availability of information relating to diverse cultural groups within the Sydney local area. The City Archives regularly engages with a range of community and cultural groups through its collection.

Financial Implications

11. There are no financial implications associated with the continued implementation of this policy.

Relevant Legislation

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

Public Consultation

17. The new section of the policy, was developed in consultation with the City's Indigenous Leadership and Engagement team and consultation was undertaken with the Aboriginal and Torres Strait Islander Advisory Panel. Stakeholders supported the addition of the section.

SUSAN PETTIFER

Director People, Performance and Technology

Janet Villata, City Archivist

Attachment A

**Archives Collection Management Policy –
Review 2024**

Archives Collection Management Policy

Purpose

This policy details the City of Sydney’s commitment to maintaining the City Archives collection and provides a standard and accountable framework for acquiring, arranging and describing, storing and managing items in the collection, and their use by workers and the public.

Scope

This policy applies to:

- members of the public or organisations who offer items to the City of Sydney
- members of the public or workers using items from the collection.

Our Records Management Policy outlines the responsibilities of workers in creating records of the City of Sydney’s business, including those that will become part of the collection.

Definitions

Term	Meaning
Archive	A record that has been identified as having permanent value for retention as part of the City Archives collection.
<u>Archives and History Resources catalogue</u>	<u>The system used for managing the City Archives collection and for making it available online.</u>
City archive	A City of Sydney business record which is not designated as being required as a <u>state archive</u> , but has been determined by the city archivist to be a record of permanent value due to its significance to the City of Sydney.
<u>City Archives collection</u>	<u>The full set of City of Sydney business records kept as archives, community archives and the Sydney Reference Collection.</u>
City of Sydney business record	A record, in any format, created, maintained or received by the City of Sydney in the course of its business operations. A small percentage will be determined to have permanent value and will form the core of the collection as state archives or city archives.
Community archive	A record that has not originated from City of Sydney business but has been acquired from a member of the public, a community group or an organisation operating within our local area (or otherwise associated with the area) through purchase or donation and accepted into the collection.
Deaccessioning	The process by which items are permanently removed from the collection.

Term	Meaning
Employee	All City of Sydney employees including permanent (whether full-time or part-time), temporary, casual employees and apprentices.
Ephemera	Information originally designed to be useful for a short time. For example, pamphlets, posters, tickets, menus, postcards, badges, and stickers, a selection of which is retained as a <u>community archive</u> .
<u>Items</u>	<u>Individual archives, community archives and books.</u>
Record	Means: <ul style="list-style-type: none"> (a) information created, received, and maintained as evidence and information by the City of Sydney in pursuance of its legal obligations or in the transaction of business (as defined in AS ISO 15489-2002 Records Management Part 1: General) (b) any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means (as defined in the <i>State Records Act 1998</i> (NSW)) (c) metadata (being descriptive information that gives a record context and meaning). A record includes, without limitation, <u>City of Sydney business records</u> .
State archive	A record designated as being required as a state archive, under a relevant retention and disposal authority issued by State Records NSW, due to its state or national significance. The criteria for determining what should be state archives in retention and disposal authorities can be found in the State Records NSW <u>Building the Archives Policy</u> .
Sydney Reference collection	A collection of published material on the City of Sydney local area and wider Sydney.
Trigger	An event from which a date for transfer (or change in status) to items is calculated. Examples include the date a key decision was made in the business process or the last significant action taken on a record.
Worker	All Employees, agency contractors (labour hire), work experience students and volunteers.

Policy Statement

We are committed to keeping the City Archives Collection in the control and custody of the City of Sydney

We affirm the role of archives as articulated in the preamble to the Constitution of the International Council on Archives, which states:

“Archives constitute the memory of nations and societies, shape their identity and are a cornerstone of the information society. By providing evidence of activities and decisions

they provide continuity to organizations and justification of their rights, as well as those of individuals and states. By guaranteeing citizens' right of access to official information and to knowledge of their history, archives are fundamental to democracy, accountability and good governance.”

We recognise our collection is an important asset and have made a long-standing commitment to keep and maintain the collection under our control and custody and to continually grow the collection.

As part of this commitment, the City Archives team:

- manages the collection in line with industry standards
- aims for openness and transparency with due consideration to privacy and confidentiality when making items in the collection available to the public
- employs professionally qualified staff and experienced archivists
- maintains a volunteer workforce supervised by archivists to catalogue and transcribe items and conduct research
- ensures records required as state archives are managed in line with the *State Records Act 1998* (NSW).

We recognise and value Aboriginal and Torres Strait Islander people, their histories and cultures

The City of Sydney acknowledges the Gadigal of the Eora Nation as the Traditional Custodians of our local area, and their continued connection to Country.

The City Archives is committed to the City of Sydney’s vision for reconciliation and is guided by the Stretch Reconciliation Action Plan, the City’s Aboriginal and Torres Strait Islander protocols, and an ethical commitment to safeguard Aboriginal and Torres Strait Islander peoples’ rights to their heritage and culture.

Our archival collection contains limited 19th century records that specifically refer to Aboriginal and Torres Strait Islander people and communities given responsibility was largely with the state government, rather than at a local government level.

Some interactions undoubtedly took place between council officers and Aboriginal and Torres Strait Islander communities in this period, but the archives are largely silent about them. Past archival selection and descriptive practices may also have contributed to these silences.

From the 20th century onwards the City Archives holds records relating to Aboriginal and Torres Strait Islander people and communities in relation to City of Sydney functions.

The City has an ongoing commitment to identify records about Aboriginal and Torres Strait Islander people and communities in our collection. We will describe new archival holdings (for example, titles, descriptions, subject tags) using culturally competent descriptive practices and in a way that will facilitate ongoing access. We will continuously review past holdings to ensure descriptions meet current standards.

Some records held by the City Archives contain images or language and sentiments about Aboriginal and Torres Strait Islander people that may be considered offensive by today’s standards. It is recognised that publishing such items can contribute to ongoing trauma and racism experienced by Aboriginal and Torres Strait Islander communities. However, it is important not to remove these items from our collection as they provide evidence of past

attitudes and injustice. When material of this nature is identified, we will provide warnings and context to accompany the records.

In support of truth-telling, we welcome consultation and feedback on our descriptive practices and encourage people to exercise their 'right of reply' to items in the collection.

We encourage Aboriginal and Torres Strait Islander people to use our archival holdings and services. We seek to create meaningful links with communities and assist individuals to access records of their cultural heritage and historical experience.

Framework for managing the collection

The City Archives collection

The City of Sydney keeps and maintains the City Archives collection, which comprises items under 3 broad categories:

- City of Sydney business records
- community archives
- Sydney Reference collection.

A digital-first approach

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

When records are considered to be in the collection

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

All items in the Archives & History Resources catalogue are considered to be in the City Archives collection. For records to become part of the collection there does not always have to be a physical transfer. For example, digital records can remain in the system they were created in, and have a change in status only.

Community archives (items not originating from the City of Sydney), are considered to be in the collection from the date we receive them.

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

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

City of Sydney business records with permanent value

We use legally-binding disposal authorities issued by State Records NSW to determine retention periods for City of Sydney business records.

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

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

- records designated as state archives
- records designated as city archives
- major publications produced by us including those printed or released to the public digitally (for example, through our websites).

Acquisition of community archives

Assessment of suitability

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

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

Transfer of ownership

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

Purchase

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

- authorise the purchase
- make recommendations to the manager, information management or the chief, data and information management to purchase the item.

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

What is collected from the public, community or other organisations

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

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

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

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

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

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

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

Acquisition exceptions

Exceptions for acquisition of items for the collection may be approved by the city archivist for items of particular significance despite a failure to meet the general criteria to be included in the collection. Exceptions can include:

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

Sydney Reference collection – published works

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

- non-fiction works where the key subject matter is related to the local area, or more broadly to Sydney
- publications from other organisations
- biographies of Sydney personalities
- periodicals relating to or originating in Sydney
- publications produced by local businesses.

Deaccessioning from the collection

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

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

- they are no longer required as state archives under a disposal authority

- they do not fall within the acquisition criteria of this policy
- they are in such poor condition that the allocation of resources for continuing storage and conservation is not warranted
- it is impractical to store them
- they duplicate another record in the collection and are of lesser significance or in poorer condition than the other record
- they can be better managed by another organisation
- they are transferred to other responsible organisations when council boundaries change
- they are irreparably damaged, destroyed, lost, or stolen with no prospect of retrieval
- their ownership is disputed
- they are available in another format and can be authorised for destruction under the relevant retention and disposal authority.

Methods for disposal of deaccessioned items are determined by the city archivist and may include, where relevant:

- return to the donor
- donation or transfer to another suitable collecting institution
- destruction.

Provision of access to items

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

Digital access

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

Reading room access

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

Access to original items is restricted once digitised copies are available. Any exceptions must be approved by the city archivist.

Access directions and restrictions

All City of Sydney business records that are in the collection are covered by access directions under Part 6 of the *State Records Act 1998* (NSW).

Access directions under the *State Records Act 1998* (NSW) that close items to public access do not prevent entitlements for access under the *Government Information (Public Access) Act 2009* (NSW) or other legislation. Special access, such as access to personal information for research purposes, requires approval by the city archivist.

The public has a right under the *State Records Act 1998* (NSW) to access any records that fall within an open access period under Part 6 of the legislation.

Access restrictions as part of donor conditions may occasionally apply to items that have been acquired from the public. Some restrictions (or the redaction of certain content) may also be applied to meet obligations under the *Privacy and Personal Information Protection Act 1998* (NSW), *Copyright Act 1968* (Cth) or other relevant legislation.

The City Archives team may determine access restrictions for community archives if not otherwise specified in the donor agreement or where there is no donor agreement.

Copyright

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

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

We will modify or remove items from public view in the Archives & History Resources catalogue if copyright is inadvertently breached.

Promotion and display of the collection

The City Archives team promotes visibility of, and access to our collection in many ways, including exhibitions, presentations and social media. Presentations may be provided to community groups by arrangement if they are held online or in the local area and within normal business hours.

We welcome visits from community groups by appointment.

Arrangement and description of items

The arrangement and description of the collection must conform to the Australian Series System for Archives Control and relevant standards and guidelines by Museums of History NSW.

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

Storage, conservation, and preservation of digital and physical items

The storage of the collection conforms to relevant standards issued by State Records NSW and Museums of History NSW, including the standard on the physical storage of state records.

Some items may be withheld from public access to ensure their safe custody and proper preservation. These are not open to public access under the *State Records Act 1998* (NSW) while the direction is in force (see section 59). An archivist can restrict access due to conservation issues for individual records. The city archivist has the authority to restrict access to an entire series of items.

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

Loan of items to other organisations

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

Responsibilities

City workers and councillors

Responsibilities for City of Sydney workers and councillors for making and keeping records and acquiring, designing or reviewing business systems containing records are outlined in our Records Management Policy.

Archivists will:

- assist in the acquisition, design, and review of business systems when the systems may contain records required as state archives or City of Sydney archives
- appraise City of Sydney records, including those in decommissioned business systems so they can be either transitioned into the collection or recommended for destruction (which is to be authorised by the city archivist)
- describe and manage items in line with relevant standards and legislative requirements, or supervising volunteers to do the same
- undertake consultation with Aboriginal and Torres Strait Islander and other communities regarding the selection, description of and access to records about them
- provide access to items
- determine whether to accept small donations (up to one standard archive box)
- identify and manage privacy and copyright for catalogue items and information requests
- determine whether items are closed to public access due to fragility.

City Archivist will:

- determine which records are of permanent value as city archives
- decide whether to accept larger donations (more than one standard archive box)
- establish privacy and copyright principles and rules for the collection
- manage consultation with Aboriginal and Torres Strait Islander and other communities regarding the selection, description of and access to records about them
- decide whether to purchase items for the collection within their financial delegation
- recommend purchase of items for the collection over their financial delegation

- determine exceptions to the acquisition criteria for particular items or sub-collections
- authorise special access to items that is contrary to access directions, such as for academic research purposes
- close an entire series or group of items to public access due to their fragile condition
- authorise the loan of items to other organisations, such as for exhibition purposes
- authorise the disposal of the City of Sydney business records which are of temporary value
- authorise deaccessions that result in the removal and disposal of items from the collection.

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

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

- approve the purchase of items for the collection in line with the delegation registers.

