



Ordinary Meeting

Tuesday, 22 September 2026

ATTACHMENTS UNDER SEPARATE COVER

- CL02 Endorsement of Amended Frost Control Fan (CS-CP-309) - Local Policy
- CL03 Endorsement of FS-CP-102 Related Parties Disclosure for Public Exhibition
- CL04 Endorsement of FL-CP-201 Procurement Policy for Public Exhibition
- CL05 Adoption of GRALC Public Policies - Pool Admission Fees Policy and Patron Conduct and Access Policy
- CL06 Adoption of Griffith Community Investment Policy, Revoke Community Grants Policy, Promotion, Advertising, Sponsorship of Events Policy, Small Business Financial Assistance Policy and Community Organisation Rate Subsidy Policy
- CL07 Adoption of Revised Draft Australia Day Policy



ATTACHMENTS UNDER SEPARATE COVER

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Frost Control Fan CS-CP-309 (LOCAL POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	17 Oct 2000	713	17 Oct 2000
2	11 May 2010	0142	11 May 2010
3	13 Aug 2013	0255	13 Aug 2013
4	22 Aug 2017	17/205	22 Aug 2017
5	24 Mar 2020	20/086	24 Mar 2020
6	8 Nov 2022	22/291	8 Nov 2022
7	12 Aug 2025	25/226	12 Aug 2025

2 Policy Objective

- To find an equitable balance between the use of frost control fans and the amenity of surrounding residents.
- To address the interface issues regarding the installation and operation of frost control fans.
- To set standards appropriate for Griffith City Council LGA for the installation and operation of frost control fans.
- To allow for sustainable agriculture and continued agricultural growth.

3 Policy Statement

3.1 Introduction

Griffith City Council supports the horticultural industry within the Murrumbidgee Irrigation Area.

The Frost Control Fan Policy seeks to provide guidelines for the installation of permanent fans and use of mobile fans to reduce the adverse impacts of frost on horticultural crops, while reducing the likelihood of land use conflict within the locality.

With increasing interest expressed by fruit and nut growers to install frost control fans or mobile wind machines in our rural areas, the need has arisen to revise the initial guidelines as population density increases, in an effort to maintain primary production and to reduce land use conflict.



3.2 What is a frost control fan?

The principal function of the frost control fan is to mix the warmer air from higher atmospheric inversion layers with the cold air layer closer to the ground, normally reducing the risk of frost damage to horticultural crops.

A frost control fan is a machine that consists typically of a tower approximately 10 - 11 metres in height with two (2) to five (5) blades at the top, each being 2.5 - 3 metres long. An engine is mounted at the base of the tower and is used to drive the blade via drive shafts and gearing. The head of the fan rotates through 360 degrees on a vertical axis with the blade spinning between 400 -750 revolutions per minute. The head of the fan takes approximately 5 – 7 minutes to complete one 360 degree rotation.

3.3 Are all Frost Control Fans covered by this Policy?

From the date of adoption, this policy will apply to the installation of permanent and to the use mobile Frost Control Fans in the Griffith City Council local government area, with regard to noise emission / compliance.

Permanent Frost Control Fans require development consent where the use of mobile fans do not require Council's approval however, they are included in this policy for equity purposes with regard to noise emission for compliance testing. For further information see FAQ sheet.

3.4 In what planning zones under the Griffith Local Environment Plan 2014 are frost control fans permitted?

Frost control fans will only be permitted with Council consent in rural zones where intensive plant agriculture (e.g. orchards and vineyards) are permissible without consent. The primary production zones are RU1 Primary Production, RU2 Rural Landscape, RU4 Primary Production Small Lots and RU6 Rural Transition under Griffith Local Environmental Plan 2014.

3.5 What application requirements will apply to the installation of permanent frost control fans?

When a development application is submitted to Council for the installation of permanent frost control fans, it must be accompanied by the following information:

- 1) Scaled site diagram showing the proposed location of the frost control fan/s particularly in relation to dwelling houses within 1000 metres of the fans.



- 2) Structural engineer's certification and drawings for the footings and structural steelwork. (This information may be provided by the manufacturer).
- 3) Details of crop/s to be protected by the frost control fans; e.g. citrus, almonds, grapes, and the like.
- 4) Details of the anticipated temperature at which damage occurs to the crop/s proposed to be protected and the anticipated temperature that the fans would come on to protect the crop/s from frost and cut out to cease fan operation.
- 5) The number of frosts on average per year, which currently affect the crop/s to be protected, according to currently available climatic data. For example, Bureau of Meteorology data, or site specific data collected for the past 3 or 4 seasons. For further information see FAQ sheet.
- 6) Applicants are referred to Section 4.15 of the Environmental Planning and Assessment Act, 1979 to address its provisions in their statement of environmental effects, including the provisions of environmental planning instruments, development control plan, the likely impacts of the development and other relevant matters associated with their proposal.
- 7) An acoustic report, prepared by a suitably qualified acoustical consultant, is to be submitted with the application documentation, modelling the extent of impact of the proposed frost control fans upon surrounding non-associated dwellings, with all proposed and existing fans on the farm (or within the same ownership on adjoining or adjacent lands) operating simultaneously.

The assessment model should be based upon manufacturer's sound level data, a copy of which is to be provided with the application. A map should be included in the report with the projected extent of the modelled 55 dB(A) and 45 dB(A) sound level 'contours'.

Further, the report should provide a clear description of the parameters and atmospheric conditions upon which the modelling is premised (e.g. terrain - actual or theoretical, wind speed, temperature, inversion layer present, local known reflective surfaces such as Lake Wyangan, and the like).

All noise assessment should be undertaken in accordance with AS 1055-2018 Acoustics – Description and Measurement of Environmental Noise and AS/NZ IEC 61672.1:2019 Electroacoustics – Sound Meter Levels Part 1 Specifications.

- 8) In relation to the manufacturers' sound power level data, the LAeq measurements must have been taken over a period of 15 minutes, and over a range of distances



from 10 metres to 500 metres from the frost control fan. These manufactures' readings must be included in the information submitted with the Development Application.

- 9) If there are no non-associated dwellings within 1000 metres of the proposed frost control fans, the acoustic modelling report will not be required.
- 10) Notwithstanding point 9 above, if there are other permanent frost control fans within 1000 metres of the proposed frost control fans, the accumulated noise may impact upon surrounding non-associated dwellings, and an acoustic report will be required, taking into consideration the cumulative amenity impact of all of the fans, including those on the site.
- 11) The acoustic report should demonstrate how compliance will be achieved with the following criteria, for the closest non-associated dwelling outside the subject site or ownership, on a property not associated with the land over which the application is made, based upon zone of that land adjacent to the application property.

The following criteria apply to existing adjacent land use zones for the cumulative operation of all fans:

Location of affected residence	Outdoor Criteria (L _{Aeq} 15 min)	Indoor Criteria (L _{Aeq} 15 min)
Noise Sensitive Zone	45 dB(A) (max)	25 dB(A) (max)
Non-noise Sensitive Zone	55 dB(A) (max)	35 dB(A) (max)

- 12) If the indoor criteria (assuming all windows closed) can be met through the provision of noise attenuation measures at the closest non-associated dwelling rather than the external noise criteria, compliance will be determined at Council's discretion. Internal criteria can also be achieved through the installation of double glazing, and insulation of bedrooms for the dwelling for example.

Note:

1. A noise sensitive zone is a land use zone adjacent to the frost fan property, primarily meant for noise sensitive land uses typically meant for residential development under Griffith Local Environmental Plan, 2014. The noise sensitive zones are R1 General Residential, R5 Large Lot Residential and RU5 Village Zone, along with E4 Environmental Living Zone.
2. A non-noise sensitive zone is a land use zone adjacent to the frost fan property, primarily meant for primary production under the Griffith Local Environmental



Plan, 2014, being RU1 Primary Production, RU2 Rural Landscape, RU4 Primary Production Small Lots RU6 Rural Transition.

3. Other non-noise sensitive land use zones include Environmental Protection Zones (e.g. E2 Environmental Conservation, E3 Environmental Management) and Industrial Zones (e.g. Industrial General) where existing non-associated dwellings may be located adjacent to primary production lands.
4. Manufacturers' sound power level data must not just be based on the sound power output at 300 metres only, but readings taken at a range of distances & provided to Council.
5. Note that Council will retain all submitted acoustic reports, which will be made available upon request, for an application within 1000 metres of another property boundary, containing frost control fans.

3.6 What standards will apply to the operation of all frost control fans?

Once permanent frost control fans have been approved by Council, they must operate under the following conditions:

1. The frost control fans must have an auto-ignition thermostatic control that is set at all times to a temperature appropriate to the crop being protected, with an anemometer set to shut down the fan operation when wind speeds exceed 10km per hour.
2. The driving engine for the frost control fan must be housed in a noise attenuating housing with an integrated acoustic muffler.
3. As an initial compliance check, noise levels are to be taken following the installation of approved permanent frost control fans. This will be imposed as a condition of consent to ensure that the installed fans do actually achieve the applicant's stated decibel level. The compliance check should be conducted during the atmospheric conditions under which the fans are intended to operate (i.e. during a frost event). Compliance acoustic reports will be undertaken by a suitably qualified acoustical consultant, at the cost of the owner of the frost control fans.
4. The minimum sound data collection for a compliance check should be taken at a range of distances from 10m to 500m from the frost control fans. Further the sound data collection should also be taken at a distance of two to five (2 - 5) metres from a bedroom of the closest non-associated dwelling to the fans. Both



data sets should be recorded for a minimum of 15 minutes (or two full revolutions). The resultant compliance report is to be provided to Council to complete the condition of consent, permitting Council to be satisfied that compliance has been achieved, or to advise that amelioration measures need to be taken to bring the fans into compliance.

5. Whilst all frost control fans are in operation, the noise level measured at a distance of 4 metres from any bedroom window of a non-associated dwelling situated on an adjacent property to that containing the frost control fans, must not exceed the outdoor or indoor limit as listed below:

Location of affected residence	Outdoor Criteria (L _{Aeq} 15 min) +2dB(A) considered compliant	Indoor Criteria (L _{Aeq} 15 min) +2dB(A) considered compliant
Noise Sensitive Zone	45 dB(A) (max)	25 dB(A) (max)
Non-noise Sensitive Zone	55 dB(A) (max)	35 dB(A) (max)

6. Compliance checks may be requested at any time, should official complaints be received by Council and there is doubt as to whether the subject frost control fans are operating in accordance with the development consent or this policy in the case of a mobile frost fan. Compliance acoustic reports will be undertaken by a suitably qualified acoustical consultant, at the cost of the fan operator.
7. Post installation noise compliance testing is to be in accordance with relevant Australian Standards, including but not limited to, AS 1055-2018 Acoustics – Description and Measurement of Environmental Noise and AS/NZ IEC 61672.1:2019 Electroacoustics – Sound Meter Levels Part 1 Specifications.
8. If, during post installation compliance testing, when measured in an approved manner, the noise from frost control fans is within 2 dB(A) of the limits listed within this Section, the frost control fans will be deemed to be in compliance.
9. The noise limits contained in this Section apply to the noise from all frost fans on the land under investigation, operating simultaneously; i.e. land over which frost fans have been approved, or lands in the same ownership which contain existing frost fans.
10. A Noise Management Plan should be prepared and provided to adjoining and adjacent non-associated residents within 1000m of the property where the frost fans are installed. This plan at a minimum should provide owner/farm manager contact numbers and emails, complaints procedure, advice on contact prior to impending frost and operation of fans and the like and potential noise mitigation measures to resolve complaints.



Note:

1. For a definition of noise sensitive and non-noise sensitive zones, see Notes 1 & 2 of Section 3.5 of this Policy.
2. Indoor noise levels are to be measured from the inside of a bedroom room of a residence (with all windows closed) not being on the same property as the subject frost control fans.
3. When a noise level check is carried out, the measurement period must be for at least 15 minutes.
4. All noise measurements are to be carried out by either a qualified noise control officer (as authorised under the POEO Act) or a suitably qualified acoustical consultant.

3.7 Can adjacent land alter from a non-noise sensitive zone to noise sensitive?

Council may rezone land which alters the type of the land uses within that new zone so that it becomes a noise sensitive zone. Council may consider changes to zones through a strategic land use strategy, though rezoning may also occur through a site specific planning proposal where Council will carefully consider the appropriateness of the change in predominant land use given the nature of the surrounding land.

3.8 Do the noise criteria apply to other development?

In the circumstance where land to be developed (e.g. subdivided or new dwellings constructed) is within 1,000 metres of existing and / or approved (but not yet installed) frost control fans, the future developer of the land subject to the rezoning or development application, will be responsible for addressing the issue of compliance with this policy.