Consultation

Key stakeholders, including relevant managers in the History team, Curatorial team, Data and Information Services, the Executive and Legal and Governance were consulted when developing this policy. [There was also consultation with the Indigenous Leadership and Engagement team, the Aboriginal and Torres Strait Islander Advisory Panel and the Information Protection Coordination Group \(IPCG\).](#)

The initial policy was open for public comment from Friday 15 May to 12 June 2020 through the City of Sydney website. Key industry and community stakeholders were contacted by email or through society newsletters and online forums.

References

Laws and Standards
<ul style="list-style-type: none"> • <i>State Records Act 1998</i> (NSW) • <i>Privacy and Personal Information Protection Act 1998</i> (NSW) • <i>Government Information (Public Access) Act 2009</i> (NSW) • <i>Local Government Act 1993</i> (NSW) • <i>Copyright Act 1968</i> (Cth)
Policies and Procedures
<ul style="list-style-type: none"> • Records Management Policy • Records Management Procedures • Access to Information Policy • Information Access Guidelines • EEO, Diversity and Inclusion Action Plan • Stretch Reconciliation Action Plan

Laws and Standards

- [Aboriginal and Torres Strait Islander Protocols](#)
- State Records NSW and Museums of History NSW
 - Standard on Records Management
 - Standard on the Physical Storage of State records
 - Policy on Digital Records Preservation
 - General Retention and Disposal Authority – Local Government Records
- History Policy
- Cultural Policy

Review period

This policy/procedure will be reviewed every 4 years.

Approval Status

Council approved this policy on [new date to be inserted].

Approval History

Stage	Date	Comment	TRIM Reference
Original Policy	July 2020	Approved by Council	<u>2020/261628</u>
Reviewed		Inclusions of statement about Aboriginal and Torres Strait Islander archives Minor stylistic and other changes such as new definitions	20XX/XXXXXX (Governance to populate)
Commence Review Date	October 2023		
Approval Due Date	(Date, month, year of when the next review of the policy is due to be finalised/ approved)		

Ownership and approval

Responsibility	Role
Author	City Archivist
Owner	City Archivist

Responsibility	Role
Endorser	City of Sydney Executive
Approver	City of Sydney Council

Item 9.

Land Classification - 13 George Julius Avenue, Zetland

File No: X101722.005

Summary

On 19 February 2024, Council endorsed public notification of the proposed resolution to classify 13 George Julius Avenue, Zetland (being Lot 1 in DP 1265902) which is soon to transfer to Council for future public purposes, as operational land in accordance with section 31 of the Local Government Act 1993 (NSW).

The endorsed proposed resolution was on the basis that:

- the primary future use of the land is for park, open space, and active and/or passive recreation and road;
- the classification is an interim measure to support construction and delivery of the new park and road; and
- following completion of the park and road and conclusion of obligations set out in registered Planning Agreement AN390315 and Deed of Variation AS45538, the land will be further subdivided creating separate portions for the road to be dedicated and for the park to be classified as community land and categorised within a plan of management.

The proposed resolution land classification was publicly notified for a period of 29 days commencing 23 February 2024 and closing on 22 March 2024. No submissions were received.

The Planning Agreement (as amended) requires the Developer to provide public benefits including:

- the dedication and embellishment of 5,618 square metres as new roads; and
- the transfer of a 6,234 square metre Parkland Lot, (now being 13 George Julius Avenue), to the City for part of a future road (George Julius Avenue) and public reserve (Gunyama Park Stage 2).

It is essential that the Parkland Lot (now being 13 George Julius Avenue) be classified as operational land, on an interim basis, to facilitate the construction of the road and park and at a later stage be subdivided to dedicate the road and create a separate lot for Stage 2 Gunyama Park.

Section 31(2) of the Local Government Act 1993 (NSW) allows Council to resolve to classify land prior to Council acquiring the land.

Recommendation

It is resolved that Council classify 13 George Julius Avenue, Zetland (being Lot 1 in DP 1265902), which is to be transferred to Council for future public purposes, as operational land in accordance with section 31 of the Local Government Act 1993 (NSW), on the basis that:

- (A) the primary future use of the land is for park, open space, and active and/or passive recreation and road;
- (B) the classification is an interim measure to support construction and delivery of the new park and road; and
- (C) following completion of the park and road and conclusion of obligations set out in registered Planning Agreement AN390315 and Deed of Variation AS45538, the land will be further subdivided creating separate portions for the road to be dedicated and for the park to be classified as community land and categorised within a plan of management.

Attachments

Attachment A. Identification Plan

Background

1. On 30 July 2013, consent was granted for the Stage 1 Development Application for demolition of existing structures, proposed land uses including retail/commercial floor space and residential uses, building envelopes including basements, internal street layout including footpaths and other pedestrian/cycle within the site, location and development of open space as per the landscape concept plan concept for infrastructure upgrades including stormwater and flood mitigation measures, and development staging (D/2011/1760).
2. On 10 June 2016, the City entered into registered Planning Agreement AK511255 with the then property owner, Lincon Development Pty Ltd, in relation to the Stage 1 Development Consent. The Planning Agreement provides for public benefits being:
 - (a) the construction and dedication of road reserves including:
 - (i) approximately 1406.3 square metres for part of a north-south road (George Julius Avenue);
 - (ii) approximately 1841.6 square metres for an east-west road (Peters Street);
 - (iii) approximately 831.9 square metres for a north-south through site link (Leticia Street);
 - (iv) approximately 1426.7 square metres for an east-west road (Rose Valley Way); and
 - (v) approximately 111.5 square metres for a footway widening (Epsom Road frontage); together with
 - (b) the transfer of a 6,234 square metre Parkland Lot (now 13 George Julius Avenue) to the City for part of a future road (George Julius Avenue) and public reserve (Gunyama Park Stage 2).
3. The terms of the Planning Agreement required the dedication of the Parkland Lot prior to the issue of the first Occupation Certificate for any part of the Development, with all other public benefits to be provided prior to the relevant Occupation Certificate under a Stage 2 Development Consent. The Parkland Lot will allow the City to complete Stage 2 of Gunyama Park and an extension of George Julius Avenue to connect to Zetland Avenue.
4. On 28 May 2018, the City entered into registered Planning Agreement AN390315 (which varied and superseded registered Planning Agreement AK511255) to facilitate a change to the staging and scope of the public benefits to align with the detailed Stage 2 Development Application (D/2015/913) and include the upgrade of the stormwater channel through the site (Green Square Stormwater Drain Works) and additional road reserves (Rose Valley Way and Epsom Road setback).
5. On 8 February 2022, a Deed of Novation was executed, transferring the obligations of the Planning Agreement (as amended) from Lincon Development Pty Ltd to Lincon Epsom Projects Pty Limited.

6. On 11 April 2022, the City entered into registered Deed of Variation of Planning Agreement AS45538 to change the order in which the infrastructure is delivered to support the order in which the buildings are to be completed. The provision of the Parkland Lot remains to be delivered prior to the first Occupation Certificate for any part of the Development.
7. On 2 May 2022, the City approved the Plan of Subdivision, creating the lots for the building developments, the new public roads and Parkland Lot (future road and public reserve) over five stages. The first two stages of the subdivision have been enacted, creating the Parkland Lot (Lot 1 in DP 1265902) known as 13 George Julius Avenue.
8. The first of the buildings in the development is nearing completion and the developer is preparing to transfer the Parkland Lot (Lot 1 in DP 1265902) to the City in mid-May 2024.
9. On 11 December 2023, Council endorsed the project scope for Gunyama Park Stage 2 and George Julius Avenue North.
10. The City intends to commence any required remediation of the land and construction of the extension of George Julius Avenue and Stage 2 of Gunyama Park in the second half of 2024.
11. The developer has requested to continue to occupy the Parkland Lot following the transfer in order to assist in ongoing construction activities in the development. The developer will be required to enter into a Construction Access Licence for this purpose and then vacate the site prior to the City's commencement of construction works.
12. To facilitate the future development of the road and park by the City, it is essential that an interim operational land classification be applied.
13. The City will further subdivide the land creating:
 - (a) the road portion to be dedicated as road on completion; and
 - (b) the land for Gunyama Park Stage 2 which will, at completion and operational integration, be reclassified as community and categorised within a plan of management.
14. Attachment A: Identification Plans shows the development site in the context of the surrounding area and the land to be transferred to the City.

Key Implications

Financial Implications

15. The classification of land under the Local Government Act 1993 (NSW) does not have any direct budgetary implications. Once 13 George Julius Avenue is transferred to the City, it will be recognised as in-kind contributions income, and held as a land asset in accordance with the City's Infrastructure, Property, Plant and Equipment (IPPE) Asset Recognition and Capitalisation Policy.

Relevant Legislation

16. The following sections of the Local Government Act 1993 are relevant:
 - (a) Section 25 requires all public land to be classified as either community or operational land;
 - (b) Section 31(2) permits Council to resolve to classify land prior to acquisition;
 - (c) in satisfaction of section 31(3), the proposed resolution is not inconsistent with the planning agreement (as registered and amended on title) nor any other Act or the terms of any trust applying to the land; and
 - (d) Section 34 requires the proposed resolution to classify be publicly notified and made available for inspection by the public for a period of no less than 28 days.

Critical Dates / Time Frames

17. The land is to be classified as operational prior to transfer to the City, which addresses the timing requirement to classify within three months of land transfer to the City.

Options

18. If the land is not classified as operational within three months of transfer to the City, it will revert to a community classification under the Local Government Act 1993 (NSW). A community classification for unimproved land to be embellished by the City would restrict and impede the City's capacity to undertake the construction of the public infrastructure and unnecessarily complicate the ultimate dedication as public road and public reserve.

Public Consultation

19. The proposed resolution land classification was publicly notified for a period of 29 days commencing 23 February 2024 and closing on 22 March 2024.
20. No submissions were received.

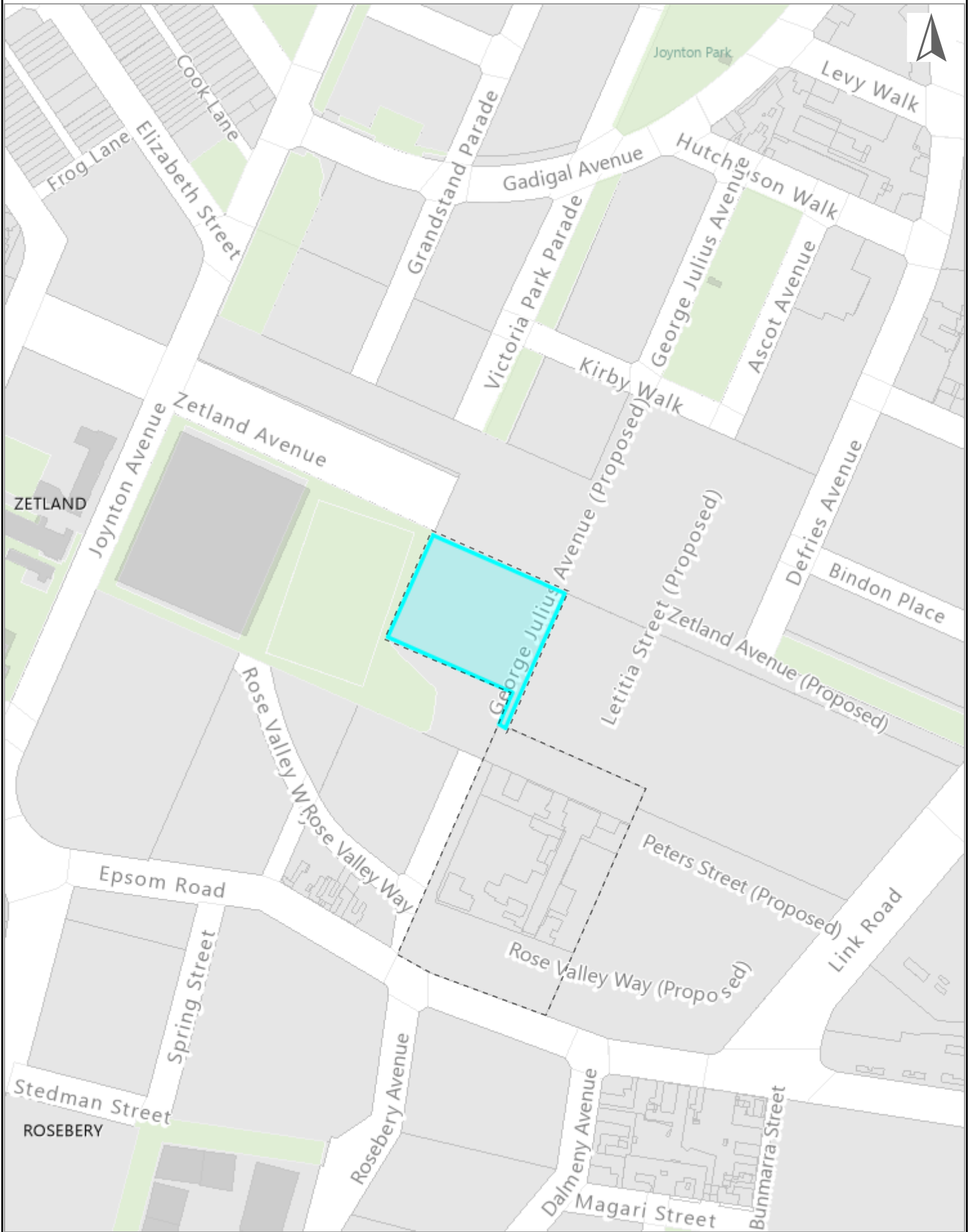
KIM WOODBURY

Chief Operating Officer

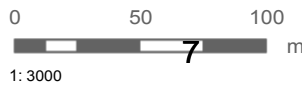
Nicholas Male-Perkins, Commercial Manager

Attachment A

<h2>Identification Plans</h2>



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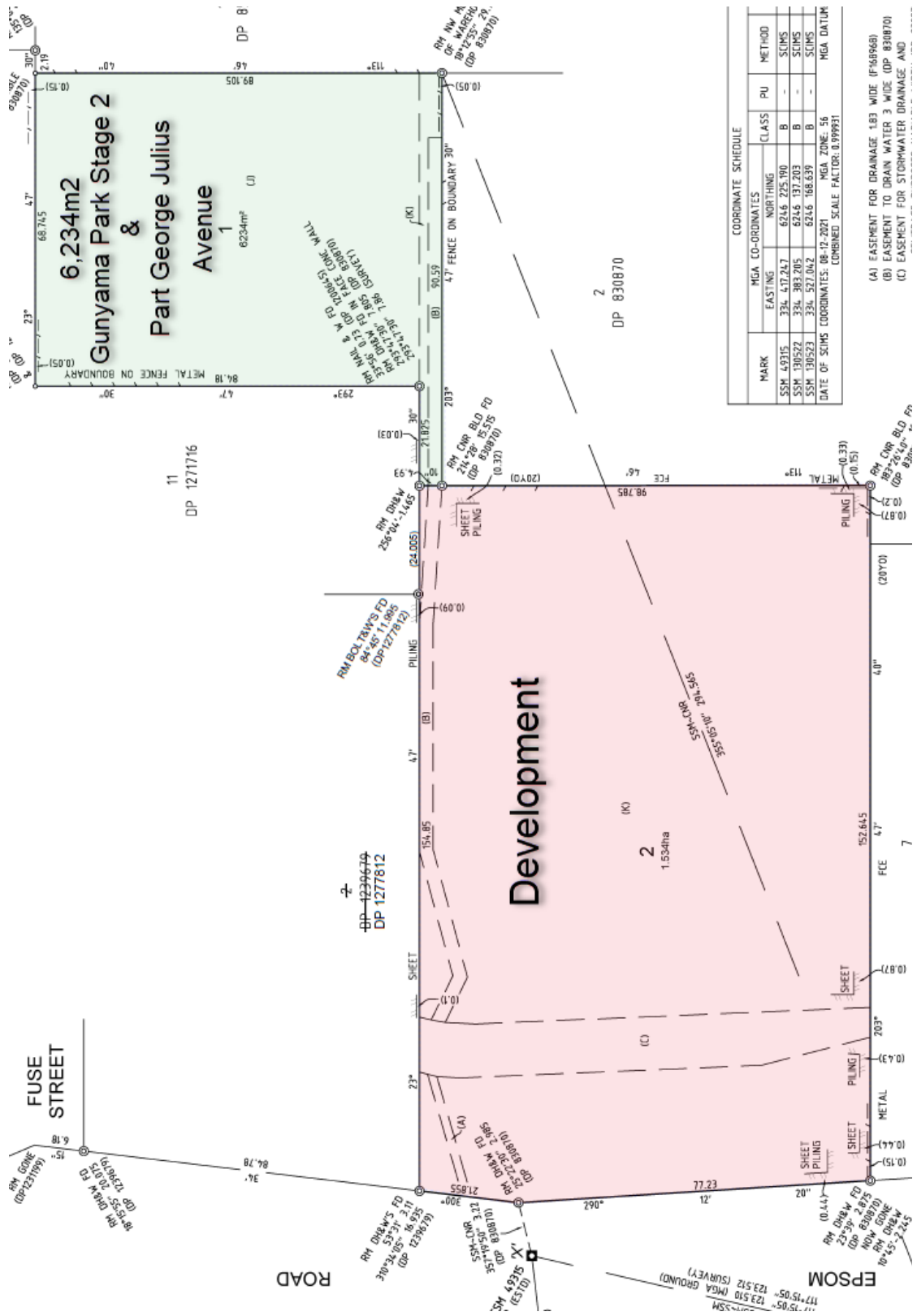
Notes
Blue shading - 13 George Julius Ave
- Lot 1 in DP1265902

10/01/2024

Surrounding Area Plan



VPA Land Transfer Land Lot 1 (show green) and Development Lot 2



Item 10.

Land Classification - 2A Reed Street and 1A Tung Hop Street, Waterloo

File No: X101724.005

Summary

On 19 February 2024, Council endorsed public notification of the proposed resolution to classify 2A Reed Street, Waterloo (being Lot 7 in DP1275276) and 1A Tung Hop Street, Waterloo (being Lot 8 in DP1275276), which are to be transferred to the City for public purposes, as operational land in accordance with section 31 of the Local Government Act 1993 (NSW).

The proposed resolution to classify the land was publicly notified for a period of 29 days commencing 23 February 2024 and closing on 22 March 2024. No submissions were received.

This report seeks Council's endorsement to classify the above-mentioned land parcels as operational land under the Local Government Act 1993 (NSW).

Recommendation

It is resolved that Council endorse the classification of 2A Reed Street, Waterloo (being Lot 7 in DP1275276) and 1A Tung Hop Street, Waterloo (being Lot 8 in DP1275276), both of which are proposed to be transferred to Council for future public purposes as road, as operational land in accordance with section 31 of the Local Government Act 1993 (NSW).

Attachments

Attachment A. Identification Plans

Background

1. On 28 April 2017, Council granted consent for a Stage 1 Development Application for subdivision and preparatory works (including demolition of existing structures, land remediation, excavation and road, public domain and civil works), and concept approval of building envelopes for five mixed use buildings of up to 20 storeys for residential, retail and commercial land uses (D/2016/1450).
2. On 8 August 2017, the City entered into registered Planning Agreement AM637491 with Crown 48 Pty Limited and The Owners – Strata Plan No. 44338 in relation to the Stage 1 Development Consent. The Planning Agreement provides for the dedication of 6,656m² of land and the construction of new roads, shared zones and pedestrian links including roadway, footpaths, lighting, landscaping, drainage and other infrastructure on the land prior to the issue of the first Occupation Certificate for the Development. This will include all of the new roads (Archibald Avenue, Reed Street, Hatbox Place, Tung Hop Street), pedestrian link (Lachlan Place North) and footway widening (O'Dea Avenue). These various new public roads form a network of internal roads and pedestrian links to service the Lachlan Urban Renewal Precinct.
3. On 17 July 2020, the City approved the Plan of Subdivision to create five lots for the building development (Lots 12-16) and five lots for the new roads, shared zones and pedestrian links (Lots 7-11).
4. The development of the site has been progressing, however the original owner, Crown W48 Pty Limited, has gone into liquidation and the development has temporarily stalled.
5. The Appointed Administrator to Crown W48 Pty Limited is in the process of entering into a Deed of Novation to transfer the obligations of the Planning Agreement to a new owner, being The Trust Company (Australia) Limited. The Deed of Novation will be executed and the new owners in place before the completion of works and land transfers occur. No changes to the Planning Agreement are proposed as part of this process.
6. At completion of the developer's works, due to the adjoining developments being incomplete, Lot 7 (future Hatbox Place - 352m²) and Lot 8 (future Tung Hop Street - 231m²) will not be able to accept through traffic of vehicles. Temporary barriers will be erected to restrict vehicle access.
7. To facilitate the temporary management of these two lots (7 and 8) and restrict vehicle access, it is recommended that an interim operational land classification be applied.
8. After completion of the relevant adjoining new roads, Lots 7 and 8 will be dedicated as public roads.
9. Attachment A - Identification Plans shows the development site in the context of the wider area and the approved plan of subdivision showing the lot(s) to be transferred.

Financial Implications

10. The classification of land under the Local Government Act 1993 (NSW) does not have any direct budgetary implications. Once the abovementioned parcels of land are transferred to the City, they will be recognised as in-kind contributions income, and held as land assets in accordance with the City's Infrastructure, Property, Plant and Equipment (IPPE) Asset Recognition and Capitalisation Policy.

Relevant Legislation

11. The following sections of the Local Government Act 1993 (NSW) are relevant:
 - (a) Section 25 requires all public land to be classified as either community or operational land;
 - (b) Section 31(2) permits Council to resolve to classify land prior to acquisition;
 - (c) in satisfaction of section 31(3), the proposed resolution is not inconsistent with the planning agreement (as registered on title) nor any other Act or the terms of any trust applying to the land; and
 - (d) Section 34 requires the proposed resolution to classify be publicly notified and made available for inspection by the public for a period of not less than 28 days.

Critical Dates / Time Frames

12. The land needs to be classified within three months of land transfer to the City or the land automatically reverts to a community classification in accordance with section 31(2A) of the Local Government Act 1993 (NSW).

Options

13. A community classification for the land would restrict and impede the City's temporary management of the lots until such time as they can be opened to vehicles and dedicated as road reserves.

Public Consultation

14. The proposed resolution for land classification was publicly notified for a period of 29 days commencing 23 February 2024 and closing on 22 March 2024.
15. No submissions were received.