This may be achieved by doing the following:

- a) The provision of buffers to limit the location of future dwelling houses in relation to their proximity to the existing frost control fans; and / or,
- b) Constructing dwellings to achieve the relevant indoor criterion for the land use zone within which the developed property is located; and / or
- c) At the time of subdivision, a Restriction as to User pursuant to Section 88B of the Conveyancing Act 1919 shall be created and registered on the title of all lots,



requiring that any future dwelling constructed on the lots is designed and built to incorporate appropriate noise attenuation measures to minimise the impact of noise from frost fans operating on surrounding agricultural land.

- d) Any Development Application for a dwelling on land within 1,000 metres of existing and/or approved frost control fans must be accompanied by an Acoustic Design Report prepared by a suitably qualified acoustic consultant, demonstrating that the proposed dwelling will achieve the applicable indoor noise criteria specified in Sections 3.5 and 3.8 of this Policy, having regard to cumulative noise impacts from all relevant frost control fans.

Note:

For construction of new dwellings within 1,000 metres of existing and / or approved (but not yet installed) frost control fans, the following will apply:

To be submitted with a Development Application

The applicant shall submit to Council an Acoustic Design Report prepared by a suitably qualified acoustic consultant, demonstrating that the proposed dwelling achieves the applicable indoor noise criteria, as specified in Section 3.5 and 3.8 of Council's Frost Control Fan Local Policy CS-CP-309, (noise sensitive zone 25 dB(A) or non-noise sensitive zone 35 dB(A)). The report is to address the cumulative noise impacts from all existing and approved frost control fans within a 1,000-metre radius of the site of the proposed dwelling.

The Acoustic Design Report shall include construction specifications, including but not limited to:

- a. Minimum Rw ratings for external walls, roofs, ceilings and junctions;
- b. Minimum window and glazing specifications, including glazing thickness, configuration (e.g. laminated, double glazing) and frame type;
- c. Specification of external doors, seals and installation standards;
- d. Acoustic treatment requirements for bedrooms and other habitable rooms most exposed to frost control fan noise;
- e. Building layout measures, including orientation, room placement and façade treatment where relevant.

Detailed plans and specifications are to be submitted to Council for approval in accordance with the recommendations of the Acoustic Design Report.

During Construction



The development shall be constructed strictly in accordance with the approved Acoustic Design Report, including materials, glazing, seals, wall systems and building layout, to ensure that the required indoor acoustic performance is achieved.

Prior to the issue of an Occupation Certificate

Prior to the issue of an Occupation Certificate, the applicant shall submit to Council written confirmation from the Principal Contractor that all approved acoustic treatments and building elements incorporated into the dwelling, demonstrating compliance with the approved Acoustic Design Report.

The documentation must include, where applicable:

- Product data sheets for external wall systems, roof and ceiling assemblies, insulation and junction treatments;
- Window and glazing specifications, including glazing type, thickness, configuration, frame type and acoustic performance ratings;
- External door specifications, including acoustic rating and sealing details;
- Evidence that installed materials are consistent with those approved at Construction Certificate stage.

Ongoing requirements

There shall be no reduction or substitution of any specified acoustic treatments for the dwelling as specified in the approved Acoustic Design Report without the prior written approval of Council, supported by updated acoustic documentation.

3.9 What happens if complaints are received about an existing frost control fan?

1. In the first instance, a resident should make contact with the land owner or their nominated contact that the fan operation is of concern or disturbing them. The land owner / operator shall prepare a noise management plan under the development consent and will provide it to non-associated residents within the immediate vicinity (e.g. up to 1000 metres) of the property containing the frost fans to encourage dialogue in order to reduce the incidence of complaint and to aid conflict resolution.
2. The noise management plan should include, but not be limited to, contact telephone number of farm manager or land owner, after hour contact details, email address and the like, along with likely times of operation, permitted noise levels, a procedure for providing adjacent non-associated residents with advice on impending fan operation (e.g. 24 hour notice), complaint handling, and potential noise mitigation measures.



3. The noise management plan should be provided to Council for reference and inclusion in the development application / property file records.
4. In the event of non-compliance with the Noise Management Plan, Council will endeavour to establish a dialogue between the affected resident and the owner of the frost control fans, to raise the issues and to try and find possible resolutions.
5. Should any dialogues/negotiations fail, Council will re-assess the subject frost control fan against the requirements of this policy and any associated development consent.
6. Where complaints are received, the complainant should be prepared to allow Council's Officers or the proponent's acoustical consultant reasonable access to their property for the purpose of measuring the sound from the frost control fan if it is deemed necessary, during normal operation atmospheric conditions (i.e. during a frost when the fans are operating, which could be during the night or early hours of the morning). Council may seek to install a noise logger on the complaint's property for an extended period of time to record sound data for evaluation purposes.
7. Should Council receive a complaint concerning the operation of frost control fans, then noise level readings must be taken over at least three consecutive 15 minute (or two full revolutions) periods at 4 metres from any bedroom wall in the non-associated dwelling house the subject of the complaint. The noise level set for the frost control fans must be exceeded on more than two nights within a 60 day period before Council will notify the operator of the frost control fan that action may need to be taken to ensure the fan operates within its consent.
8. If the frost control fan and its operation comply with its development consent and/or this policy, no further action will be taken. Should the subject frost control fans not be complying, further action will be considered. Where the noise limits are not met, the frequency of usage is a consideration in deciding what action to take. The level of noise exceedance will also be taken into consideration.

Note:

When noise measurements are to be taken, the following points will apply:

1. The sound level meter must be set to measure fast response A-weighted sound pressure levels and the levels must be measured in terms of the equivalent continuous sound level (Leq) metric and the duration of the measurements must be no less than 15 minutes or two full revolutions of the frost fan gear head.



2. Noise measuring instruments must be equivalent to Type 2 (or better) as defined in Australian Standard 1259 “Sound Level Meters”, Parts 1 and 2. The instrument is to be calibrated prior to use.
3. Apart from the provisions already contained in this policy, noise measurements must be conducted in accordance with Australian Standard 2659, “Guide to the use of Sound-measuring Equipment”, Parts 1 and 2.

4 Definitions

Noise sensitive zone is a land use zone adjacent to the frost fan property, primarily meant for noise sensitive land uses, typically meant for residential development under Griffith Local Environmental Plan, 2014.

Non-noise sensitive zone is a land use zone adjacent to the frost fan property, primarily meant for primary production or other general development under the Griffith Local Environmental Plan, 2014, and may include rural, some environmental protection and industrial zones.

Non-associated dwelling is a dwelling not located on the same land as the proposed / approved / existing frost fans, and in separate ownership to those lands.

5 Exceptions

None

6 Legislation

- Environmental Planning & Assessment Act 1979
- Protection of the Environment Operations Act, 1997
- Griffith Local Environmental Plan, 2014

7 Related Documents

- Sumar Produce Pty Ltd v Griffith City Council [2000] NSWLEC 104 (7 June 2000)
- Sumar Produce Pty Ltd v Griffith City Council [2000] NSWLEC 72 (11 April 2000)
- Sumar Produce Pty Ltd v Griffith City Council [2000] NSWLEC 27 (15 February 2000)
- NSW Environment Protection Agency Noise Guide for Local Government
- Griffith City Council Frost Control Fan Policy Frequently Asked Questions Addendum, available on Council's website



- AS 1055-2018 Acoustics – Description and measurement of environmental noise
- AS/NZ IEC 61672.1:2019 Electroacoustics – Sound meter levels Part 1 Specifications

8 Directorate

Sustainable Development



DRAFT Related Parties Disclosures Policy

FS-CP-102

(PUBLIC POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	13/06/2017	17/144	13/06/2017 Effective from 1/07/2017
2	13/02/2018	18/046	16/03/2018
3	26/07/2022	22/171	26/07/2022
4	xxxx	26/XXX	xx/xxx/xx

2 Policy Objective

The objective of this policy is to make sure that related party relationships and related party transactions are properly identified, recorded in Council's systems, and disclosed in Council's general purpose financial statements.

This includes relationships and transactions involving Council's key management personnel (KMP), their close family members, and entities controlled or jointly controlled by any of them. Disclosure is made so that users of the financial statements can understand the potential effects of these relationships and transactions on those statements.

The policy is designed to comply with AASB 124 Related Party Disclosures (including the Australian implementation guidance for not-for-profit public sector entities), the *Privacy and Personal Information Protection Act 1998* and the *Privacy and Personal Information Protection Regulation 2014*.

3 Policy Scope

This policy applies to identifying, recording and disclosing related party information for the purpose of complying with AASB 124. In particular, it applies to:

- identifying related party relationships (including relationships involving control or joint control), related party transactions, and ordinary citizen transactions involving KMP, their close family members and entities controlled or jointly controlled by any of them;
- identifying key management personnel compensation;
- identifying the information about those relationships and transactions that must be disclosed;
- establishing systems to capture and record that information;
- identifying the circumstances in which disclosure is required; and
- determining the disclosures to be made in Council's general purpose financial statements.

4 Policy Statement

4.1 General Principle



Council will comply with the disclosure requirements of AASB 124 Related Party Disclosures concerning its key management personnel, their close family members, and entities controlled or jointly controlled by any of them.

Consistent with AASB 124, Council will disclose:

- related party relationships that involve control or joint control, whether or not any transactions have taken place between the parties;
- key management personnel compensation; and
- related party transactions and the associated information required by AASB 124.

Detailed guidance for KMP on how to identify related parties, controlled entities and reportable relationships and transactions will be issued separately to support this policy.

4.2 What Council discloses under AASB 124

4.2.1 Related party relationships involving control or joint control

Council will disclose a related party relationship that involves control or joint control in its general purpose financial statements whether or not there have been any transactions between the parties. This includes:

- a) relationships between Council and any entity it controls or jointly controls (for example, a Council subsidiary), and between Council and its ultimate controlling entity (if any); and
- b) control or joint control of an entity by a KMP, or by a close family member of a KMP.

For each such relationship, Council will disclose the nature of the relationship. This obligation exists independently of section 4.1.3, which deals with transactions.

(This reflects AASB 124 paragraphs 13 and 14: relationships involving control are disclosed even where no transaction has occurred.)

4.2.2 Key Management Personnel compensation

Council will disclose key management personnel compensation in total and, where required by AASB 124, analysed by category:

- a) short-term employee benefits;
- b) post-employment benefits;
- c) other long-term benefits;
- d) termination benefits; and
- e) share-based payment (if any).

Where KMP services are provided by another entity (for example, a management entity), Council will disclose the amounts it incurred for those services.

(This reflects AASB 124 paragraphs 17 and 18A.)



4.2.3 Related party transactions

Where there have been related party transactions during the reporting period, Council will disclose those transactions in its general purpose financial statements. The related parties to whom this applies include:

- a) Council's key management personnel;
- b) other related parties, comprising:
 - i. a close family member of a KMP of Council;
 - ii. entities controlled or jointly controlled by a KMP of Council; and
 - iii. entities controlled or jointly controlled by a close family member of a KMP of Council.

4.2.4 Information disclosed for related party transactions

For each category of related party transaction in section 4.2.3, Council will disclose:

- a) the nature of the related party relationship;
- b) the amount of the transactions;
- c) the amount of outstanding balances, including commitments, and:
 - i. their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and
 - ii. details of any guarantees given or received;
- d) provisions for doubtful debts relating to the outstanding balances; and
- e) the expense recognised during the period for bad or doubtful debts due from related parties.

4.2.5 Disclosed in aggregate or separately

For each related party category in section 4.1.3, Council will disclose transactions of a similar nature in aggregate, except where separate disclosure is necessary to understand the effect of the transactions on Council's financial statements. In deciding this, Council will have regard to:

- a) the nature of the related party relationship;
- b) the significance of the transaction (individually or collectively) in terms of size or value, including where materiality arises because no consideration is given or received;
- c) whether the transaction is carried out on non-arm's length terms; and
- d) whether the transaction is outside normal day-to-day business operations, based on factors and thresholds determined by the Director – Business, Cultural & Financial Services in consultation with the General Manager and Council's internal audit committee.

4.3 Notifications by key management personnel

4.3.1 What KMP must notify



Each KMP must give Council a Related Party Notification (**Notification**), in the form set out in Attachment A, that notifies both of the following, subject to section 4.3.6:

- a) **any entity that the KMP, or a close family member of the KMP, controls or jointly controls** — whether or not that entity has had any dealings with Council; and
- b) **any existing or potential related party transaction** between Council and the KMP, a close family member of the KMP, or an entity controlled or jointly controlled by any of them.

Notification of controlling relationships under (a) is required even where there is no transaction, because AASB 124 requires those relationships themselves to be disclosed.

(This is the key change from the previous version, which only required transactions to be notified.)

4.3.2 When notifications are due

A KMP must give a Notification by no later than each of the following times in a financial year (each a specified notification period):

- a) 30 days after this policy first begins to apply;
- b) 30 days after the KMP commences their term or employment with Council;
- c) 30 November; and
- d) 30 June

4.3.3 Notification form

At least 30 days before a specified notification period, the Finance Department will provide KMPs with a RPT Notification form. The form includes a Privacy Collection Notice.