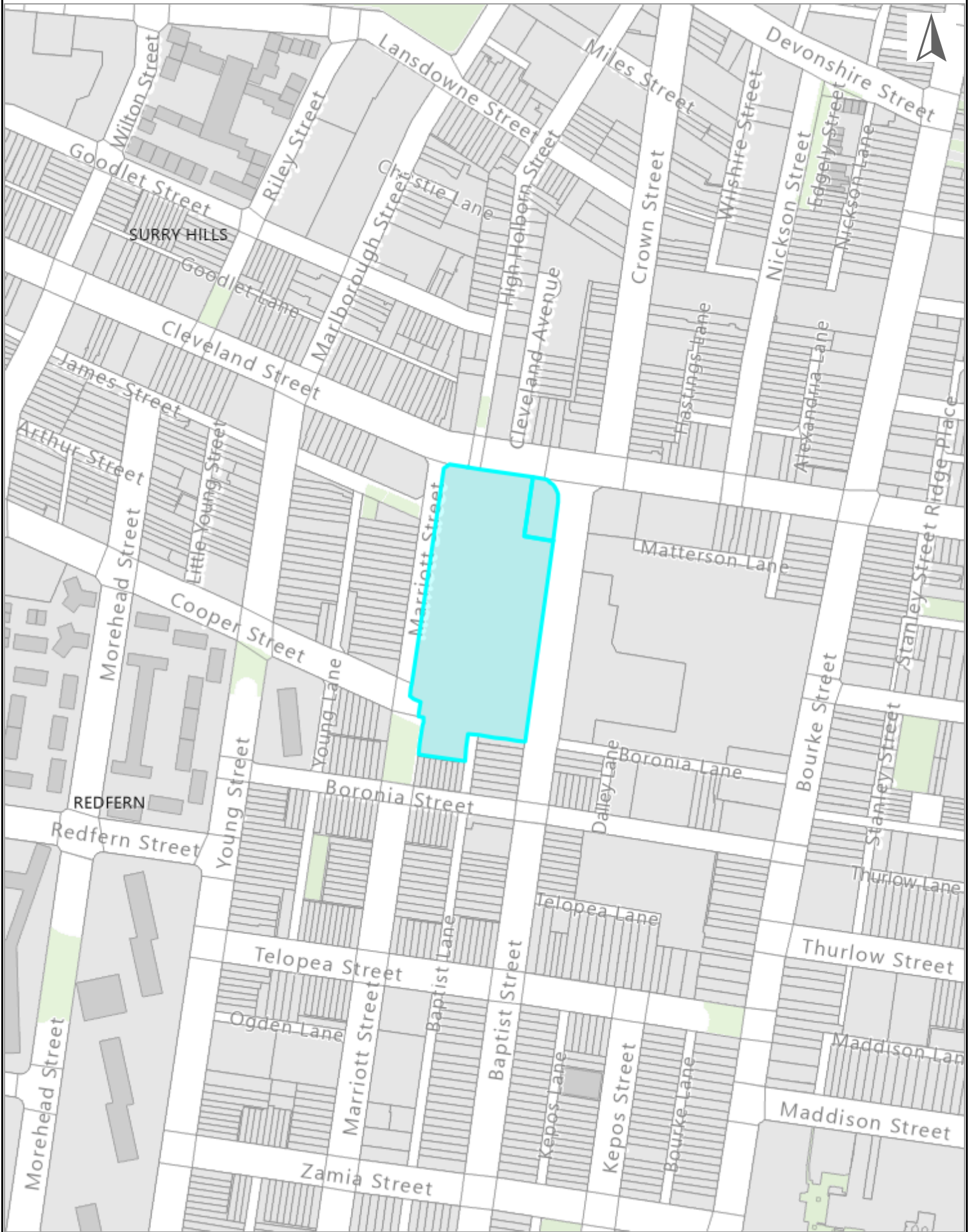
KIM WOODBURY

Chief Operating Officer

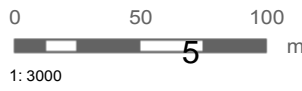
Nicholas Male-Perkins, Commercial Manager

Attachment A

<h2>Identification Plans</h2>



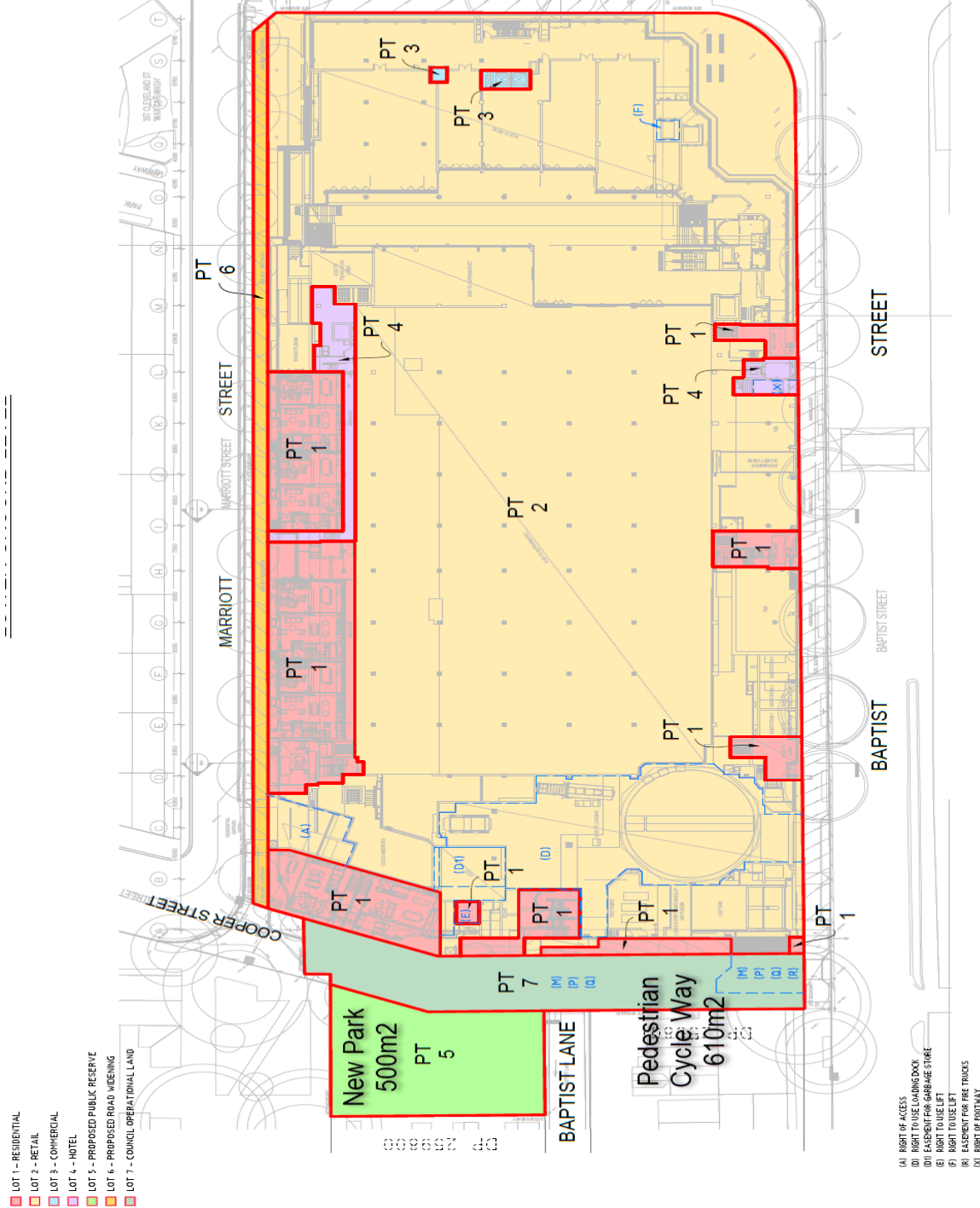
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Notes

Proposed Plan of Subdivision - Dedication Lots 5 and 7 adjoining Baptist Lane

310 APPROVAL 13
 DWG No. - 2001 - Flow Plan - Lower Ground
 RECEIVED 17 MARCH 2025



- LOT 1 - RESIDENTIAL
- LOT 2 - RETAIL
- LOT 3 - COMMERCIAL
- LOT 4 - HOTEL
- LOT 5 - PROPOSED PUBLIC RESERVE
- LOT 6 - PROPOSED ROAD WIDENING
- LOT 7 - COUNCIL OPERATIONAL LAND

- (A) RIGHT OF ACCESS
- (D) RIGHT TO USE LOADING DOCK
- (E) EASEMENT FOR GARAGE STORE
- (F) RIGHT TO USE LIFT
- (I) EASEMENT FOR FIRE TRUCKS
- (X) RIGHT OF FOOTWAY

PRELIMINARY PLAN
 PREPARED BY
 GEORGE WILLIAMS

Item 11.**Land Classification - Lots 5 and 7, 2-38 Baptist Street and 397-399 Cleveland Street, Surry Hills****File No: X101723.005****Summary**

On 19 February 2024, Council endorsed public notification of the proposed resolution to classify Proposed Lot 5 (Park) and Proposed Lot 7 (Pedestrian and Cycle Way) in the Plan of Subdivision of Lots 100 and 101 in DP 1285547 (now registered as Lots 5 and 7 in Deposited Plan 1298679) at 2-38 Baptist Street and 397-399 Cleveland Street, Redfern, which are to be transferred to Council for public purposes, as operational land in accordance with section 31 of the Local Government Act 1993 (NSW).

In the case of Lot 5, the endorsed proposed resolution was on the basis that:

- the primary future use is for a park; and
- the classification is an interim measure to support operational management until it can be included within the Generic Plan of Management and classified as community and categorised as park.

The proposed resolution to classify the land was publicly notified for a period of 29 days commencing 23 February 2024 and closing on 22 March 2024. No submissions were received.

This report recommends Council classify the above-mentioned land parcels as operational land under the Local Government Act 1993 (NSW).

Recommendation

It is resolved that Council endorse classifying Lot 5 and Lot 7 in Deposited Plan 1298679 as operational land in accordance with section 31 of the Local Government Act 1993 (NSW), being a subdivision of Lots 100 and 101 in DP 1285547 at 2-38 Baptist Street and 397-399 Cleveland Street, Redfern, on the basis that in the case of Lot 5, the primary future use is for a park and the classification is an interim measure to support operational management until it can be included within the Generic Plan of Management and classified as community and categorised as park.

Attachments

Attachment A. Identification Plans

Background

1. On 20 December 2017, the City entered into registered Planning Agreement AN132353 in conjunction with the amendment of the planning controls. The Planning Agreement provides for land dedication and embellishment of footway widening to Marriot Street, land dedication and embellishment of a partially pedestrian/cyclist only and part shared zone laneway, land dedication and embellishment of a new public park, sustainability measures, and the provision of a community bus for the duration of the construction of the retail component of the development.
2. On 14 November 2019, Development Consent was granted for redevelopment of the site, including the adaptive reuse of the heritage listed former Bank of NSW building (397-399 Cleveland Street) for retail purposes, demolition of all other existing structures on site, site remediation, excavation and construction of a mixed use development (residential, retail and commercial) comprising eight buildings in total, with a public through-site link from Baptist Street to Marriott Street, a public park with associated landscaping and public domain works, and a strip of road widening to Marriott Street (D/2018/1128).
3. On 15 September 2023, the City approved the Plan of Subdivision to create four lots for the building development (residential, retail, commercial and hotel) and three lots for the new infrastructure (public reserve, Marriot Street footway widening and pedestrian and cycle way).
4. On 27 September 2023, the registered Deed of Variation of Planning Agreement AT661632 was executed to facilitate a change of use of the shared zone to pedestrian and cycling only to align with public support.
5. The residential, retail and commercial components of the development are nearing completion and the delivery of public benefits under the Planning Agreement (as varied) are progressing with the plan of subdivision now registered creating Lots 5, 6 and 7 in Deposited Plan 1298679.
6. The Pedestrian and Cycle Way will connect Baptist Street through to Marriot Street and provide direct access to the existing children's play equipment in the Marriot Street closure and adjacent new public park.
7. As Lot 7 was varied from a shared zone to an exclusive pedestrian and cycle way excepting the required emergency fire service vehicle easement benefiting the adjoining development, the application of an operational classification over this land will support the ongoing management and use of the asset.
8. Attachment A - Identification Plans shows the development site in the context of the wider area and the registered plan of subdivision showing the lots to be transferred.

Financial Implications

9. The classification of land under the Local Government Act 1993 (NSW) does not have any direct budgetary implications. Once the above mentioned parcels of land are transferred to the City, they will be recognised as in-kind contributions income, and held as land asset in accordance with the City's Infrastructure, Property, Plant and Equipment (IPPE) Asset Recognition and Capitalisation Policy.

Relevant Legislation

10. The following sections of the Local Government Act 1993 are relevant:
 - (a) Section 25 requires all public land to be classified as either community or operational land;
 - (b) Section 31(2) permits Council to resolve to classify land prior to acquisition;
 - (c) in satisfaction of section 31(3), the proposed resolution is not inconsistent with the planning agreement (as registered and amended on title) nor any other Act or the terms of any trust applying to the land; and
 - (d) Section 34 requires the proposed resolution to classify be publicly notified and made available for inspection by the public for a period of no less than 28 days.

Critical Dates / Time Frames

11. The land is to be classified as operational prior to transfer to the City, which addresses the timing requirement to classify within three months of land transfer to the City under section 31 of the Local Government Act 1993 (NSW).

Options

12. If the land is not classified as operational within three months of transfer to the City, it will revert to a community classification under section 31(2A) of the Local Government Act 1993 (NSW).
13. The temporary operational classification for Lot 5 in Deposited Plan 1298679 will allow the City to manage the land until the land is included within the scheduled update of the Generic Plan of Management.

Public Consultation

14. The proposed resolution land classification was publicly notified for a period of 29 days commencing 23 February 2024 and closing on 22 March 2024.
15. No submissions were received.

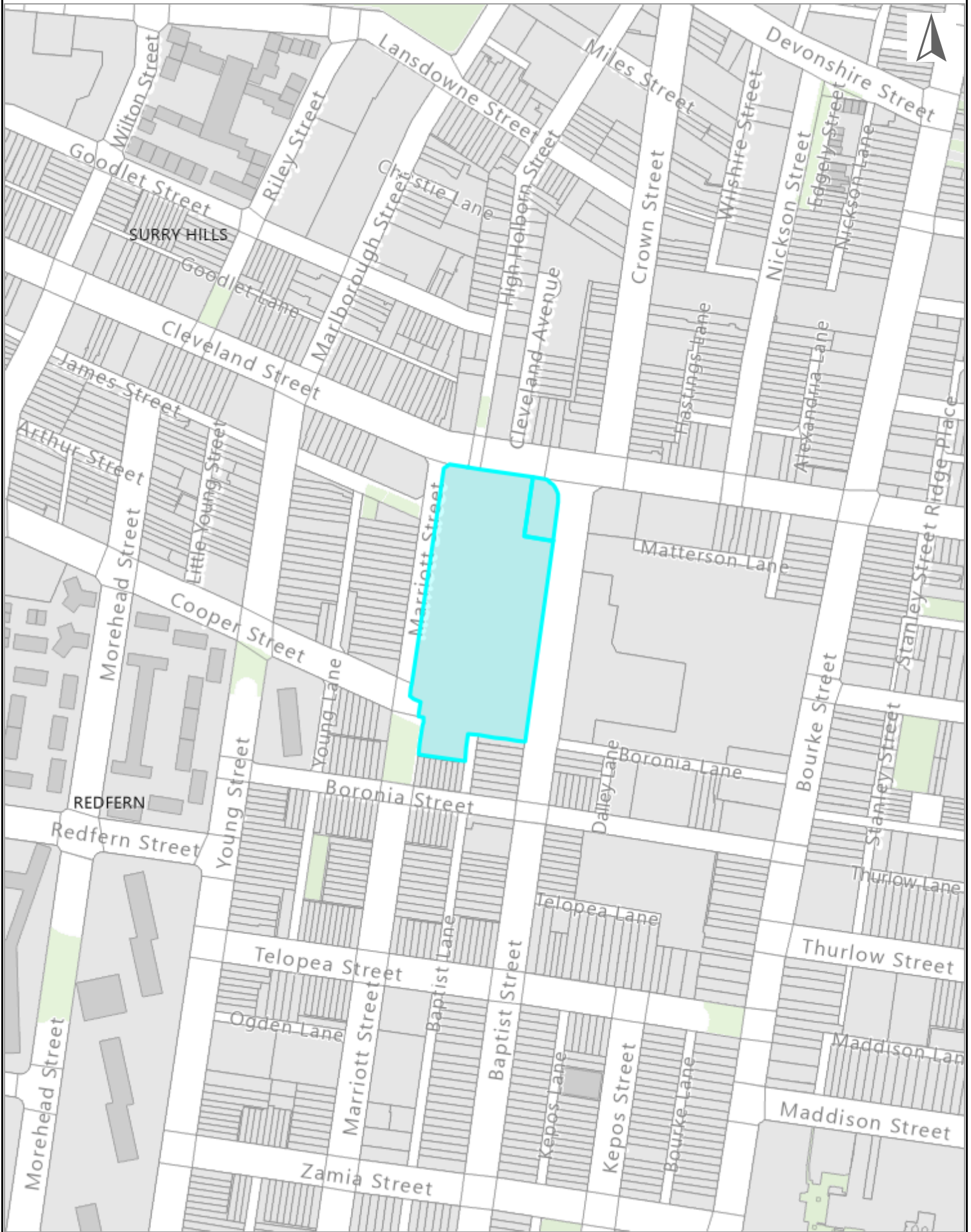
KIM WOODBURY

Chief Operating Officer

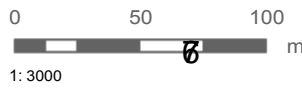
Nicholas Male-Perkins, Commercial Manager

Attachment A

<h2>Identification Plans</h2>



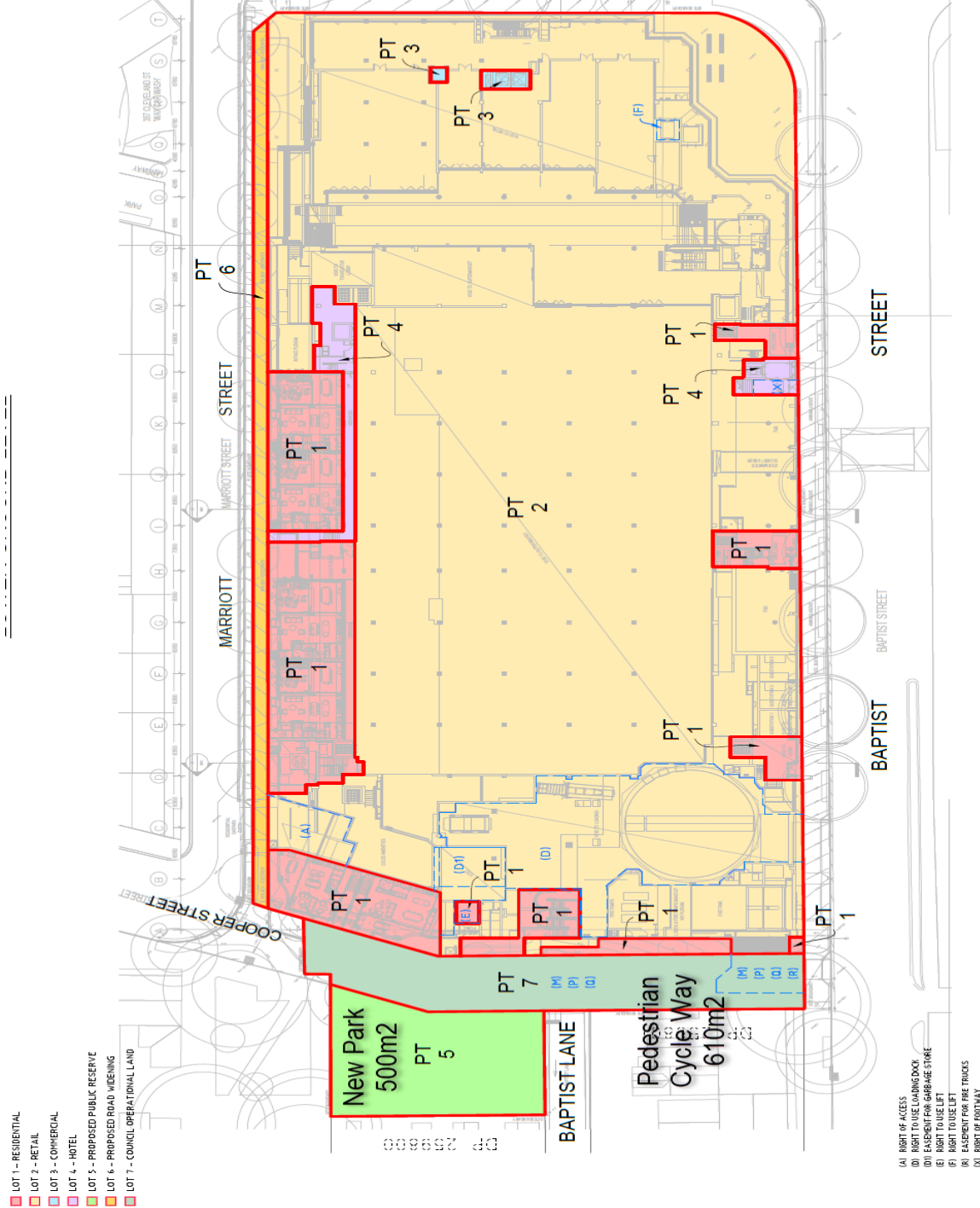
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Notes

Proposed Plan of Subdivision - Dedication Lots 5 and 7 adjoining Baptist Lane

310 APPROVAL 13
 DWG No. - 2001 - Flow Plan - Lower Ground
 RECEIVED 17 MARCH 2025



- LOT 1 - RESIDENTIAL
- LOT 2 - RETAIL
- LOT 3 - COMMERCIAL
- LOT 4 - HOTEL
- LOT 5 - PROPOSED PUBLIC RESERVE
- LOT 6 - PROPOSED ROAD WIDENING
- LOT 7 - COUNCIL OPERATIONAL LAND

- (A) RIGHT OF ACCESS
- (D) RIGHT TO USE LOADING DOCK
- (DI) EASEMENT FOR GARAGE STORE
- (E) RIGHT TO USE LIFT
- (F) RIGHT TO USE LIFT
- (R) EASEMENT FOR FIRE TRUCKS
- (X) RIGHT OF FOOTWAY

PRELIMINARY PLAN
 PREPARED BY
 SCIENCE WILLIAMS

Item 12.

Tender - T-2023-984 - City Civil Works

File No: X096712.003

Tender No: T-2023-984

Summary

This report provides details of the tenders received for the City Civil Works contracts.

This tender is for the provision of civil works services required to maintain and improve the City's civil infrastructure including drainage, footways, cycleways, roads and street furniture. The tender is for the replacement of services provided through the existing Civil and Sydney Street Infrastructure Works contracts that expire on 26 September 2024. These contracts have ensured civil works are effectively delivered in keeping with capital and maintenance programs set in the City's Delivery Program and Operational Plans.

The City Civil Works contracts incorporate services that span from delivering a high volume of minor works through to larger scale civil projects. The works are generally complex and high risk, and the City requires the services of capable and highly experienced civil works service providers to effectively deliver them.

The City Civil Works contracts were tendered in late 2023. The tendered services comprise three separate Work Lots. Work Lot 1 encompasses routine major civil works programs, Work Lot 2 generally relates to minor civil works and Work Lot 3 is civil works allocated to a panel of service providers to deliver defined projects.

This report recommends that Council accept the tender of Tenderer D for Work Lot 1, Tenderer D for Work Lot 2 and Tenderers A, B, D and F for Work Lot 3.

This report also recommends that Council grant a standing exemption from tender for the procurement of items for Work Lot 3 that are not within the Schedule of Rates set out in Confidential Attachment B to the subject report to a cumulative upper limit of \$500,000 inclusive of GST per project.

Recommendation

It is resolved that:

- (A) Council accept the tender offer of Tenderer D for Work Lot 1, Tenderer D for Work Lot 2 and Tenderers A, B, D and F for Work Lot 3 for the City Civil Works contracts for the price and contingency outlined in Confidential Attachment A to the subject report for a contract term of five years with two optional extensions to the contract term of three years and two years respectively;
- (B) Council approve the total contract sum and contingency for the City Civil Works contracts as outlined in Confidential Attachment A to the subject report;
- (C) Council accept the Schedule of Rates for the City Civil Works contracts as presented in Confidential Attachment B to the subject report;
- (D) Council approve an exemption from tender in accordance with section 55(3)(i) of the Local Government Act 1993 for the duration of the contract term, including any extensions, for the procurement of items for Work Lot 3 that are not within the Schedule of Rates set out in Confidential Attachment B to the subject report contract to a cumulative upper limit of \$500,000 inclusive of GST per project;
- (E) Council note the reasons a satisfactory result would not be achieved by inviting tenders for the procurement of items referred to in clause (D) is due to the following extenuating circumstances:
 - (i) due to the variability of civil infrastructure, it is anticipated that there will be circumstances where works will be required that are not envisaged in the Schedule of Rates that are unusual, unique or unknown at the time of tender;
 - (ii) the ability to include these items under Work Lot 3 will allow for the effective delivery of civil infrastructure;
 - (iii) the time and cost to take the procurement of these items to market would disrupt the delivery of civil infrastructure; and
 - (iv) the panel structure of Work Lot 3 and the requirements for competitive quotes will provide value for money for the procurement of these items; and
- (F) authority be delegated to the Chief Executive Officer to finalise, execute and administer the contracts relating to the tender (including exercising options, if appropriate) and to give effect effect to the approval in clause (D).