4.3.4 Notifying new information or changes during year

During a financial year, if a KMP becomes aware of any of the following, they must give an additional notification within 30 days of becoming aware of it:

- a) a new or existing controlling or jointly controlled relationship not already notified;
- b) a new or potential related party transaction that is, or is likely to be, required to be disclosed; or
- c) any change to a previously notified relationship or transaction.



4.3.5 If in doubt

If a KMP is unsure whether something is a related party relationship transaction, they should still provide a RPT Notification (or contact the General Manager) so the matter can be considered and determined. It is better to notify and have Council assess it than to leave it out.

4.3.6 What does not need to be notified

The notification requirements in this section 4.3 do not apply to:

- a) related party transactions that are ordinary citizen transactions (see section 4.4); and
- b) for Councillors, expenses incurred and facilities provided to a Councillor during the financial year under Council's Payment of Fees & Expenses arrangements.

4.3.7 Other obligations still apply

The notification requirements in section 4.3 are in addition to any other notifications a KMP must make, including:

- a) Section 449 of the *Local Government Act 1993* (disclosure of interests); and
- b) the applicable Code of Conduct (Councillors, or Staff) – including conflicts of interests and gifts and benefits.

4.4 Identifying and recording related party information

4.4.1 Digital identification

The Finance Department will use Council's computerised business systems to and extract the information in section 4.2.4 for each notified related party transaction, so it can be recorded in the register of related party transactions .

4.4.2 Other sources of information

To make sure all reportable relationships and transactions are captured, the Finance Department may review other information held by Council including (without limitation):

- a) a Disclosure of Interests Return (under s449 of the *Local Government Act 1993*) of a KMP and of persons related to the KMP;
- b) minutes of Council and committee meetings.

4.4.2 Manual review

For notified transactions not captured by Council's computerised business systems, the Finance Department will manually review the transactional documents and record the information specified in 4.2.4 in the register of related party transactions.



4.5 Ordinary Citizen Transactions

A KMP does not need to notify, and Council will not disclose, related party transactions that are ordinary citizen transactions, provided the terms and conditions are no different to those available to the general public.

If an Ordinary Citizen Transaction occurs on terms and conditions that are different to those offered to the general public, the transaction will be captured, and if required, disclosed in the financial statements.

4.5 Register of Related Party Information

4.6.1 Maintaining the register

The Finance Manager must keep up to date a register that records, for each financial year, both the controlling and jointly controlled relationships notified under section 4.2.2(a) and the information specified in 4.2.4 for each existing or potential related party transaction.

4.6.2 Contents of the register

For each related party relationship and transaction, the register must record:

- a) the name of the related party;
- b) the nature of the related party's relationship with Council (including any control or joint control);
- c) a description of the related party transaction (if any);
- d) whether a notified transaction is existing or potential;
- e) a description of the transactional documents relating to the transaction (if any)

4.6.3 Contents of the register

The Finance Manager is responsible for ensuring that the relationships, compensation and transactions specified in section 4.2 is disclosed in Council's financial statements to the extent, and in the manner, required by AASB124.



4.7 Information Privacy

4.7.1 Confidential information

The following is classified as confidential, and is not available for inspection by, or disclosure to, the public (including through a *Government Information (Public Access) Act* application):

- a) information (including personal information) provided by a KMP in a Notification; and
- b) personal information contained in the register of related party information.

4.7.2 When consent is required

Except as set out in this policy, Council and other permitted recipients will not use or disclose personal information provided in a Notification, or contained in the register, for any other purpose or to any other person except with the prior written consent of the KMP concerned.

4.7.3 Permitted recipients

The following people may access, use and disclose the information in a Notification or the register for the purposes in section 4.7.4:

- a) A Councillor
- b) the General Manager;
- c) the Director Business, Cultural & Financial Services (responsible for preparing financial reports);
- d) financial officers within Council's finance department responsible for preparing financial reports, as authorised by the Director Business, Cultural & Financial Services;
- e) members of Council's internal audit committee;
- f) an auditor of Council (including an auditor from the Audit Office of New South Wales).

4.7.4 Permitted purposes

A person specified in section 4.7.3 may access, use and disclose the information only for the following purposes:

- a) to assess and verify a notified relationship or transaction;
- b) to reconcile identified relationships or transactions against those notified or recorded in the register;
- c) to comply with the disclosure requirements of AASB 124; and
- d) to verify compliance with the disclosure requirements of AASB 124.

4.7.4 Access by the individual

An individual may access their personal information provided in a Notification or contained in the register by making a written request to the General Manager.



4.8 Government Information (Public Access) [GIPA] Status

4.8.1 Not open to public inspection

The following documents are not open to, or available for, inspection by the public:

- a) Notifications provided by a KMP; and
- b) the register of related party transactions.

4.8.2 GIPA applications for KMP information

A GIPA application seeking access to or release of a document or information (including personal information) provided by a KMP in a Notification; or personal information in the register; will be refused on the ground that there is an overriding public interest against disclosure pursuant to Section 14 of the *Government Information (Public Access) Act*.

4.8.3 GIPA applications for transactional documents

A GIPA application seeking access to, and release of, transactional information and documentation that are the subject of a related party transaction with Council will be considered, assessed and decided in accordance with Council's usual procedures for applications under the Government Information (Public Access) Act 2009.



5 Definitions

Definitions

arm's length terms	Terms between parties that are reasonable in the circumstances of the transaction and that would result from: a) neither party bearing the other any special duty or obligation; and b) the parties being unrelated and uninfluenced by the other; and c) each party acting in its own interest.
associate	In relation to an entity (the first entity), an entity over which the first entity has significant influence.
close family members	In relation to a KMP, family members who may be expected to influence, or be influenced by, that key management person in their dealings with Council and include: a) the KMP's children and spouse or domestic partner; b) children of the KMP's spouse or domestic partner; and c) dependants of the KMP or that person's spouse or domestic partner; and For the purpose of AASB 124, close family members may also include other family members (for example, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to influence, or be influenced by, the KMP in their dealings with Council.
compensation	All employee benefits, as defined in AASB 119, including short-term benefits, post-employment benefits, other long-term benefits, termination benefits and share-based payment, given in exchange for services rendered to Council.
control	Control of an entity exists when there is: a) power over the entity; and b) exposure, or rights to, variable returns from involvement with the entity; and c) the ability to use power over the entity to affect the amount of those returns, as determined in accordance with AASB 10 Consolidated Financial Statements, paragraphs 5 -18, and Appendices A and B
joint control	The contractually agreed sharing of control of an arrangement, which exists only when decisions about the



	relevant activities require the unanimous consent of the parties sharing control.
joint venture	An arrangement of which two or more parties have joint control and have rights to the net assets of the arrangement.
joint venturer	A party to a joint venture that has joint control of that joint venture.
key management personnel (KMP)	Persons having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly. For Council, KMP are: a) the Mayor; b) Councillors; c) the General Manager d) the Directors of each department, and e) the Public Officer.
ordinary citizen transaction	A transaction that an ordinary citizen would undertake with Council, on arm's length terms and in the ordinary course of Council's functions and activities. Examples assessed as not material include: a) paying rates and annual charges; and b) using Council's public facilities after paying the corresponding fees.
related party	A person or entity that is related to under AASB 124, paragraph 9. Examples include: a) Council subsidiaries (if any); b) key management personnel; c) close family members of KMP; d) entities that are controlled or jointly controlled by KMP or their close family members.
related party transaction	A transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged. Examples include: a) purchases or sales of goods, property or other assets; b) rendering or receiving of goods and services;



	c) leases; d) transfers under licence or finance agreements (for example, loans); e) provision of guarantees (given or received); f) commitments contingent on future events; g) settlement of liabilities on behalf of another party.
RPT Notification (Notification)	A document in the form set out in Attachment A, provided by a KMP, notifying controlling relationships and related party transactions
significant influence	The power to participate in the financial and operating policy decisions of another entity but which is not control or joint control of those policies, as determined by AASB 128 Investments in Associates & Joint Ventures, (paragraphs 3, 5 and 6).

6 Exceptions

None

7 Legislation

- *Local Government Act 1993* and Regulation
- *Privacy and Personal Information Protection Act 1998* and Regulation
- *Government Information (Public Access) Act 2009*
- AASB 124 Related Party Disclosures
- AASB 10 Consolidated Financial Statements
- AASB 128 Investments in Associates and Joint Ventures

8 Related Documents

- Code of Conduct – Councillors; Code of Conduct – Staff
- Payment of Fees & Expenses (Councillors)
- KMP guidance material supporting this policy (to be developed)

9 Directorate

Business Cultural and Financial Services



ATTACHMENT A – Related Party Transactions Notification

DECLARATION BY KEY MANAGEMENT PERSONNEL (KMP)

Name of Key Management Person:.....

Position:.....

Please read the Privacy Collection Notice provided with this notification. It explains what is a related party relationship and a related party transaction are, and why Council collects, uses and discloses the information you provide.

Part 1 – Controlling relationships. *List your close family members, and any entities that you or your close family members control or jointly control. Complete this part whether or not there have been any dealings with Council.*

Name of person or entity	Relationship/Nature of control

Part 2 – Controlling relationships.. *List any existing or potential transactions between Council and you, a close family member, or an entity you or they control or jointly control (other than ordinary citizen transactions)*

Name of person or entity	Relationship/Nature of control



I..... declare that the above list

(insert full name)

(insert position)

includes all my close family members and all entities controlled, or jointly controlled by me or my close family members, and all reportable related party transactions I am aware of. I make this declaration after reading the information supplied by Council which details the meaning of the words "close family members" and "entities controlled, or jointly controlled".

I also declare that if any of these circumstances change during the year, I will contact Council within 30 days and complete an amended declaration.

Declared at on the.....

(insert place)

(insert date)

.....(signature)



PRIVACY COLLECTION NOTICE RELATED PARTY DISCLOSURES BY KEY MANAGEMENT PERSONNEL (KMP)

Why Council collects this information

For annual periods beginning on or after 1 July 2016, Council must disclose certain related party relationships, key management personnel compensation, and related party transactions (with associated information) in its general purpose financial statements to comply with *AASB 124 Related Party Disclosures*.

Related parties include Council's key management personnel (KMP), their close family members, and any entities that they or their close family members control or jointly control.

A related party transaction is any transfer of resources, services or obligations between Council and a related party, whether or not a price is charged and whether or not it is monetary.

Importantly, AASB 124 requires Council to disclose related party relationships involving control or joint control even where there has been no transaction. That is why this Notification asks you to list controlling relationships as well as transactions.

Notifications by KMP

Each KMP must give Council a Notification, in the approved form, disclosing controlling relationships and any existing or potential related party transactions by no later than:

- 30 days after this policy first begins to apply;
- 30 days after a KMP commences their term or employment with Council;
- 30 November each year; and
- 30 June each year.

These requirements are in addition to the notifications KMPs are required to comply with:

- for Councillors, the Code of Conduct – Councillors; and
- for other KMPs, the Code of Conduct – Staff.

Council's Auditors may audit related party information as part of the annual external audit.

For privacy and public-access status of this information, please refer to Council's Related Party Disclosure Policy.

Who are KMP?

KMPs are persons with authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly.

For Council, these include the:

- Mayor
- Councillors
- General Manager



- Directors
- Public Officer.

Who are close family members?

Close family members are family members who may be expected to influence, or be influenced by, you in your dealings with Council. They definitely include:

- a) your spouse or domestic partner;
- b) your children
- c) your dependents, and
- d) the children and dependents of your spouse or domestic partner

They may also include your siblings, parents, grandparents, aunts, uncles, cousins, nieces and nephews, or any other family member, if they could be expected to influence, or be influenced by, you in your dealings with Council.

What is an entity that I, or my close family, control or jointly control?

Entities include companies, trusts, incorporated and unincorporated associations (such as clubs and charities), joint ventures and partnerships.

Control

You control an entity if you have:

- a) power over the entity;
- b) exposure, or rights, to variable returns from your involvement with the entity; and
- c) the ability to use your power over the entity to affect the amount of your returns.

You jointly control an entity where control is shared under a contractual arrangement and decisions about the relevant activities require the unanimous consent of the parties sharing control

Example (control): Fred is the Mayor and owns 100% of the voting shares in a development company. Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company.

Fred will need to include the company on his related party disclosure.

Example (joint control): Fred owns 50% of the voting shares and his brother Stan owns the other 50%; they are the only directors, with equal voting rights, and decisions need both to agree.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both. Fred must to include the company in his Notification.

If you are unsure whether you, or a close family member, controls or jointly controls an entity then you should contact the General Manager for a confidential discussion. Further KMP guidance material supporting this policy will be made available.