Attachments

Attachment A. Tender Evaluation Summary (Confidential)

Attachment B. Schedule of Rates (Confidential)

Background

1. The City of Sydney manages approximately 330 kilometres of roadway, 592 kilometres of footways, 22 kilometres of cycleways, 2,500 traffic facilities, 11,500 stormwater pits, and 162 kilometres of stormwater infrastructure with an asset value of approximately \$2.5 billion.
2. The City uses internal resources that are complemented by civil works service contractors to maintain and improve the City's civil infrastructure assets. This arrangement has successfully operated for many decades and it continues to ensure the City has a resilient and effective approach to delivering civil infrastructure.
3. The City's Civil and Sydney Street infrastructure Works contracts commenced in 2019. These contracts have ensured civil works are effectively delivered in keeping with capital and maintenance programs set in the City's Delivery Program and Operational Plans. These contracts are based on a Schedule of Rates and they are due to expire on 26 September 2024. Two service providers currently deliver civil works under these contracts. One service provider is appointed for major civil works programs and projects. The second service provider is appointed for minor civil works.
4. The City Civil Works contracts are intended to continue providing the same services as the City's Civil and Sydney Street infrastructure Works contracts, with some improvements. The services proposed in the City Civil Works contracts include traffic control, emergency response works, design, earthworks, drainage, utility works, road pavements, kerbs, gutters, footways, landscaped spaces, street furniture, electrical items and traffic signals.
5. The services nominated in the City Civil Works contracts span from managing a high volume of minor works through to larger scale civil programs and projects. Civil infrastructure works are complex and high risk, and the City requires the services of capable and highly experienced civil works service providers to effectively deliver them.
6. The City Civil Works contracts comprise three separate Work Lots. Work Lot 1 encompasses routine major civil works programs and has a dedicated service provider. Work Lot 2 generally relates to minor civil works and also has a dedicated service provider. Work Lot 3 has a panel of competing service providers, formed to provide a greater depth of capacity to service any civil works required and to deliver high value civil project works.
7. Each Work Lot contract is based on tendered Schedule of Rates pricing.
8. The City Civil Works contracts will ensure the City has the capability to:
 - (a) promptly respond to all forms of emergency civil works;
 - (b) scale resources required for minor work through to major programs and projects;
 - (c) maintain value for money through ongoing competitively awarded works;
 - (d) effectively coordinate a complex mix of service disciplines and high risk works;
 - (e) foster innovation and sustainability improvements; and
 - (f) ensure ongoing consistency of the City's approach to civil services.

9. Due to the variability of civil infrastructure, it is anticipated that there will be circumstances where works will be required that are not envisaged in the Schedule of Rates that are unusual, unique or unknown at the time of tender but which are of the general nature contemplated by the contracts. This may include works for cultural or heritage items, utility works or a customised design arrangement.
10. To cater for these circumstances, the City Civil Works contracts allows for service providers to provide quotes on items not envisaged in the Schedule of Rates. The service provider for Work Lots 1 and 2 must obtain competitive quotes for any such services (except in limited circumstances where this is not feasible, including emergency works). This arrangement is restricted to a cumulative upper limit of \$250,000 inclusive of GST per project.
11. In Work Lot 3, items that do not form part of the Schedule of Rates are proposed to be restricted to a cumulative upper limit of \$500,000 inclusive of GST per project. Quotes will be obtained from panel members as part of the selection process for a project, or if a need arises during a project, a similar quotation process to that described above for Work Lot 1 and 2 will apply. A standing exemption for the procurement of quoted items outside of those envisaged in the Schedule of Rates for Work Lot 3 is necessary to allow for the effective delivery of civil infrastructure.
12. In circumstances where the total amount of non Schedule of Rates items exceeds the cumulative upper limit per project, a separate procurement process or approval will be required.
13. Due to the extensive number of service providers in the market, combined with the complex nature of the civil works services sought, the City determined that the ideal procurement approach was an Expression of Interest, followed by a Select Tender process.
14. An independent Probity Advisor was in attendance at every evaluation panel meeting throughout the procurement process.

Invitation for Expressions of Interest

15. Requests for Expressions of Interest were advertised through Tenderlink on 22 September 2023 and closed on 20 October 2023.

Expression of Interest Submissions

16. Thirty-one submissions were received from the following organisations:
 - Bedrule Pty Ltd (ABN – 37158027260)
 - BMD Constructions Pty Limited (ABN – 59010126100)
 - Byrne Civil Engineering Constructions Pty Ltd (ABN – 57072860710)
 - CA&I Pty Ltd (ABN – 40158442436)
 - Capital Civil Works Pty Ltd (ABN – 11664177173)

- Civotek Pty Ltd (ABN – 64628747633)
- Convil Group Pty Ltd (ABN – 18613491875)
- Delta Pty Ltd (ABN – 67007069794)
- Ezy-Pave Pty Ltd (ABN – 76108448193)
- Ford Civil Contracting Pty Ltd (ABN – 24002542814)
- Fulton Hogan Industries Pty Ltd (ABN – 54000538689)
- Hi-Tech Civil Group Pty Ltd (ABN – 68618007391)
- Knight Civil Pty Ltd (ABN – 52626286351)
- Laidre Group Pty Ltd (ABN – 45623214335)
- Mack Civil Pty Limited (ABN – 94163885943)
- Mak Constructions (Aust) Pty Ltd (ABN – 75164835545)
- Marine & Civil Maintenance Pty Ltd (ABN – 15097350957)
- Metro Construction Group Pty Ltd (ABN – 24615039364)
- NSW Building and Civil Pty Ltd (ABN – 82630836234)
- NSW Kerbing Pty Ltd (ABN – 98152369796)
- Optimal Civil Pty Ltd (ABN – 26612566891)
- Quality Management & Constructions Pty Ltd (ABN – 29067829323)
- Raitact Pty Ltd (ABN – 45665024500)
- Regal Innovations Pty Ltd (ABN – 79002411814)
- Sam the Paving Man Pty Ltd (ABN – 95050612194)
- State Civil Pty Ltd (ABN – 88159352271)
- Statewide Civil Pty Ltd (ABN – 80112558513)
- Sydney Civil Pty Ltd (ABN -90078474665)
- Trazlbat Pty Ltd (ABN – 75003720394)
- Vaughan Civil Pty Ltd (ABN – 50152638447)
- Ward Civil & Environmental Engineering Pty Ltd (ABN – 65098942459)

17. No late submissions were received.

Expression of Interest Evaluation

18. All members of the Expression of Interest Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
19. The relative ranking of Expression of Interest respondents as determined from the total weighted score is provided in the Tender Evaluation Summary – Attachment A.
20. All submissions were assessed in accordance with the approved evaluation criteria being:
 - (a) demonstrated capacity to deliver multiple projects and annual programs concurrently, including demonstrated organisational and technical capacity, to undertake a variety of civil works from minor works to large complex projects;
 - (b) demonstrated relevant experience in delivering civil works within a similar sized Local Government Area and densely populated urban environment;
 - (c) degree of demonstrated resource availability and professional expertise to carry out Public Domain Civil Works, including skills and qualifications of nominated project team members, and systems and data management;
 - (d) demonstrated commitment to environmental sustainability and quality assurance;
 - (e) demonstrated commitment to Modern Slavery, Corporate Social Responsibilities, including Aboriginal & Torres Strait Islander Engagement; and
 - (f) financial Viability, ability to meet the City's required Insurances and ability to meet the City's Work, Health & Safety requirements (Mandatory).
21. At the completion of the Expression of Interest evaluation, ten service providers were short-listed to participate in a select tender process, being:
 - BMD Constructions Pty Limited (ABN - 59010126100) ;
 - CA&I Pty Ltd (ABN – 40158442436);
 - Delta Pty Ltd (ABN – 67007069794);
 - Ford Civil Contracting Pty Ltd (ABN – 24002542814);
 - Fulton Hogan Industries Pty Ltd (ABN – 54000538689);
 - Mack Civil Pty Limited (ABN – 94163885943);
 - Marine & Civil Maintenance Pty Ltd (ABN –15097350957);
 - Quality Management & Constructions Pty Ltd (ABN – 29067829323);
 - Sydney Civil Pty Ltd (ABN - 90078474665); and
 - Ward Civil & Environmental Engineering Pty Ltd (ABN – 65098942459).

Invitation to Tender

22. Request for Tenders were released to the ten short-listed tenderers through Tenderlink on 11 December 2023 for eight weeks. A subsequent extension of time was approved, and tenders closed 20 February 2024.

Tender Submissions

23. Eight submissions were received from the following organisations:
- CA & I Pty Ltd (ABN – 40158442436)
 - Ford Civil Contracting Pty Ltd (ABN – 24002542814)
 - Fulton Hogan Industries Pty Ltd (ABN – 54000538689)
 - Mack Civil Pty Limited (ABN – 94163885943)
 - Marine & Civil Maintenance Pty Ltd (ABN – 15097350957)
 - Quality Management & Construction Pty Ltd (ABN – 29067829323)
 - Sydney Civil Pty Ltd (ABN - 90078474665)
 - Ward Civil & Environmental Engineering Pty Ltd (ABN – 65098942459).
24. There were four submissions received for Work Lot 1, five submissions were received for Work Lot 2 and seven submissions were received for Work Lot 3.
25. Two invited organisations did not submit a response which is noted in Attachment A.
26. No late submissions were received.

Tender Evaluation

27. All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
28. The relative ranking of tenders as determined from the total weighted score is provided in the Tender Evaluation Summary – Attachment A.
29. All submissions were assessed in accordance with the approved evaluation criteria being:
- (a) company profile and demonstrated experience in collaborative and relationship management, carrying out detailed design and construction works of a similar size, complexity, scale and in a similar environment (dense commercial city centre with complex utilities & servicing requirements), proven capacity to deliver high-quality public spaces, robust company quality management system and commitment to environmental sustainability;

- (b) specified delivery team including personnel allocation, qualifications, technical ability, proven capacity to design and deliver high-quality public spaces, percentage of time on project; risk identification, contingency management and business continuity plans; identified sub-contractors/suppliers and their experience; and social responsibility including Aboriginal and Torres Strait Islander engagement;
 - (c) proposed delivery methodology including the approach to manage services, project and program management and supply chain management;
 - (d) company systems and capability to work within the City's nominated asset, data and business intelligence reporting requirements, including capability for systems integration;
 - (e) Work Health & Safety;
 - (f) application of the Schedule of Rates for nominated works; and
 - (g) assessment of Schedule of Rates based on indicative annual price.
30. It is recommended that Council accept the tender of Tenderer D for Work Lot 1, Tenderer D for Work Lot 2 and Tenderers A, B, D and F for Work Lot 3 of the City Civil Works contracts.

Performance Measurement

31. The City will ensure that all performance standards are achieved during the contract term through the regular assessment of the Key Performance Indicators, including:
- (a) Work Health and Safety performance;
 - (b) administration and document management;
 - (c) quality and data management;
 - (d) worksite and traffic management;
 - (e) environmental performance;
 - (f) communication with the City;
 - (g) authority management (service utilities);
 - (h) community engagement; and
 - (i) program management.

Financial Implications

32. The total contract sum and contingency for City Civil Works contracts are detailed in the Tender Evaluation Summary in Attachment A. The Schedule of Rates for all recommended tenderers is detailed in Attachment B.
33. The Schedule of Rates offered are considered competitive and in numerous instances compare favourably to the rates presently available within the City's Sydney Street Infrastructure Works contracts.
34. There are sufficient funds allocated for these works within the relevant capital and maintenance budgets and future years' forward estimates.
35. The quantity of work awarded each year is subject to approved capital works programs and maintenance activities required to achieve desired service levels for the City. The City does not guarantee any minimum quantity of works in any year.

Relevant Legislation

36. The tender has been conducted in accordance with the Local Government Act 1993, the Local Government (General) Regulation 2021 and the City's Procurement and Contract Management Policy.
37. Local Government Act 1993 - Section 10A provides that a council may close to the public so much of its meeting as comprises the discussion of information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.
38. Attachments A and B contain confidential commercial information of the tenderers and details of Council's tender evaluation and contingencies which, if disclosed, would:
 - (a) confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business; and
 - (b) prejudice the commercial position of the person who supplied it.
39. Discussion of the matter in an open meeting would, on balance, be contrary to the public interest because it would compromise Council's ability to negotiate fairly and commercially to achieve the best outcome for its ratepayers.

Critical Dates / Time Frames

40. The existing Sydney Street Infrastructure Works contracts expire on 26 September 2024. The City Civil Works contracts are planned to commence at least two months prior to the expiry of the Sydney Street Infrastructure Works contracts to ensure a seamless transition of service provision between these two contracts.
41. The initial contract term for the City Civil Works contracts is five years. There is provision for a three-year extension and then a further two-year option to extend.

Options

42. An alternative option is for the City to engage one service provider for all Work Lots. This option is not recommended as it would limit competition and lower the City's control of service provider performance.
43. Another alternative option is for the City to award all works through the Work Lot 3 panel of service providers. This option is not recommended as the City requires routine programs and reactive works to proceed efficiently and promptly without the burden of a further round of competitive quotations.