Related Parties Disclosures Policy

FS-CP-102

(PUBLIC POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	13/06/2017	17/144	13/06/2017 Effective from 1/07/2017
2	13/02/2018	18/046	16/03/2018
3	26/07/2022	22/171	26/07/2022

2 Policy Objective

The objective of the policy is to ensure that the existence of certain related party relationships and related party transactions concerning key management personnel, (as defined on page 10 of this policy), their close family members and entities controlled or jointly controlled by any of them, and information about the transactions, necessary for users to understand the potential effects on the financial statements are properly identified, recorded in Council's systems, and disclosed in Council's general purpose financial statements in compliance with the AASB 124, the *Privacy and Personal Information Protection Act 1998* and the *Personal Information Protection Regulation 2014*.

3 Policy Statement

The Related Party Disclosure Policy aims to assist Council in complying with disclosure requirements concerning key management personnel, their close family members and entities controlled or jointly controlled by any of them stipulated under the *Australian Accounting Standard AASB 124 Related Party Disclosures and the Australian implementation guidance for not-for-profit public sector entities (AASB 124)*.

4 Policy Scope

This policy is to be applied in:

- identifying related party relationships; related party transactions, and ordinary citizen transactions concerning key management personnel, their close family members and entities controlled or jointly controlled by any of them;
- identifying information about the related party transactions for disclosure;
- establishing systems to capture and record the related party transactions and information about those transactions;
- identifying the circumstances in which disclosure of the items in dot points 1 and 2 above are required; and
- determining the disclosures to be made about those items in the general purpose financial statements for the purpose of complying with the AASB124.



4.1 AASB 124 Disclosure Requirements

4.1.1 Disclosures

Relevant to this policy, to comply with the AASB 124, for annual periods beginning on or after 1 July 2016, Council will disclose in its general purpose financial statements the information specified in 4.1.2 for related party transactions with, amongst others, the following persons during the periods covered by the financial statements:

- (a) Council's Key Management Personnel;
- (b) other related parties, comprising:
 - i. a close family member of a key management person of Council;
 - ii. entities controlled or jointly controlled by a key management person of Council;
 - iii. entities controlled or jointly controlled by a close family member of a key management person of Council.

4.1.2 Disclosed Information

For each category of related party transactions specified in 4.1, Council will disclose the following information in Council's general purpose financial statements:

- (a) the nature of the related party relationship;
- (b) the amount of the transactions;
- (c) the amount of outstanding balances, including commitments; and
 - i. their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and
 - ii. details of any guarantees given or received;
- (d) provisions for doubtful debts related to the amount of outstanding balances; and
- (e) the expense recognised during the period in respect of bad or doubtful debts due from related parties.

4.1.3 Disclosed In Aggregate or Separate

For each related party category specified in 4.1, Council will disclose information specified in 4.1.2 for related party transactions of a similar nature in aggregate except when separate disclosure is necessary for an understanding of the effects of related party transactions on the financial statements of Council, having regard to the following criteria:

- (a) the nature of the related party relationship;
- (b) the significance of the transaction (individually or collectively) in terms of size or value (including where the materiality arises due to the fact that no consideration for the transaction is given or received



- by Council);
- (c) whether the transaction is carried out on non-arm's length terms;
- (d) whether the nature of the transaction is outside normal day-to-day business operations based on the factors and thresholds determined by the Director – Business, Cultural & Financial Services in consultation with the General Manager and Council's internal audit committee.

4.2 Identifying Related Party Transactions with Key Management Personnel and their Close Family Members

4.2.1 Related Party Transactions Notifications

Key management personnel (**KMP**) must provide a Related Party Transactions Notification (**RPT Notification**), in the form set out in Attachment A, notifying any existing or potential related party transactions between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members, subject to 4.2.6, to the General Manager by no later than the following periods during a financial year (**specified notification period**):

- (a) 30 days after the commencement of the application of this policy;
- (b) 30 days after a KMP commences their term or employment with Council;
- (c) 30 November;
- (d) 30 June.

4.2.2 RPT Notification Form

At least 30 days before a specified notification period, the Finance Department will provide KMPs with a RPT Notification form which includes a Privacy Collection Notice.

4.2.3 Additional RPT Notifications

During a financial year, if a KMP knows of:

- (a) any new or potential related party transaction that is required or likely to be required to be disclosed in Council's financial statements; or
- (b) any change to a previously notified related party transaction (including a change to a related party relationship),

The KMP must provide additional RPT Notifications notifying of the new or potential related party transactions or changes, by no later than 30 days after the KMP knows of the transaction or change.



4.2.4 Suspected Related Party Transaction

If a KMP suspects that a transaction may constitute a related party transaction, the **KMP** should provide a RPT Notification to the General Manager for consideration and determination.

4.2.5 Other Notifications

The notification requirements in this 4.2 are in addition to the notifications a KMP must make to comply with:

- (a) Section 449 of the *Local Government Act 1993* in relation to the disclosure of interests; and
- (b) for the General Manager and other senior executive officers who are KMPs, the Employee Code of Conduct; and

4.2.6 Exclusions

The notification requirements in this 4.2 do not apply to:

- (a) related party transactions that are ordinary citizen transactions; and
- (b) for Councillors, expenses incurred and facilities provided to a Councillor during the financial year, under Council's Payment of Fees & Expenses.

4.2.7 Digital Extraction

The Finance Department will digitally identify and extract information specified in 4.1.2 against each notified related party transaction in Council's computerised business systems for the purpose of recording the related party transactions and associated information in the register of related party transactions.

4.2.8 Other Sources of Information

To ensure all related party transactions are captured and recorded, the Finance Department may review other sources of information held by Council including, without limitation:

- (a) a Disclosure of Interests Return (under s449 of the **Local Government Act 1993**) of a KMP and of persons related to the KMP;
- (b) minutes of Council and committee meetings.



4.2.9 Manual Investigation and Recording of Information

For notified related party transactions that are not captured by Council's computerised business systems, the Finance Department will manually review the transactional documentation and record the information specified in 4.1.2 for the subject transaction in the register of related party transactions.

4.3 Ordinary Citizen Transactions

- 4.3.1** A KMP is not required to notify in a RPT Notification, and Council will not disclose in its financial statements, related party transactions that are ordinary citizen transactions, so long as the terms and conditions are no different to those available to the general public. If an Ordinary Citizen Transaction occurs on terms and conditions that are different to those offered to the general public, the transaction will be captured and if required reported in the financial statements.

4.4 Register of Related Party Transactions

4.4.1 Maintain a Register

The Finance Manager must maintain and keep up to date a register of related party transactions that captures and records the information specified in 4.1.2 for each existing or potential related party transaction during a financial year.

4.4.2 Contents of Register

The contents of the register of related party transactions must detail for each related party transaction:

- (a) the description of the related party transaction;
- (b) the name of the related party;
- (c) the nature of the related party's relationship with Council;
- (d) whether the notified related party transaction is existing or potential;
- (e) a description of the transactional documents the subject of the related party transaction; and

- 4.4.3** The Finance Manager is responsible for ensuring that the information specified in 4.1.2 is disclosed in Council's financial statements to the extent, and in the manner, stipulated by AASB124, subject to 4.1.3.



4.5 Information Privacy

4.5.1 Confidential

The following information is classified as confidential, and is not available for inspection by or disclosure to the public, including through a *Government Information (Public Access) Act (GIPA)* application:

- (a) information (including personal information) provided by a key management person in a RPT Notification; and
- (b) personal information contained in a register of related party transactions.

4.5.2 When Consent Required

Except as specified in this policy, Council and other permitted recipients will not use or disclose personal information provided in a RPT Notification by a KMP or contained in a register of related party transactions, for any other purpose or to any other person except with the prior written consent of the subject KMP.

4.5.3 Permitted Recipients

The following persons are permitted to access, use and disclose the information (including personal information) provided in a RPT Notification or contained in a register of related party transactions for the purposes specified in section 4.5.4:

- (a) A Councillor
- (b) the General Manager;
- (c) the Director – Business, Cultural & Financial Services being responsible for the preparation of financial reports;
- (d) financial officers within Council's finance department responsible for the preparation of financial reports authorised by the Director – Business, Cultural & Financial Services;
- (e) members of Council's internal audit committee;
- (f) an auditor of Council (including an auditor from the Audit Office of New South Wales).

4.5.4 Permitted Purposes - A person specified in section 4.5.3 may access, use and disclose information (including personal information) in a RPT Notification or contained in a register of related party transactions for the following purposes:

- (a) to assess and verify a notified related party transaction;
- (b) to reconcile identified related party transactions against those notified in a RPT Notification or contained in a register of related party transactions;



- (c) to comply with the disclosure requirements of the AASB 124;
- (d) to verify compliance with the disclosure requirements of the AASB 124.

4.5.5 An individual may access their personal information provided by a KMP in a RPT Notification or contained in a register of related party transactions if requested in writing to the General Manager.

4.6 Government Information (Public Access) [GIPA] Status

4.6.1 No Public Inspection

The following documents are not open to or available for inspection by the public:

- (a) RPT Notifications provided by a KMP; and
- (b) a register of related party transactions.

4.6.2 Not GIPA-accessible

A GIPA application seeking access to or release of:

- (a) a document or information (including personal information) provided by a KMP in a RPT Notification; or
- (b) personal information contained in a register of related party transactions; will be refused on the grounds the document or information comprises information for which there is an overriding public interest against disclosure pursuant to Section 14 of the Government Information (Public Access) Act.

4.6.3 Transactional Documentation

A GIPA application seeking access to and release of transactional information and documentation the subject of a related party transaction with Council will be considered, assessed and decided in accordance with Council's usual procedures regarding applications made under the *Government Information (Public Access) Act*.



5 Definitions

Definitions

arm's length terms	Terms between parties that are reasonable in the circumstances of the transaction that would result from: a) neither party bearing the other any special duty or obligation; and b) the parties being unrelated and uninfluenced by the other; and c) each party having acted in its own interest.
associate	In relation to an entity (the first entity), an entity over which the first entity has significant influence.
close family members or close members of the family	In relation to a key management person, family members who may be expected to influence, or be influenced by, that key management person in their dealings with Council and include: a) that person's children and spouse or domestic partner; b) children of that person's spouse or domestic partner; and c) dependants of that person or that person's spouse or domestic partner; and d) for the purpose of the AASB 124, close family members could include extended members of a family (such as, without limitation, parents, siblings, grandparents, uncles/aunts or cousins) if they could be expected to influence, or be influenced by, the key management person in their dealings with Council.
control	Control of an entity is present when there is: a) power over the entity; and



	b) exposure or rights to variable returns from involvement with the entity; and c) the ability to use power over the entity to affect the amount of returns received, d) as determined in accordance with AASB 10 Consolidated Financial Statements, paragraphs 5 to 18, and Appendices A (Defined Terms) and B (Application Guidance).
joint control	The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
joint venture	An arrangement of which 2 or more parties have joint control and have rights to the net assets of the arrangement.
joint venturer	A party to a joint venture that has joint control of that joint venture.
key management personnel or key management person or KMP	Person(s) having authority and responsibility for planning, directing and controlling the activities of Council. Specifically, key management personnel of Council are: a) the Mayor; b) Councillors; c) the General Manager d) the Directors of each department. e) Public Officer.
ordinary citizen transaction	Transactions that an ordinary citizen would undertake with Council, which are undertaken on arm's length terms and in the ordinary course of carrying out Council's functions and activities. Examples of ordinary citizen transactions assessed to be not material in nature are: a) paying rates and annual charges



	b) using Council's public facilities after paying the corresponding fees.
related party	A person or entity that is related to Council pursuant to the definition contained in the AASB 124, paragraph 9. Examples of related parties of Council are: a) Council subsidiaries (if applicable); b) key management personnel; c) close family members of key management personnel; d) entities that are controlled or jointly controlled by key management personnel or their close family members.
related party transaction	A transfer of resources, services or obligations between the Council and a related party, regardless of whether a price is charged. Examples of related party transactions are: a) purchases or sales of goods; b) purchases or sales of property and other assets; c) rendering or receiving of services; d) rendering or receiving of goods; e) leases; f) transfers under licence agreements; g) transfers under finance arrangements (e.g. loans); h) provision of guarantees (given or received); i) commitments to do something if a particular event occurs or does not occur in the future; j) settlement of liabilities on behalf of Council or by Council on behalf of that related party.



related party transactions notification or RPT Notification	A document entitled Related Party Transactions Notification provided by Key Management Personnel in the form set out in Attachment A.
significant influence	The power to participate in the financial and operating policy decisions of another entity but is not control or joint control of those policies, as determined in accordance with Australian Accounting Standard AASB 128 <i>Investments in Associates & Joint Ventures</i> , paragraphs 3, 5 and 6.