Public Consultation

44. There was no public consultation prior to this tender being advertised.
45. The City Civil Works contracts incorporate the requirement for appointed service providers to support the City's public consultation activities, including:
 - (a) preparation of concepts, visualisations and designs;
 - (b) distribution of notification letters to nearby residents and businesses about forthcoming civil works;
 - (c) provision of site management, signage and traffic management plans;
 - (d) preparation of Communications Management Plans that are scaled to suit the type and complexity of civil works; and
 - (e) dedicated project community liaison officers who continue to proactively engage with the community where warranted.

VERONICA LEE

Director City Services

Peter Shields, Chief Engineer – City Infrastructure and Traffic Operations

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Item 13.**Tender - T-2023-1015 - Management and Operation of the Kings Cross and Goulburn Street Parking Stations****File No: X099251****Tender No: T-2023-1015****Summary**

This report provides details of the tenders received for the Management and Operation of the Kings Cross and Goulburn Street Parking Stations.

The City of Sydney owns the Goulburn Street and Kings Cross Parking Station buildings. The car parks are purpose-built, multi-level parking stations with a combined capacity of approximately 1,116 car spots. Together, these assets generate approximately \$10 million in gross revenue annually, for a total estimated revenue of \$50 million over the life of this contract and all options.

Council requires business-specific and experienced organisations for the management of the car park operations. The proposed new contract will ensure the car park operation at both locations remain staffed, operated, and managed appropriately.

This report recommends that Council accept the offer of "Tenderer C" for the Management and Operation of the Kings Cross and Goulburn Street Parking Stations.

Recommendation

It is resolved that:

- (A) Council accept the offer of Tenderer C for the Management and Operation of the Kings Cross and Goulburn Street Parking Stations for the Schedule of Rates outlined in Confidential Attachment B to the subject report, for a period of three years, with two optional extension periods of one year each if appropriate;
- (B) Council note that the total contract sum and contingency for the Management and Operation of the Kings Cross and Goulburn Street Parking Stations is outlined in Confidential Attachment B to the subject report;
- (C) authority be delegated to the Chief Executive Officer to, finalise, execute and administer the contracts relating to the tender; and
- (D) authority be delegated to the Chief Executive Officer to exercise the option(s) referred to in clause (A) above, if appropriate.

Attachments

Attachment A. Tender Evaluation Summary (Confidential)

Attachment B. Price and Schedule of Rates (Confidential)

Background

1. The City of Sydney owns the Goulburn Street and Kings Cross Parking Station buildings. The car parks are purpose-built, multi-level parking stations with a combined capacity of approximately 1,116 car spots. Together, these assets generate approximately \$10,000,000 in gross revenue annually. If all options are exercised this would be an estimated \$50 million in gross revenue over the life of the contract.
2. Council requires business-specific and experienced organisations for the management and operation of the car park. The current major service contract in place expires on 31 May 2024.
3. The proposed contract is for a three-year period, with two optional extension periods of one year each, subject to performance.
4. The proposed new contract will ensure the car park operation at both locations remains staffed, operated, and managed appropriately.

Invitation to Tender

5. The tender was advertised in Tenderlink on Wednesday 10 January 2024 and closed on Thursday 1 February 2024.

Tender Submissions

6. Four submissions were received from the following organisations:
 - Kako Civil & Construction Pty Ltd (ABN - 55 667 776 212)
 - Point Parking Pty Ltd - (ABN - 87 160 943 911)
 - Secure Parking Pty Ltd - (ABN - 94 108 043 689)
 - Wilson Parking Australia 1992 Pty Ltd - (ABN - 67 052 475 911)
7. No late submissions were received.

Tender Evaluation

8. All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
9. The relative ranking of tenders as determined from the total weighted score is provided in the Confidential Tender Evaluation Summary – Attachment A.
10. All submissions were assessed in accordance with the approved evaluation criteria being:
 - (a) The lump sum price and schedule of prices.
 - (b) Demonstrated experience and technical ability in carrying out services of a similar size and nature.
 - (c) Personnel allocation and capacity, qualifications, experience, including sub-contractors.
 - (d) Proposed Operational and Management Plans.
 - (e) Proposed Marketing Plans.
 - (f) Demonstrated ability to meet the reporting requirements.
 - (g) Environmental management.

Performance Measurement

11. The performance of the service provider will be measured against Key Performance Indicators as set out in the proposed contract. Areas to be evaluated include:
 - (a) Permanent Parking Volumes.
 - (b) Car Park Occupancy.
 - (c) Car Park Revenue.
 - (d) Operating Costs compared to Budget.
 - (e) Daily Car Park Operations Checklist.
 - (f) Car Park Attendant Performance.
 - (g) Reporting Accuracy.
 - (h) Permanent Parking Accounts (Aged Debtors).

Financial Implications

12. There are sufficient funds allocated for the operation of these car parking stations within the current year's operating budget and future years' forward estimates.
13. The total contract sum and contingency for the Management and Operation of the Kings Cross and Goulburn Street Parking Stations is detailed in Confidential Attachment B.

Relevant Legislation

14. The tender has been conducted in accordance with the Local Government Act 1993, the Local Government (General) Regulation 2021.
15. Local Government Act 1993 - Section 10A provides that a council may close to the public so much of its meeting as comprises the discussion of information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.
16. Attachment A and B contains confidential commercial information of the tenderers and details of Council's tender evaluation and contingencies which, if disclosed, would:
 - (a) confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business; and
 - (b) prejudice the commercial position of the person who supplied it.
17. Discussion of the matter in an open meeting would, on balance, be contrary to the public interest because it would compromise Council's ability to negotiate fairly and commercially to achieve the best outcome for its ratepayers.

Critical Dates / Time Frames

18. The existing contracts expires on 31 May 2024.
19. If approved, the proposed contract would commence on 1 June 2024.

Public Consultation

20. No public consultation has been undertaken in relation to this tender.

VERONICA LEE

Director City Services, City Services Management

Quintin Lawrence, Contract Coordinator Parking and Fleet Services

CONFIDENTIAL
By virtue of the Local Government Act 1993 Section 10A Paragraph 2

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Item 14.**Tender - T-2023-966 - Sports Field Maintenance Services****File No: X094136****Tender No: T-2023-966****Summary**

This report provides details of the tenders received for Sports Field Maintenance Services.

The tender is for maintenance of Redfern Oval, annual renovations and ad-hoc maintenance for all other natural turf sports fields within the City of Sydney.

The City manages 13 natural turf sports fields. The sports fields are primarily used by community sporting groups for activities such as training and matches, and cater for sports including cricket, soccer, rugby league, Aussie rules, Oz tag, touch football and field hockey, as well as informal sports and recreation. Redfern Oval is used for National Rugby League Women (NRLW), National Rugby League (NRL) reserve grade and pathways teams. It is also used as a backup training venue for the South Sydney Rabbitohs when their field at Heffron is not available, e.g. during renovations.

The key services to be delivered under the Sports Field Maintenance Services tender include:

- maintenance and renovation for Redfern Oval;
- schedule of rates for all other natural sports fields annual renovations; and
- schedule of rates for all other natural sports fields ad-hoc maintenance services.

This report recommends that Council accept the offer of Tenderer A for Sports Field Maintenance Services.

Recommendation

It is resolved that:

- (A) Council accept the offer of Tenderer A for Sports Field Maintenance Services for a period of three years, with the option of an extension of two further terms of two years each, if appropriate;
- (B) Council note that the total contract sum and contingency for Sports Field Maintenance Services is outlined in Confidential Attachment A to the subject report;
- (C) authority be delegated to the Chief Executive Officer to finalise, execute and administer the contract relating to the tender; and
- (D) authority be delegated to the Chief Executive Officer to exercise the option referred to (A) above, if appropriate.

Attachments

Attachment A. Tender Evaluation Summary (Confidential)

Attachment B. Schedule of Rates (Confidential)

Background

1. The City manages 13 natural turf sports fields. The sports fields are primarily used by community sporting groups for activities such as training and matches, and cater for sports including cricket, soccer, rugby league, Aussie rules, Oz tag, touch football and field hockey, as well as informal sports and recreation. Redfern Oval is used for National Rugby League Women (NRLW), National Rugby League (NRL) reserve grade and pathways teams. It is also used as a backup training venue for the South Sydney Rabbitohs when their field at Heffron is not available, e.g. during renovations.
2. The Sports Field Management Services contract (the contract) provides for maintenance and renovation of Redfern Oval, which requires specialist maintenance as it has a higher service level to comply with NRL standards. Redfern Oval has a unique soil profile to ensure optimum turf growth to achieve these standards. The supplier under this contract must have the ability to carry out renovations, returfing and ad hoc maintenance on the 12 other natural turf fields to ensure the fields are safe and suitable for use.
3. The other sports fields and ovals to be serviced include:
 - (a) Reg Bartley Oval;
 - (b) Waterloo Oval;
 - (c) Turruwul Park sports field;
 - (d) Alexandria Park Oval;
 - (e) Erskineville Oval;
 - (f) Alan Davidson Oval;
 - (g) Federal Park sports field;
 - (h) Jubilee Oval; and
 - (i) Wentworth Park sports fields (x4).
4. The management of Redfern Oval and renovation and returfing of the 12 other natural sports fields is currently managed under two contracts - Contract 1752 Redfern Oval Maintenance and Contract 1896 Landscape Minor Works Part B - Sports Field Turf Works.
5. These services have been consolidated under a single contractual framework to increase operational efficiencies for the City and enhance the attractiveness within the market by offering a more comprehensive and versatile service package across all sports fields.
6. The specialised expertise required across the different sports fields is aligned with the same suppliers operating (and previously bidding) on both. The market is small in the specialist sports field turf sector so consolidation will ensure a more cohesive and effective approach to sports field maintenance, thus ensuring value for money.

7. The specification, asset responsibilities and terms of the contract were reviewed as part of the procurement process to refine the existing service levels, and provide clear performance outcomes and accurate and transparent pricing.
8. The service outcomes defined under the contract have been designed to contribute to the City's strategic objectives:
 - (a) Sustainable Sydney 2030 - 2050 Continuing the Vision (Green);
 - (b) Environmental Strategy (Carbon, Water, Waste);
 - (c) Greening Sydney Strategy (Direction Two: Greening for All); and
 - (d) Stretch Reconciliation Action Plan (Actions 17 and 20).
9. The contract places emphasis on the Service Provider contributing to the City's Stretch Reconciliation Action Plan, and requires it to report on engagement with the local Aboriginal or Torres Strait Islander community through employment, purchasing and supporting local and social initiatives to meet contract outcomes.
10. The contract provides the following services:
 - (a) Redfern Oval turf management, including turf maintenance and renovations;
 - (b) Redfern Oval playing surface preparation in line with field bookings;
 - (c) Redfern Oval infrastructure inspection and maintenance;
 - (d) Redfern Oval cleansing;
 - (e) Other sports field renovations and returfing; and
 - (f) Other sports field ad hoc turf and infrastructure maintenance.
11. The contract specification is structured between core services for proactive maintenance delivered under a fixed annual Schedule of Prices, and Schedule of Rates for reactive or programmed work of variable quantity, to ensure staff have flexibility to deliver the services. Fixed Prices and Rates were tendered for the first year of the contract term, with a CPI adjustment to be used for any annual adjustments thereafter.
12. It is to be noted, synthetic sports fields are excluded from this tender and contract. The City will be procuring synthetic sports field maintenance services to be delivered by a specialist contractor under a separate procurement process and contract.

Invitation to Tender

13. Requests for Tender were advertised on Tenderlink, 24 January 2024 and closed 22 February 2024.

Tender Submissions

14. Four submissions were received from the following organisations:
 - Building Work Australia Co Pty Ltd - ABN 56 674 118 926
 - Gilba Solutions Pty Ltd - ABN 87 163 656 228
 - Green Options Pty Ltd - ABN 59 002 456 797
 - Solutions Grow Ltd t/a Landscape Solutions Maintenance - ABN 60 097 217 493
15. No late submissions were received.