6 Exceptions

None

7 Legislation

Local Government Act 1993 and Regulation
Accounting Standard AASB 124 Related Party Disclosures
Privacy and Personal Information Protection Act 1998
Privacy and Personal Information Protection Regulation 2014
Government Information (Public Access) Act 2009

8 Related Documents

None

9 Directorate

Business Cultural and Financial Services



ATTACHMENT A – Related Party Transactions Notification

DECLARATION BY KEY MANAGEMENT PERSONNEL (KMP)

Name of Key Management Person:.....

Position of Key Management Person:.....

Please read the Privacy Collection Notice provided with this notification, which explains what is a related party transaction and the purpose for which Council is collecting and will use and disclose, the related party information provided by you in this notification.

Please list details of known close family members, entities controlled/jointly controlled by KMP and entities that are controlled/jointly controlled by the close family members of KMP

Name of person or entity	Relationship

I,..... declare that the above list

(insert full name) (insert position)

includes all my close family members and the entities controlled, or jointly controlled by myself or my close family members. I make this declaration after reading the information supplied by Council which details the meaning of the words "close family members" and "entities controlled, or jointly controlled, by myself or my close family members".

I also declare that if any circumstances change throughout the year in relation to the above, that I am to contact Council within 30 days and complete an amended declaration.

Declared at on the.....
(insert place) (insert date)

.....(signature)



PRIVACY COLLECTION NOTICE
RELATED PARTY DISCLOSURES BY KEY MANAGEMENT PERSONNEL
Purpose of Collection, Use and Disclosure

Effective for annual periods beginning on or after 1 July 2016, Council must disclose certain related party relationships and related party transactions together with information associated with those transactions in its general purpose financial statements, in order to comply with *Australian Accounting Standard AASB 124 Related Party Disclosures July 2015 (AASB 124)*.

Related parties include Council's key management personnel (KMP), their close family members, and any entities that they or any of their close family members control or jointly own.

A related party transaction is any transaction (whether a transfer of resources, services or obligations) between the reporting local government and any of the related parties, whether monetary or not.

If there is a related party transaction with Council applicable to a reporting financial year, AASB 124 requires Council to disclose in the financial statements the nature of the related party relationship and information about the transaction, including outstanding balances and commitments associated with the transaction. Disclosure in the financial statements may be in the aggregate and/or made separately, depending on the materiality of the transaction.

For more information about Council's disclosure requirements under AASB 124, please refer to Council's Related Party Disclosure Policy.

Notifications by Key Management Personnel

In order to comply with AASB 124, Council has adopted a policy that requires all members of its KMP to periodically provide notifications to the Governance Manager of any existing or potential related party transactions between council and any of their related parties during a financial year, and any changes to previously notified related party relationships and transactions relevant to the subject financial year.

To this end, each KMP must provide a Related Parties Disclosure, in the approved form, notifying any existing or potential related party transactions between Council and any related parties of the KMP, to the General Manager and Information by no later than the following periods during a financial year:

- 30 days after the commencement of the application of this policy;
- 30 days after a KMP commences their term or employment with Council;
- 30 November(each year); and
- 30 June (each year).

Note, these related party disclosure requirements are in addition to the notifications KMPs are required to comply with:

- for Councillors, the Code of Conduct – Councillors; and
- for other KMPs, the Code of Conduct – Staff.

This includes disclosures relating to Conflicts of Interest (Pecuniary and Non Pecuniary) and Gifts and Benefits.

Council's Auditors may audit related party information as part of the annual external audit.



For privacy and right to information status of this information, please refer to Council's Related Party Disclosure Policy.

Who are KMPS?

KMPs are persons having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly.
For Council, KMPs include the:

- Mayor
- Councillors
- General Manager
- Directors
- Public Officer.

Who are close family members of a KMP Person?

Close family members, or close members of the family, of a KMP are family members who may be expected to influence, or be influenced by, that person in their dealing with Council and include:

- (a) that person's children and spouse or domestic partner;
- (b) children of that person's spouse or domestic partner; and
- (c) dependants of that person or that person's spouse or domestic partner.

Under AASB 124, close family members could include extended members of a family (such as, without limitation, a parent, grandparent, siblings, etc) if they could be expected to influence, or be influenced by, the KMP in their dealings with Council.

The following table may assist you in identifying your close family members.

Definitely a close family member	Maybe a close family member
Your spouse/domestic partner	Your brothers and sisters, if they could be expected to influence, or be influenced by, you in their dealings with Council
Your children	Your aunts, uncles and cousins, if they could be expected to influence, or be influenced by, you in their dealings with council
Your dependants	Your parents and grandparents, , if they could be expected to influence, or be influenced by, you in their dealings with council
Children of your spouse/domestic partner	Your nieces and nephews, if they could be expected to influence, or be influenced by, you in their dealings with council
Dependants of your spouse/domestic partner	Any other member of your family, if they could be expected to influence, or be



influenced by, you in their dealings with council

What is an entity that I, or my close family, control or jointly control?

Entities include companies, trusts, incorporated and unincorporated associations such as clubs and charities, joint ventures and partnerships.

Control

You control an entity if you have:

- (a) power over the entity;
- (b) exposure, or rights, to variable returns from your involvement with the entity; and
- (c) the ability to use your power over the entity to affect the amount of your returns.

Example of control

Fred is the Mayor of Sunny Shire Council and owns 100% of the ordinary shares in Sunny Development Company Pty Ltd (the company).

The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company.

Fred will need to include the company on his related party disclosure.

Joint Control

Example of joint control

Fred is the Mayor of Sunny Shire Council and owns 50% of the ordinary shares in Sunny Development Company Pty Ltd (the company).

Fred's brother Stan owns the other 50% of the ordinary shares.

Fred and Stan are the only Directors of the company and equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both. Fred will need to include the company on his related party disclosure and the entity related party relationship with Fred and Stan.

To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

In some cases, it will be obvious that you or a family member control or have joint control over an entity. In other cases it will be less clear.

If you are unsure whether you, or a close family member, has control or joint control of an entity then you should contact the Governance Manager for a confidential discussion.



Procurement Policy FL-CP-201 (PUBLIC POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	22/07/2008	0299	22/07/2008
2	11/05/2010	0142	11/05/2010
3	27/01/2015	15/005	27/01/2015
4	13/02/2018	18/046	16/03/2018
5	14/06/2022	22/151	15/07/2022
6	08/09/2026	xx/xxxx	dd/mm/yyyy

2 Policy Objective

Council spends a substantial share of its annual budget acquiring the goods, materials, services and works needed to deliver the outcomes set out in the Community Strategic Plan. How that money is spent is a matter of legitimate interest to the community and of strategic importance to Council.

The objective of this Policy is to:

- set the values, principles and strategic direction that the elected Council requires to be applied to all procurement undertaken by or on behalf of Griffith City Council
- confirm Council's commitment to procurement that is lawful, ethical, transparent, competitive and demonstrably delivers value for money and broader public value for the Griffith community
- require compliance with the *Local Government Act 1993*, the *Local Government (General) Regulation 2021*, the Procurement Guidelines for NSW Local Government issued by the Office of Local Government, and Council's Code of Conduct
- adopt the "Plan, Source, Manage" approach as the framework for Council's procurement activity
- clearly distinguish the strategic direction and oversight role of the elected Council from the operational responsibility of the General Manager and staff, and
- establish clear accountability to Council for procurement performance through regular and meaningful reporting.

3 Policy Statement

This Policy applies to all procurement of goods, materials, services and works by or on behalf of Council, regardless of value, funding source or procurement method, and to all phases of the procurement lifecycle from identification of need through to contract completion, disposal or repurposing.



It binds all councillors, staff, contractors, consultants, volunteers and any other person or body procuring on Council's behalf.

This Policy sets direction. It does not prescribe operational procedure. Detailed procedures, quotation thresholds below the statutory tendering threshold, evaluation methodologies, delegations, forms, systems and templates are the responsibility of the General Manager and are set out in Council's Procurement Manual, which must give effect to this Policy.

3.1 Principles

Council adopts the principles of best-practice procurement set out in the Procurement Guidelines for NSW Local Government as the values that govern every Council procurement, irrespective of value, complexity or risk.

Council has added a sixth principle, proportionality, to make clear its expectation that process effort is to match the significance of the procurement.

(a) Value for money. Procurement decisions are to be based on the best total outcome for the community across the whole life of the goods, services or works — not simply the lowest price.

Financial and non-financial factors, including fitness for purpose, quality, supplier capability and performance history, total cost of ownership, timeliness, risk, and alignment with Council's strategic objectives, are to be assessed and documented.

(b) Fair and open competition. All suppliers are to be treated, and be seen to be treated, fairly and equally, with access to the same information at the same time. Competitive processes are Council's default position. Long-term and recurring contracts are to be reviewed and tested in the market so that new entrants, including local and small suppliers, have a genuine opportunity to compete. Splitting orders or invoices to avoid tendering or quotation requirements is prohibited.

(c) Probity and transparency. Council requires complete honesty and integrity in every procurement, demonstrable to external scrutiny. Conflicts of interest, whether pecuniary or non-pecuniary, must be declared, recorded in Council's register of interests, and managed in favour of the public interest. Confidential and commercially sensitive information must be protected. Records must be securely stored in Council's official Electronic Document and Record Management System (EDRMS). Decisions and the reasons for them must be fully documented and defensible. Contracts must be disclosed on Council's contracts register as required by law. Suspected corrupt conduct, fraud or serious wrongdoing must be reported.

(d) Innovation. Council encourages staff to seek better outcomes through early market engagement, market analysis, collaboration with other councils and joint organisations,



aggregation of purchasing power, and consideration of alternative proposals where the associated risks are properly managed. Innovation is not to be pursued at the expense of the other principles.

(e) Economic development, social outcomes and sustainability. Council expects its spending to generate public value beyond the transaction itself. Where supplier options are available, procurement is to support the Griffith local and regional economy, small and medium enterprises, Aboriginal businesses, social enterprises and Australian Disability Enterprises, and is to have regard to environmental sustainability, circular economy outcomes and Council's emissions and waste commitments. Council will take reasonable steps to ensure that the goods, materials and services it procures are not the product of modern slavery.

Where these objectives are in tension with value for money or open competition, the tension is to be identified, weighed and documented, not resolved silently.

(f) Proportionality. The rigour, documentation, risk treatment and probity measures applied to a procurement are to be proportionate to its value, complexity, risk and sensitivity.

Low-value, low-risk purchases are to be simple and efficient; high-value, high-risk or high-profile procurements warrant structured planning, formal risk management and, where justified, independent probity oversight.

3.2 Compliance with legislation, guidelines and the Code of Conduct

Council requires that all procurement comply with:

- Sections 55 and 55A of the *Local Government Act 1993* and Part 7 of the *Local Government (General) Regulation 2021*, including the requirement to invite tenders for contracts at or above the prescribed threshold (currently \$250,000 including GST, assessed on the total estimated contract value including cumulative expenditure with a supplier for similar goods and services)
- The **Procurement Guidelines for NSW Local Government** issued by the Office of Local Government, which Council adopts as the minimum framework for its procurement activity
- Council's **Code of Conduct** and the associated Procedures, and Council's Statement of Business Ethics
- The *Modern Slavery Act 2018*, *Government Information (Public Access) Act 2009*, *Public Interest Disclosures Act 2022*, *State Records Act 1998* and *Independent Commission Against Corruption Act 1988*, and
- Council's adopted policies, delegations and the Procurement Manual.



Procurements valued below the statutory tendering threshold are exempt from the legislated tendering requirements but remain fully subject to this Policy, its principles, and Council's Procurement Manual.

3.3 The Plan, Source, Manage framework

Council adopts the **Plan, Source, Manage** approach as the framework for all procurement.

Council requires that:

Plan – procurement begins with a documented and justified need, confirmed funding, clear specifications, an assessment of risk, consideration of whole-of-life cost and disposal, understanding of community and stakeholder expectations, and analysis of the market.

Council will not approach the market without the intention, capacity and funding to proceed.

Source – the market is approached in a way that is open, fair and appropriate to the value and risk of the procurement; suppliers are assessed against criteria settled before submissions are received; due diligence is undertaken; recommendations and awards are made within delegation and fully documented; unsuccessful proponents are offered a debrief; and awarded contracts are disclosed as required by law.

Manage – contracts are actively managed, not simply signed. Council expects contract management plans proportionate to risk, monitoring of supplier performance and contract obligations, disciplined control and approval of variations, deliberate decisions on renewal or extension, and post-contract review so that lessons inform future procurement. Council regards weak contract management as a material risk to value for money.

Risk management and record keeping apply at every phase, proportionate to the value, complexity and risk of the procurement.

3.4 Strategic direction and operational delivery – separation of roles

Procurement is largely an operational function. The elected Council sets the strategic direction, the values and the standards, and holds the organisation to account for performance. The General Manager is responsible for how procurement is carried out.

Council considers this separation essential to the integrity of its procurement and to the protection of councillors and staff alike.

Who	Responsibility
Council (the governing body)	adopts, and reviews, this Policy and sets the strategic direction, values and standards for procurement



Who	Responsibility
	- adopts the budget, Delivery Program and Operational Plan that authorise procurement expenditure - determines those tenders and contracts that it has not delegated, and any decision to accept a tender for services currently provided by Council staff, which cannot be delegated under section 377(1)(i) of the <i>Local Government Act 1993</i> - reviews all delegations within the first 12 months of each term of Council - receives and considers the reporting required under clause 3.5, and - oversees procurement risk, control and audit through the Audit, Risk and Improvement Committee.
Councillors (individually)	- must comply with the Code of Conduct, including the requirements for disclosing and managing pecuniary and non-pecuniary conflicts of interest - must not direct or seek to influence staff in the conduct of a procurement, participate in the evaluation of quotations or tenders, or advocate for or against any supplier - must not communicate with actual or prospective tenderers about a live procurement, and must refer any approach from a supplier to the General Manager, and - may raise concerns about procurement conduct or performance with the General Manager, or with the Mayor where the concern relates to the General Manager.
General Manager	- is responsible for all operational aspects of procurement and for ensuring that procurement gives effect to this Policy - makes, maintains and keeps current the Procurement Manual, procedures, thresholds below the statutory tendering threshold, and supporting systems and templates - maintains sub-delegations, segregation of duties and financial controls so that no single officer controls a procurement end to end - ensures staff involved in procurement are appropriately skilled, trained and supported - ensures procurement records are made, kept and protected in accordance with the <i>State Records Act 1998</i>, and that the contracts register is maintained, and - provides the reporting required under clause 3.5 and reports promptly to Council on any significant procurement risk or integrity issue.
Staff and others procuring for Council	must comply with this Policy, the Procurement Manual, the Code of Conduct and their delegations, and



Who	Responsibility
	are individually accountable for the probity of the procurement activity in which they are involved.
Audit, Risk and Improvement Committee	- reviews procurement as part of its oversight of compliance, risk management, fraud and corruption control, financial management and governance, and - ensures procurement is included in the internal audit work plan on a risk-based cycle.

3.5 Accountability and reporting to Council

Council cannot exercise meaningful oversight without information. Council requires the General Manager to provide the following reporting.

Annual Procurement Performance Report. At least once each year, a report to Council covering, at a minimum:

- total procurement expenditure for the period, and the number and value of contracts awarded by procurement method (open tender, prequalification scheme or panel, quotation, and direct or sole-source engagement)
- the use of any exemption from tendering, and the reasons relied on
- performance against the principles in clause 3.1, including expenditure with local and regional suppliers, Aboriginal businesses, social enterprises, Australian Disability Enterprises and small and medium enterprises
- sustainability and social procurement outcomes achieved
- the reasonable steps taken to address modern slavery risk
- contract variations that materially exceeded the approved contract value, and the reasons
- significant supplier performance issues, disputes or contract terminations
- any identified breach of this Policy or the Procurement Manual, and the action taken, and
- the status of internal and external audit recommendations relating to procurement.

Statutory reporting. The statements required by sections 428(4)(c) and 428(4)(d) of the *Local Government Act 1993* concerning modern slavery are to be included in Council's Annual Report and submitted to the Office of the Anti-slavery Commissioner.

Tenders reserved to Council. Where a tender is to be determined by Council, the report to Council is to include the evaluation process followed, how value for money and the principles in clause 3.1 were assessed, the risks identified, and the reasons for the recommendation.



Exception reporting. The General Manager is to report promptly to Council, and to the relevant integrity agency where required by law, any matter involving suspected fraud, corrupt conduct, serious probity failure or significant reputational risk arising from procurement.

Council will have regard to procurement performance information when adopting each Delivery Program and Operational Plan.

3.6 Review of this Policy

This Policy is to be reviewed and reported to Council within the first 12 months of each term of Council, and earlier if there is a material change to legislation, to the Procurement Guidelines for NSW Local Government, or to Council's strategic direction.

3.7 Exemptions

Section 55(3) of the *Local Government Act 1993* exempts certain contracts from the requirement to invite tenders. Council authorises reliance on those exemptions, subject to the following.

- Reliance on an exemption must be justified, approved within delegation and documented before the commitment is made, in accordance with the Procurement Manual.
- Where an exemption requires a resolution of Council stating the reasons for the decision, that resolution must be obtained before the contract is entered into.
- An exemption from tendering is not an exemption from this Policy. The principles in clause 3.1, the record-keeping requirements, the Code of Conduct and Council's disclosure obligations continue to apply in full.
- Use of exemptions is to be reported to Council under clause 3.5.

4 Definitions

Contract – any binding arrangement under which Council acquires goods, materials, services or works, however described, including purchase orders.

Council – Griffith City Council. Where this Policy refers to a decision or function of “Council (the governing body)”, it means the elected councillors acting by resolution.

Guidelines – the Procurement Guidelines for NSW Local Government issued by the Office of Local Government.



Probity – complete honesty and integrity in a process or action that can be confirmed and evidenced to observers.

Procurement – the whole-of-life process of planning for, sourcing and managing the acquisition of goods, materials, services and works, from identification of need through to contract completion and disposal or repurposing.

Procurement Manual – the operational procedures made and maintained by the General Manager that give effect to this Policy.

Value for money – the best total outcome for the community, assessed across financial and non-financial factors over the whole life of the goods, services or works, and not simply the lowest price.

5 Exceptions

This Policy does not apply to:

- the employment of Council staff
- the making of grants, donations, sponsorships and community financial assistance, which are governed by Council's separate policies
- statutory payments, rates, levies, taxes and payments to other levels of government
- the acquisition, sale or lease of land and buildings, which is governed by separate legislation and Council policy, and
- contributions to joint organisations and inter-council arrangements that are not procurement of goods, materials, services or works.

No other exception applies. Urgent and emergency procurement is permitted only in accordance with the Procurement Manual and clause 3.7 of this Policy, and must be documented and reported.

6 Legislation

- *Local Government Act 1993* (in particular Chapter 3, and sections 8A, 8B, 55, 55A, 232, 377, 380, 428 and 438ZE)
- *Local Government (General) Regulation 2021* (in particular Part 7)
- *Modern Slavery Act 2018*
- *Government Information (Public Access) Act 2009*
- *Public Interest Disclosures Act 2022*
- *State Records Act 1998* and *State Records Regulation 2024*
- *Independent Commission Against Corruption Act 1988*
- *Public Works and Procurement Act 1912*



- *Work Health and Safety Act 2011*

7 Related Documents

- Procurement Guidelines for NSW Local Government (Office of Local Government)
- Model Code of Conduct for Local Councils in NSW and the associated Procedures
- (GOV-CP-404) Code of Conduct Policy - Public Policy - Economic & Organisational Development
- (FS-PO-104) Procurement Manual - Internal Policy
- (GOV-CP-312) Statement of Business Ethics Policy - Public Policy - Economic & Organisational Development
- (FL-CP-203) Local Preference Purchasing - Public Policy - BCF Directorate
- (FS-CP-101) Fraud & Corruption - Public Policy - BCF Directorate
- (RM-PO-001) Risk Management Policy - Internal Policy
- (GOV-CP-411) Public Interest Disclosures - Public Policy - Economic & Organisational Development
- (IM-PO-201) Records & Information Management Policy - Internal Policy
- (IM-PO-202) Electronic Document & Record Management System Business Rules - Internal Policy
- GCC Community Strategic Plan, Delivery Program and Operational Plan
- NSW Anti-slavery Commissioner – Guidance on Reasonable Steps
- ICAC guidance on corruption prevention in procurement

8 Directorate

Business, Cultural and Financial Services



Procurement FL-CP-201 (PUBLIC POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	22/07/2008	0299	22/07/2008
2	11/05/2010	0142	11/05/2010
3	27/01/2015	15/005	27/01/2015
4	13/02/2018	18/046	16/03/2018
5	14/06/2022	22/151	15/07/2022

2 Policy Objective

- To ensure probity in Council's procurement activities, consistency across the organisation and to ensure compliance with legislation and transparency of decision making.
- To ensure that all procurement quotation and tender processes are performed to the prescribed standard.

3 Policy Statement

Council staff are required to procure goods and services in accordance with Council's Procurement Manual which is adopted and amended from time to time by the Management Executive of Council.

4 Definitions

None

5 Exceptions

None

6 Legislation

None

7 Related Documents

GCC Procurement Manual
GCC Code of Conduct
GCC Statement of Business Ethics



GCC Local Preference Purchasing Policy

8 Directorate

Business Cultural and Financial Services



GRALC – Pool Admission Fees LS-CP-301 (PUBLIC POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	Before 24/04/1990	-	Before 24/04/1990
2	14/01/2003	25	14/01/2003
3	14/03/2006	92	14/03/2006
4	11/05/2010	0142	11/05/2010
5	27/01/2015	15/005	27/01/2015
6	13/02/2018	18/046	16/03/2018
7	14/06/2022	22/151	15/07/2022
8	11/08/2026	xx/xxx	dd/mm/yyyy

2 Policy Objective

This policy confirm that Griffith City Council operates the Griffith Regional Aquatic and Leisure Centre (GRALC) on a user pays basis, under which all patrons who enter a facility are required to pay the applicable admission fee whether or not they intend to swim, while providing a clear and consistent set of exemptions for people whose presence is necessary to support the safety, supervision, inclusion or operation of the facility.

3 Policy Statement

3.1 Principles

- Council provides and maintains its aquatic facilities on a user pays basis. The cost of operating the facilities is recovered, in part, through admission fees paid by those who use and benefit from them.
- All patrons who enter a facility are required to pay the admission fee set in Council's adopted Revenue Policy, whether or not they intend to swim. This includes spectators who wish to remain at the facility for a period of time.
- A parent or guardian who enters a facility to supervise a child under five years of age using the facility is required to pay the applicable admission fee.
- Admission fees are set by Council each year through its adopted Revenue Policy and are applied consistently to all patrons, except those expressly exempted under clause 3.2.
- Exemptions from admission fees are limited to the circumstances listed in clause 3.2, which are those where a person's presence is required to support the safety, supervision, inclusion or operation of the facility. This reflects Council's commitment to accessible and inclusive services under its Disability Inclusion Action Plan (DIAP), and to the safety and wellbeing of children under its Child Safe Policy and the Child Safe Standards.



3.2 Exemptions

The following persons are not required to pay an admission fee:

- a) Carers – a person accompanying a patron with disability, special needs, or a patron undergoing rehabilitation, where the carer's presence is required to assist and safeguard the person in their care. This exemption supports equitable access consistent with Council's Disability Inclusion Action Plan (DIAP).
- b) Supervising parents or guardians of swim school participants – a parent or guardian admitted to directly supervise a child enrolled in the swim school.
- c) Supervising parents or guardians of swim squad participants – a parent or guardian attending to watch, assist with time trials, or supervise a child participating in a swim squad.
- d) Teachers and school supervisors – teachers and other school staff supervising or assisting with a school activity conducted within the facility.
- e) Persons dropping off or collecting children – a parent or guardian who enters only to drop off or collect a child from a class, lesson, squad, or birthday function, and who does not otherwise use the facility.
- f) Visitors and tour groups – persons viewing or touring the facility who do not use its services.
- g) Deliveries, contractors and service providers – persons entering solely to make a delivery or to provide a contracted or maintenance service to the facility.

The exemptions in clauses 3.2(b), (c) and (e) recognise the important role of parents and guardians in supervising and safeguarding children, consistent with Council's Child Safe Policy and the Child Safe Standards. These exemptions are not intended to reduce the level of supervision required of parents, guardians or carers while at the facility.

4 Definitions

Admission fee	the entry fee for a facility as set out in Council's adopted Revenue Policy.
Aquatic facility (facility)	a swimming pool or aquatic leisure centre owned or operated by Council, including GRALC.
Carer	a person who provides care, support or assistance to a patron with disability, special needs, or a patron undergoing rehabilitation.
DIAP	Council's Disability Inclusion Action Plan, prepared under the <i>Disability Inclusion Act 2014</i>
GRALC	Griffith Regional Aquatic and Leisure Centre



Patron	any person who enters a facility.
User pays	the principle that the cost of a service is met, in whole or in part, by those who use and benefit from it.

5 Exceptions

Any exception to this policy, beyond the exemptions listed in clause 3.2, requires the approval of the General Manager or their delegate.

6 Legislation

- *Local Government Act 1993* – including the provisions enabling Council to charge fees for services.
- *Disability Inclusion Act 2014*
- *Children's Guardian Act 2019*– Child Safe Standards.

7 Related Documents

- Griffith City Council Disability Inclusion Action Plan (DIAP).
- Griffith City Council Child Safe Policy.
- Council's adopted Revenue Policy.

8 Directorate

Business, Cultural and Financial Services.