Tender Evaluation

16. All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
17. The relative ranking of tenders as determined from the total weighted score is provided in the Confidential Tender Evaluation Summary – Attachment A.
18. All submissions were assessed in accordance with the approved evaluation criteria being:
 - (a) Experience - Demonstrated comprehensive experience in the services required to meet the contract specification in environments of similar context, size and complexity.
 - (b) Organisational Capacity and Resourcing - Comprehensive documentation detailing the organisational capacity and resourcing reflecting sufficient provision for meeting the contract specification.
 - (c) Program and Methodology - Comprehensive documentation detailing the planning, scheduling and methodology of maintenance and renovation activities to meet the contract specification.
 - (d) Price:
 - (i) Schedule of Prices; and
 - (ii) Schedule of Rates.
 - (e) Work Health and Safety.
 - (f) Financial and commercial trading integrity including insurances.

Performance Measurement

19. The appointed Service Provider will have its performance measured against an extensive list of key performance indicators including safety, quality of service, sustainability and contribution to the City's strategic objectives relevant to the services.

Financial Implications

20. There are sufficient funds allocated within this and next financial year's operating budget and future years' forward estimates.
21. The total contract value for Sports Field Maintenance Services is detailed in Confidential Attachment A.
22. The Schedule of Rates is detailed in Confidential Attachment B.

Relevant Legislation

23. The tender has been conducted in accordance with the Local Government Act 1993, the Local Government (General) Regulation 2021.
24. Local Government Act 1993 - Section 10A provides that a council may close to the public so much of its meeting as comprises the discussion of information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.
25. Attachment A and Attachment B contains confidential commercial information of the tenderers and details of Council's tender evaluation and contingencies which, if disclosed, would:
 - (a) confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business; and
 - (b) prejudice the commercial position of the person who supplied it.
26. Discussion of the matter in an open meeting would, on balance, be contrary to the public interest because it would compromise Council's ability to negotiate fairly and commercially to achieve the best outcome for its ratepayers.

Critical Dates / Time Frames

27. The existing contract for Redfern Oval Maintenance Services expires 30 June 2024. Part B of the Minor Landscape Works Contract has already expired. No extension of this contract was necessary as it was only used for spring sports field renovation and returfing. These services are not required again until September 2024, when the new contract will be utilised.
28. The proposed commencement of contract services is 1 July 2024.
29. The proposed initial contract term is three years with two options to extend. Each option is for a period of two years, with the total proposed contract length being seven years, ending in 2031.
30. Deferring the decision to award the tender would delay the rendering of services. This would risk the City's proactive management of Redfern Oval and the renovations and returfing of the City's other natural turf fields, resulting in potential financial and reputational impacts.

Options

31. Option 1 is to use internal service provision to deliver these services. This option is not recommended as the City does not have the specialised capabilities to render these services. It would require greater resources (human, financial and plant and asset) to render these specialised services, especially within the timeframe required to mitigate risks of inconsistent service delivery.
32. Option 2 is to deliver services through the existing Parks and Open Space Maintenance Contract. This option is not recommended as sports field maintenance is a speciality service which can lead to reputational risks if services are undertaken by providers without suitable experience and qualified specialised staff.

VERONICA LEE

Director City Services

Jacqui Brooks, Parks Assets and Services Manager

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Item 15.**Tender - T-2023-1119 - Bush Restoration Services****File No: X089145****Tender No: T-2023-1119****Summary**

This report provides details of the tenders received for Bush Restoration Services.

This tender is for the maintenance of bush restoration areas and habitat features within Council-owned and managed parks and open spaces.

The City of Sydney (the City) together with its community groups and volunteers have established bush restoration areas within the City's parks and open spaces network, with the aim of restoring native vegetation and fauna habitat within its highly urbanised environment. Restoration has been driven by the City's Urban Ecology Strategic Action Plan and informed by the Bush Restoration Management Plan.

Under the contract, more than 35 sites or approximately 15.4 hectares of bush restoration including terrestrial sites, freshwater wetlands and coastal saltmarsh, will be maintained. Bush restoration sites serviced under the contract include Sydney Park wetlands and terrestrial areas, Federal Park and Bicentennial Park coastal saltmarsh, Prince Alfred Park native meadow, Glebe Foreshore Walk, Harold Park and other City owned bush restoration sites across the Local Government Area.

This report recommends that Council accept the offer of Tenderer E for the provision of Bush Restoration Services.

Recommendation

It is resolved that:

- (A) Council accept the offer of Tenderer E for the Bush Restoration Services Tender for a period of three years, with the option of an extension of two further terms, of three years each, if appropriate;
- (B) Council note that the total contract sum and contingency for Bush Restoration Services Tender is outlined in Confidential Attachment A to the subject report;
- (C) authority be delegated to the Chief Executive Officer to finalise, execute and administer the contract relating to the Tender; and
- (D) authority be delegated to the Chief Executive Officer to exercise the option referred to in (A) above, if appropriate.

Attachments

Attachment A. Tender Evaluation Summary (Confidential)

Attachment B. Schedule of Rates (Confidential)

Background

1. The City, together with its community groups and volunteers, have established bush restoration areas within the City's parks and open spaces network, with the aim of restoring native vegetation and fauna habitat within its highly urbanised environment.
2. Bush restoration is driven by the City's Urban Ecology Strategic Action Plan and informed by the Bush Restoration Management Plan.
3. Under the contract, more than 35 sites or approximately 154,000m² bush restoration including terrestrial sites, freshwater wetlands and coastal saltmarsh will be maintained.
4. The Bush Restoration Services contract (the contract) provides bush restoration and habitat management services in the City's bush restoration areas across Alexandria, Annandale, Glebe, Forest Lodge, Pyrmont and Surry Hills.
5. Bush restoration sites serviced under the contract include Sydney Park wetlands and terrestrial areas, Federal Park and Bicentennial Park coastal saltmarsh, Prince Alfred Park native meadow, Glebe Foreshore Walk, Harold Park and other City-owned bush restoration sites across the Local Government Area.
6. The service outcomes defined under the contract have been designed to contribute to the City's strategic objectives:
 - (a) Sustainable Sydney 2030 - 2050 Continuing the Vision (Green).
 - (b) Environmental Strategy (Greening and Cooling, Water).
 - (c) Greening Sydney Strategy (Directions 5 and 6).
 - (d) Urban Ecology Strategic Action Plan (all targets).
 - (e) Stretch Reconciliation Action Plan (Actions 17 and 20).
7. The contract places significant emphasis on the Service Provider contributing to the City's Stretch Reconciliation Action Plan, and requires they:
 - (a) Engage a local Aboriginal or Torres Strait Islander ecological or land management consultant to advise on cultural practices that can be implemented to meet technical contract outcomes.
 - (b) Report on engagement with the local Aboriginal or Torres Strait Islander community through employment, purchasing and supporting local and social initiatives to meet contract outcomes.
8. The City has contracted elements of bush restoration services for the last 17 years. The specification, asset area and terms of the existing contracts were reviewed as part of the procurement process to refine the existing service levels, and provide clear performance outcomes and accurate and transparent pricing. A review of bush restoration areas and habitat assets, encompassing proactive wetland management and additional street gardens has increased the service area by 47,000m².

9. Habitat management, nest box installation and monitoring and wetland management; services historically procured separately, have been included in the scope of services, to achieve efficient service delivery, improved performance and value for money.
10. The contract provides the following services:
 - (a) Terrestrial bush restoration.
 - (b) Aquatic (freshwater and estuarine) bush restoration.
 - (c) Soil management.
 - (d) Cleansing and waste management.
 - (e) Habitat management.
 - (f) Community greening events and group supervision.
11. The contract specification is structured between core services for proactive maintenance delivered under a fixed annual Schedule of Prices, and Schedule of Rates for reactive or programmed work of variable quantity, to ensure staff have flexibility to deliver the services. Fixed Prices and Rates were tendered for the first year of the contract term, with a CPI adjustment to be used for any annual adjustments thereafter.
12. It is to be noted, additional to this tender and contract, the City will be procuring bush restoration services for select sites to be delivered by an Aboriginal and Torres Strait Islander owned business. The City's market research informed the scale of the contract to ensure alignment with the capacity of operators in the current market, noting many are small businesses. Aboriginal and Torres Strait Islander companies were also encouraged to apply for this tender. The contract scope will include Aboriginal and Torres Strait Islander ecological knowledge to manage bush restoration sites in line with a cultural calendar or caring for Country principles which are suited to the sites selected.

Invitation to Tender

13. The Request for Tender was advertised on Tenderlink, Supply Nation and the New South Wales Indigenous Chamber of Commerce, on 3 November 2023 and closed 19 January 2024.

Tender Submissions

14. Submissions were received from the following organisations:
 - Dragonfly Environmental Pty Ltd (94 130 064 274)
 - Regal Innovations Pty Ltd (79 002 411 814)
 - Solutions Grow Pty Ltd (60 097 217 493)
 - Symbiotica Ecology Pty Ltd (31 619 542 639)

- The National Trust of Australia (New South Wales) (82 491 958 802)
15. No late submissions were received.

Tender Evaluation

16. All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
17. The relative ranking of tenders as determined from the total weighted score is provided in the Confidential Tender Evaluation Summary – Attachment A.
18. All submissions were assessed in accordance with the approved evaluation criteria being:
- (a) Methodology Quality and Operational Plan:
 - (i) Comprehensive and clear draft Quality and Operational Plan demonstrating proposed methodologies and program that aligns with meeting the contract specification.
 - (b) Organisational Capacity and Resourcing:
 - (i) Comprehensive documentation detailing the organisational capacity and resourcing reflecting sufficient provision for meeting the contract specification.
 - (c) Experience:
 - (i) Demonstrated comprehensive experience in the services required to meet the contract specification in environments of similar context, size and complexity.
 - (d) Methodology Strategic Alignment:
 - (i) Demonstrated contribution to the City meeting its strategic objectives as detailed in the contract specification.
 - (e) Price:
 - (i) Schedule of Prices; and
 - (ii) Schedule of Rates.
 - (f) Work Health and Safety.
 - (g) Financial and commercial trading integrity.

Performance Measurement

19. The appointed Service Provider will have its performance measured against an extensive list of key performance indicators including safety, quality of service, sustainability and contribution to the City's strategic objectives relevant to the services.

Financial Implications

20. There are sufficient funds allocated within the current and next financial year's draft operating budget and future years' forward estimates.
21. The recommended Tender does not exceed pre-tender estimates.
22. The total contract value for Bush Restoration Services is detailed in Confidential Attachment A.
23. The Schedule of Rates is detailed in Confidential Attachment B.

Relevant Legislation

24. The tender has been conducted in accordance with the Local Government Act 1993, the Local Government (General) Regulation 2021 and the City's Procurement and Contract Management Policy.
25. Local Government Act 1993 - Section 10A provides that a council may close to the public so much of its meeting as comprises the discussion of information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.
26. Attachment A and Attachment B contain confidential commercial information of the tenderers and details of Council's tender evaluation and contingencies which, if disclosed, would:
 - (a) confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business; and
 - (b) prejudice the commercial position of the person who supplied it.
27. Discussion of the matter in an open meeting would, on balance, be contrary to the public interest because it would compromise Council's ability to negotiate fairly and commercially to achieve the best outcome for its ratepayers.

Critical Dates / Time Frames

28. Under the existing contract the services aligning with this tender end on 1 June 2024.
29. The proposed commencement of contract services is 10 June 2024.
30. The proposed initial contract term is three years, with two options to extend. Each option is for a period of three years, with the total proposed contract length being nine years, ending in 2033.
31. Deferring the decision to award the tender would delay the rendering of services. This would risk the City's proactive management of vulnerable sites and habitat assets and compliance with statutory obligations, resulting in potential financial, environmental and reputational impacts.

Options

32. Option 1 is to use internal service provision to deliver these services. This option is not recommended as the City does not have the specialised capabilities to render these services. It would require greater resources (human, financial and plant and asset) to render these specialised services, especially within the timeframe required to mitigate risks of inconsistent service delivery.
33. Option 2 is to deliver services through the existing Parks and Open Space Maintenance Contract. This option is not recommended as bush restoration services were historically delivered through this contract and removed to be delivered as a specialised service, through a considered process in 2018. This decision has delivered improved quality outcomes for the management of bush restoration assets as they are a specialised service.

Public Consultation

34. There was no public consultation prior to this tender being advertised.

VERONICA LEE

Director City Services

William Pearce, Contract Coordinator Parks

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Item 16.

Exemption from Tender – Kronos Technical Upgrade

Document to Follow

Item 17.

Exemption from Tender – Link and Epsom Road Design

Document to Follow