GRALC - Patron Conduct and Access

LS-CP-101

(PUBLIC POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	Before 24/04/1990	-	Before 24/04/1990
2	14/01/2003	25	14/01/2003
3	14/03/2006	92	14/03/2006
4	11/05/2010	0142	11/05/2010
5	27/01/2015	15/005	27/01/2015
6	13/02/2018	18/046	16/03/2018
7	14/06/2022	22/151	15/07/2022
8	11/08/2026	xx/xxx	dd/mm/yyyy

2 Policy Objective

This policy provides a framework for management to control access to and from the Griffith Regional Aquatic and Leisure Centre (GRALC)

The policy confirms the authority of the GRALC Manager, acting under delegation from the General Manager, to manage patron conduct at Council's aquatic facility – including giving directions, refusing entry, and banning patrons – so that the facility remains safe, orderly and welcoming for all patrons and staff, and to ensure that decisions made under this authority are properly recorded.

3 Policy Statement

3.1 Principles

1. Council's aquatic facility is to be safe, orderly and welcoming for all patrons and staff. Patrons must comply with the facility rules and the reasonable directions of staff at all times.
2. The GRALC Manager is authorised to refuse admittance to, remove from, or ban from the facility any person who behaves inappropriately, engages in misconduct, or does not comply with the facility rules or the directions of staff.
3. Council supports and endorses decisions made by the GRALC Manager under this policy, including the setting of banning periods appropriate to the circumstances of each case.
4. A refund of admission or entry fees will not be given to a person who is asked to leave, is removed from, or is refused further entry to the facility for a breach of the facility rules or the directions of staff.



5. Children under ten (10) years of age must be accompanied and supervised at all times by a responsible person or guardian who is at least sixteen (16) years of age.

3.2 Delegated authority

1. The authority exercised by the GRALC Manager under this policy is conferred through Council's delegations of authority, made by the General Manager under section 378 of the *Local Government Act 1993* and recorded in Council's register of delegations.
2. The GRALC Manager may authorise other GRALC staff to give directions, refuse entry, and remove patrons on their behalf, consistent with Council's delegations framework.
3. Directions, refusals and bans must be exercised reasonably, proportionately, and without unlawful discrimination.

3.3 Record keeping

1. Every decision to refuse entry to, remove, or ban a patron must be recorded. The record is to include (where known) the patron's name and contact details, the date and time, the reason for the decision, the staff member who made or authorised it, and the length of any ban imposed.
2. These records are to be created and retained in Council's records management system in accordance with Council's records management policy.
3. Personal information collected under this policy must be handled in accordance with Council's privacy obligations under the *Privacy and Personal Information Protection Act 1998*.

4 Definitions

Ban	a decision to refuse a patron entry to a facility for a specified period.
Delegation	an authority conferred by the General Manager under section 378 of the <i>Local Government Act 1993</i>
Facility rules	the conditions of entry and rules of conduct that are displayed at, or that otherwise apply to, a facility.
GRALC	Griffith Regional Aquatic and Leisure Centre
Patron	any person who enters a facility.

5 Exceptions



Any exception to this policy requires the approval of the General Manager or their delegate.

6 Legislation

- *Local Government Act 1993* – including section 378 (delegation by the General Manager).
- *Privacy and Personal Information Protection Act 1998* (NSW).

7 Related Documents

- Council's Instrument and Register of Delegations.
- GRALC facility rules / conditions of entry.

8 Directorate

Business, Cultural and Financial Services.



1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
Draft			

2 Policy Objective

Griffith City Council is committed to building a strong, inclusive and economically vibrant community. Council provides financial assistance in the form of grants and sponsorships to support community organisations, individuals and businesses to deliver outcomes aligned with Council's Community Strategic Plan, Griffith Destination Tourism Plan and Economic Development Strategy.

Council grants, sponsorships and donations covered under this Policy are available to individuals who reside in the Griffith Local Government Area (LGA), or to community-based groups, organisations and services that operate within the Griffith LGA.

This policy establishes the overarching framework governing three distinct funding programs:

- Community Grant Program — supporting community capacity building, cultural, arts and social wellbeing initiatives, and individual achievement.
- Sponsorship of Events— supporting events across three tiers that increase visitation to and awareness of Griffith.
- Small Business Financial Assistance Program — supporting registered Griffith LGA businesses to grow, innovate and create local employment.
- Community Organisation Rates Subsidy – Supporting not for profit community organisations providing direct sporting cultural benevolent to the community.

Each program is governed by its own Program Guidelines setting out eligibility criteria, application processes, assessment methods and acquittal requirements. This policy provides the common principles, governance framework and accountability requirements that apply across all three programs.

3 Policy Scope

This policy applies to all Council financial assistance provided under the three programs listed above, including monetary grants, in-kind support, value-in-kind provisions, and low value assets in order to run a program or event to enhance social, cultural and economic outcomes.

This policy does not prevent Council giving occasional small gifts to organisations, providing support for civic functions or one-off events.

Council may, by resolution, approve grants, sponsorships and donations outside of these programs and their guideline criteria.

Waiving of fees associated with Council facility hire must be either referred separately to Council for resolution or the cost of such fees must be included in the Budget submitted for consideration under the funding grant stream applied for.

4 Policy Statement

4.1 Funding Programs Summary

The following programs are administered under this policy. Full details are in the relevant Program Guidelines.

Program	Maximum funding	Frequency
Community Grants - Program — Stream 1	\$2,500	Council program
Community Grants - Quick Turnaround — Stream 2	\$2,500	On needs basis
Community Grants – MLAK and Disability Assistance	Per MLAK & residual funding up to \$2,000	On needs basis
Community Grants - Individual Achievement — Stream 3	\$500 (State) / \$750 (National)	On needs basis
Support for Vulnerable Communities	Up to \$1000	On needs basis
Event Sponsorship — Signature -Tier 1	Up to \$9,999	On needs basis
Event Sponsorship — Regional Drawcard - Tier 2	Up to \$5,000	On needs basis
Event Sponsorship — Seed -Tier 3	Up to \$5,000	On needs basis
Small Business Financial Assistance	\$500 – \$2,500	On needs basis
Community Organisation Rates Subsidy	Ordinary rates charged on land	Annually

Applications that exceed that maximum funding cap for the relevant stream will be reported to Council for consideration and adoption.

IMPORTANT

Only one funding application may be submitted per project. Use the Fund Selector tool to identify the most appropriate program before applying.

4.2 Funding Principles

All funding decisions are guided by:

Principle	Description
Strategic alignment	Supports outcomes aligned with the Community Strategic Plan, Griffith Destination Tourism Plan and Griffith Economic Development Strategy.
Transparency and fairness	Applications assessed objectively against published criteria; free from conflicts of interest.
Value for public funds	Maximises community benefit relative to funding provided; co-contribution is viewed favourably.
Capacity building	Priority given to projects building lasting community or economic capability.
Social inclusion	Programs accessible to all members of the Griffith community.
Accountability	Recipients acquit funding, demonstrate outcomes and acknowledge Council's support.
Continuous improvement	Programs regularly reviewed against community needs and feedback.

5 General Eligibility and Exclusions

5.1 Eligibility Requirements

Regardless of program, all applicants must:

- Be based in, affiliated with, or principally serving residents of the Griffith LGA
- Have no outstanding debts to Griffith City Council **other than amounts subject to an approved payment arrangement or an undetermined hardship application**
- Have acquitted all previous Council funding before a new application is considered
- Submit a complete application with all required documents by the advertised closing date
- Not apply for the same project under more than one Council funding program

5.2 Exclusions

Applications will not be accepted from, or for:

- Government agencies, political parties or candidates
- Projects that duplicate existing Council services or programs
- Projects that contravene existing Council policy
- Retrospective expenditure — costs incurred before grant approval
- Ongoing operational or administrative costs (salaries, rent, utilities, insurance)
- Fundraising activities as the sole purpose
- Activities that could be perceived as politically divisive or partisan

6 Governance and Administration

6.1 Delegation of Authority

Program / Stream	Assessment	Approval under Delegation	Final Endorsement
Community Grants - Program — Stream 1	Community Development Staff Assessment Panel against eligibility criteria	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Community Grants - Quick Turnaround — Stream 2	Community Development Staff Assessment Panel against eligibility criteria	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Community Grants - Individual Achievement — Stream 3	Community Development Staff Assessment Panel / Griffith Sports Council	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Community Grants – MLAK and Disability Assistance	Community Development Staff Assessment Panel against eligibility criteria	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Support for Vulnerable Communities	Community Development Staff Assessment Panel against eligibility criteria	General Manager	Council Adoption of Annual Budget

			and Quarterly Status Report
Event Sponsorship — Signature -Tier 1	Tourism Staff Assessment Panel against merit-based evaluation matrix	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Event Sponsorship — Regional Drawcard - Tier 2	Tourism Staff Assessment Panel against merit-based evaluation matrix	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Event Sponsorship — Seed -Tier 3	Tourism Staff Assessment Panel against merit-based evaluation matrix	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Small Business Financial Assistance	Economic Development Staff Assessment Pane against merit-based evaluation matrix	General Manager	Council Adoption of Annual Budget and Quarterly Status Report
Community Organisation Rates Subsidy	Director Business Cultural Finance against eligibility criteria.	General Manager	Council Adoption of Annual Budget and Quarterly Status Report

6.2 Conflicts of Interest

Council staff and Councillors involved in assessing or approving applications must identify and manage actual, potential or perceived conflicts of interest in accordance with Council's Code of Conduct and Conflicts of Interest Policy.

6.3 Funding Agreements

Successful applicants will be required to enter into a funding agreement before funds are released, specifying the approved project, funding amount, performance criteria, payment schedule, use of logos and wording in promotional material and acquittal deadline.

6.4 Acquittal Requirements

All recipients must acquit their funding within the timeframe specified in their funding agreement or program guidelines, and no later than 30 days after the event/program has

taken place. Acquittal must include a completed acquittal form, financial evidence of expenditure, photographic evidence of project delivery, and a brief outcomes report.

NON-COMPLIANCE

Recipients who fail to acquit will be ineligible for further Council funding until the non-compliance is resolved.

6.5 Acknowledgement of Council Support

All recipients must acknowledge Griffith City Council's support in all project communications — including advertising, promotional materials, social media, press releases and public addresses.

6.6 Co-Contribution

Applicants demonstrating financial or in-kind co-contribution are viewed favourably across all programs. Co-contributions may include donated materials, volunteer labour, cash contributions or external funding. Event Sponsorship applicants must demonstrate stakeholder financial involvement as part of the assessment criteria.

7 Application Management

7.1 How to Apply

Applications must be submitted using Council's online grants management system via the prescribed form for the relevant program. Incomplete applications, or applications submitted after the closing date, will not be considered.

Program-specific dates are published at griffith.nsw.gov.au.

Enquiries: admin@griffith.nsw.gov.au or (02) 6962 8100.

7.2 Assessment

All applications are assessed on their merits against published eligibility criteria. Meeting eligibility criteria does not guarantee funding — programs may be highly competitive. Unsuccessful applicants are encouraged to contact the relevant Council officer for feedback.

7.3 Reporting and Transparency

Approved grants and sponsorships are reported in Council's Annual Report. Individual program details including funding amounts and criteria are updated annually at griffith.nsw.gov.au.

8 Dispute Resolution and Complaints

Applicants who wish to query an assessment outcome should first contact the relevant program officer for feedback. Formal complaints may be submitted in writing to admin@griffith.nsw.gov.au and will be handled in accordance with Council's Complaints Management Policy.

9 Definitions

Acquittal	Formal reporting on the use of grant funds including financial statements, receipts, photographic evidence and an outcomes report.
Auspice organisation	An incorporated organisation that applies for, receives and administers funding on behalf of an unincorporated group or individual, taking legal responsibility for compliance.
Funding agreement	A formal document between Council and the recipient setting out terms, conditions, obligations and accountability requirements.
In-kind support	Non-monetary contributions such as donated goods, services, venue use or volunteer labour.
Not-for-profit (NFP)	An organisation that does not operate for the personal financial gain of its members or directors.
Seed funding	Initial financial support intended to assist a project or initiative to become established.
Value-in-kind	Council foregoing revenue (such as facility hire fees) as an alternative form of support.

10 Related Documents and Legislation

- Local Government Act 1993 (NSW) — s.356
- Griffith City Council Community Strategic Plan
- Griffith Economic Development Strategy 2025–2030
- Griffith Destination Tourism Plan
- Council's Code of Conduct Policy
- Council's Complaints Management Policy
- Community Grant Program Guidelines
- Event Sponsorship and Promotion Guidelines
- Small Business Financial Assistance Program Guidelines

- **Community Organisation Rate Subsidy Guidelines**

11 Policy Administration and Review

The General Manager is authorised to make minor amendments to reflect changes in legislation, program funding, assessment criteria or Council structure without requiring a full Council resolution.

This policy will be reviewed every four years, evaluating cost effectiveness, resource sustainability, applicant feedback, strategic alignment, and transparency of the funding process.

12 Directorate

Economic & Organisational Development



Community Grant Program Guidelines

Objective

To provide a framework of procedures for the application and determination of Council's Community Grant Program under the Griffith City Council Financial Assistance Policy to facilitate support of individuals or organisations in the Griffith City Council Local Government Area.

Purpose of the Community Grant Program

The spirit of the Community Grant Program is to support organisations/groups/individuals whose applications address the priorities as articulated in Council's Community Strategic Plan.

The purpose of the Program is to:

- provide seed funding for new initiatives which will benefit the community;
- facilitate cultural and arts events/activities/services;
- assist fund research into local service requirements;
- provide financial assistance to enhance social wellbeing;
- provide assistance to elite sports persons, artists, musicians, students selected to represent NSW or Australia at significant events.

The policy brings available Council funds in line with best practice and ensures that grants awarded are done so transparently and are strategic in nature.

Funding Stream	What the Program Funds	Assessment Process
1. Community Grants Program	Small scale community engagement/ community capacity building projects that have a direct benefit to the Griffith Local Government Area. Refer to 3.5 Terms and Conditions and 3.6 Eligibility Criteria. Applications capped at \$2,500.	Eligible applications will be considered as per the Eligibility Criteria and available Council grant funding
2. Quick Turnaround Grants	Small scale community engagement /community capacity building projects that have a direct benefit to the Griffith Local Government Area that arise during the year outside of the normal Community Grants timeframe subject to available funding and applications meeting Eligibility Criteria. Refer to 3.5 Terms and Conditions and 3.6 Eligibility Criteria.	Eligible applications will be considered as per the Eligibility Criteria and available Council grant funding



	Applications capped at \$2,500.	
3. MLAK & Disability Assistance	For requests for free provision of a Master Locksmith Accessibility Key for residents of Griffith LGA. Any residual funds at financial year end to be allocated for the purpose of disability assistance. Applications capped at a) cost of individual MLAK and b) residual only for disability assistance Funded up to \$2,000 per year	Eligible applications will be considered as per the Eligibility Criteria and available Council grant funding.
4. Individual Grants	Individuals who have lived in Griffith for a minimum of 2 years and selected to represent NSW or Australia at significant events. Applications must include proof of selection to significant events and approximate budget. Individuals are only eligible to apply once per financial year. Applications capped at \$500 for State representation (NSW) at a national event, and \$750 for National representation (Australia) at an international event. Please note full amounts of funds requested may not necessarily be granted. Refer to 3.7 Eligibility Criteria.	Applicants (for other than sporting achievement) will be assessed for their suitability by Community Development Assessment Panel with final approval of Senior Management Team. Individual Sporting achievements to be approved on the recommendation of Griffith City Sports Council.
5. Support for vulnerable communities	For applications for assistance for vulnerable communities to the value of under \$1,000 per application.	Eligible applications will be considered as per the Eligibility Criteria and available Council grant funding.

Scope

These guidelines apply to requests for grant monies or in-kind support made by: not-for-profit organisations; charitable organisations; individuals and groups under auspice of any of the above bodies. **See Definitions**

References

Section 356 of the Local Government Act 1993 (as amended)



Griffith City Council Community Strategic Plan

Delegation of Function

Funding Stream 1 Community Grants – to be assessed in accordance with Eligibility Criteria (3.6) by Community Development staff Assessment Panel with final approval by the General Manager. Quarterly Status Report to Council to advise uptake.

Funding Stream 2 Quick Turnaround Grants – to be assessed in accordance with Eligibility Criteria (3.6) by Community Development staff Assessment Panel with final approval by the General Manager. Quarterly Status Report to Council to advise uptake. .

Funding Stream 3 MLAK & Disability Assistance – to be assessed in accordance with Eligibility Criteria (3.6) by Community Development staff Assessment Panel with final approval by the General Manager. Quarterly Status Report to Council to advise uptake.

Funding Stream 4 Individual Grants – to be assessed by Community Development staff Assessment Panel in accordance with the Eligibility Criteria (3.7) and approval to be given by General Manager or Griffith City Sports Council.

Funding Streams – support for vulnerable communities – to be assessed in accordance with eligibility criteria (3.6) BY Community Development staff Assessment Panel with final approval by the General Manager.

Terms and Conditions (Funding Streams 1, 2 and 3 Community Grants and Quick Turnaround Grants)

The spirit of the Community Grant Program is to efficiently support organisations or individuals whose applications address the priorities of the community as articulated in Council's Community Strategic Plan.

Council will advertise for Community Grants applications at least once in each financial year by way of notice on Council's website or any other means that Council considers appropriate.

Applicants for Streams 1, 2, & 3 must meet the Eligibility Criteria (3.6) and must submit an online application on the form(s) prescribed with the required supporting materials by the closing date advertised. Applications will not be accepted after the closing date.

Organisations, groups or individuals may only apply for assistance once in any financial year.

Projects funded by the Community Grant Program and acquittals must be completed within 12 months of the program being concluded. Evidence of acquittals of any previous Community Grant funding must be provided before further applications are approved. An



Acquittal form will be available all year on Council's website. Photo evidence must support the acquittal.

Council reserves the right to award more/less funds per application or apply special conditions to the grant. Council is not responsible for under estimation or over expenditure of costs.

Assistance will not be granted for expenses or purchases incurred prior to receiving grant monies.

Applications shall be considered on their merits, taking into account the circumstances of each case, the availability of funds in Council's budget, the extent to which Council has previously provided funds, the provisions of this Policy and the relevant provisions of the Local Government Act 1993 (as amended). Not all applications may be awarded funding.

Funds provided are to be used for the approved purpose. Amendments to the purpose must be consistent with the Eligibility Criteria (3.6) and be submitted in writing with quotations and are subject to approval by Council. Council retains the right to withdraw funding or request funding to be returned if the grant terms and conditions have been breached.

Applicants must identify Griffith City Council as a sponsor on all advertising and press releases for the particular service, activity or project, in accordance with Council Policy CC-CP-701 Sponsorship and Acknowledgement of Assistance.

Applicants must agree to evaluate and formally acquit grant funds in accordance with documentation provided with the application form. Council's acquittal requirements must be completed within 12 months of funding being provided for the project/activity/service. Receipts for goods or services purchased and where possible, photographs or other evidence must be supplied.

Eligibility Criteria – Community Grants

Eligible Applications

- ✓ Applicants must be based in, affiliated with, or service clients within the Griffith City Council Local Government Area
- ✓ Applicants to be either
 - not-for-profit incorporated body registered with NSW Office of Fair Trade;
 - have Charity status with ATO
 - individuals and groups under auspice of any of the above bodies
- ✓ Applicants must provide a copy of the most recent annual report and a current liability insurance certificate of the applicant or auspice organisation



- ✓ Applicants who have previously applied through Griffith City Council's Community Grant Program must have acquitted previous grants through the Community Grant Program.
- ✓ Applications must provide a budget for the proposed project
- ✓ Applications must including quotes for expense items over \$500

What the grant is targeted to

- ✓ The project must identify with one or more of the following.
 - Community capacity building - developing and strengthening the skills, abilities, processes and resources that communities need to survive, adapt, and thrive
 - Reconciliation and/or social inclusion
 - Accessibility for people with disability
 - Capacity building of disadvantaged groups and/at risk demographics
 - Promoting environmental sustainability
 - Promoting neighbourhood/community safety
 - Community development research/pilot program/new initiative
 - Social Wellbeing - feel a sense of belonging and social inclusion in your community

Eligible projects and costs

- ✓ Projects that align with Council's adopted Community Strategic Plan

Eligible project costs may include but are not limited to:

- ✓ Refreshments for attendees.
- ✓ Entry fees and tickets
- ✓ Transport for attendees
- ✓ Consumable project supplies
- ✓ Hire of event spaces, equipment and facilities
- ✓ *Small assets associated with the successful execution of the proposed project or program*

What costs cannot be applied for

- X Applications for capital works
- X Applications which don't include insurances and financial reports
- X Applications from profit organisations including small business
- X Applications that duplicate existing projects/services/activities within Griffith LGA



- X Applications for projects or events for fundraising purposes only
- X Organisations who have not acquitted previous funding under this policy
- X Federal or State Government funded projects/programs
- X Funding of ongoing administrative or operational costs
- X Applications which solely award scholarships, grants, gifts or donations

Eligibility Criteria – Individual Achievement Applicants

The Individual Achievement Applicants Program is to enable activities, services and projects to be delivered in support of local people selected to represent NSW or Australia at significant events. Emphasis is on funding eligible applicants as a means to develop community capacity. This stream is open all year.

Applicants must be or have been a resident of the Griffith City Council Local Government Area for at least two (2) years.

Applications are eligible from individuals selected to represent NSW or Australia. Supporting evidence including letter(s) of support with applicant name and event details must be provided from relevant associations/ organisations and event organisers/hosts. Events/activities that are not recognised by relevant peak associations/organisations may not be considered.

Applicants must provide an approximate budget outlining costs associated with participation. Funds provided may only support the costs of accommodation, travel or event registration for the applicant. Costs of family members or accompanying adults are not covered. Applicants that require assistance of certified Carers may be considered. Fundraising or financial support from other sources (not corporate sponsorship) is encouraged.

Definitions

Auspice: An organisation that partners an individual or unincorporated group to administer the grant monies and is responsible for the project completion and acquittal.

Incorporated body: A legal process that makes a group into a single entity that has certain rights and legal protection which separates individuals (members) from the entity.

In-kind: Payments of goods or services without monetary transactions. This includes volunteer time and free use of local resources and facilities. In-kind contributions can be given a monetary value and be included as project income.



Legislation

Section 356 of the Local Government Act 1993 (as amended)

Related Documents

Community Grant Program On-line Application Form – General
Community Grant Program On-line Application Form – Individual Achievement
Community Grant Program On-line Evaluation & Acquittal Form

Directorate

Economic and Organisational Development



Event Sponsorship & Promotion Guidelines

About these Guidelines

These guidelines are for applicants seeking sponsorship for events that increase visitation to and awareness of Griffith.

About the Program

The Events Sponsorship and Promotion Guidelines provides funding for events that promote Griffith as a destination, attract visitors, stimulate economic activity and showcase the city and region. Three funding tiers reflect the scale and reach of different events, from flagship state-national events down to locally focused community events.

KEY PRINCIPLE	This program is for events that bring visitors to Griffith. If your project primarily benefits the local community without a significant visitation focus, the Community Grant Program may be more appropriate.
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Funding Tiers

Council's Event Sponsorship Program operates across three tiers based on event scale and reach. Applicants nominate the tier that best describes their event; Council may reassess the tier during evaluation.

Tier	Event reach	Maximum funding	Approval authority
Tier 1 Signature Events	State-wide or national audience; signature event on the Griffith Events calendar	Up to \$9,999	General Manager
Tier 2 Regional Drawcard Events	Attracts visitors from surrounding towns and the Riverina region	Up to \$5,000	General Manager
Tier 3 Seed Funding of new Events	Attracts visitors from surrounding towns and the Riverina region	Up to \$5,000	General Manager

Sponsorship applications that exceed \$10,000 are reported to Council for consideration and adoption.



Tier Descriptions

Tier 1 — Signature (up to \$9,999)

Tier 1 is for signature events with an established or demonstrable state or national profile that appear on the Griffith events calendar. These events are expected to draw significant visitor numbers from well beyond the Riverina region and generate measurable economic benefit for the local area.

Examples: Major agricultural shows, cultural festivals

Tier 2 — Regional Drawcard Events (up to \$5,000)

Tier 2 is for events that attract visitors from surrounding towns and the broader Riverina region, generating moderate economic benefit for local businesses and hospitality. These events are

- a) Established events in the LGA (must have run a minimum of 3 times within the last 5 years)
- b) Are recurring
- c) Target or attract overnight visitors from outside the LGA

Events in this tier may include established regional competitions, food and cultural events, or events with clear regional appeal.

Examples: Regional sporting competitions, food and wine events, regional arts festivals

Tier 3 — Seed Funding (up to \$5,000)

Tier 3 is for providing support for new events in the Griffith LGA. These events support community connectedness and contribute to local economic activity, and may attract visitors from immediately surrounding areas. These events are

- a) New (never run before)
- b) Within their first 3 years in Griffith LGA
- c) Returning to Griffith LGA for the first time in over 10 years

Examples: Local cultural celebrations, street festivals, community sporting events



Who Can Apply?

All applicants must be:

✓	Based in, affiliated with, or servicing clients within the Griffith LGA
✓	Insured (or auspiced by an insured body)
✓	Applying only once per financial year
✓	Able to demonstrate stakeholder financial involvement in the event

Assessment Criteria

All applications are assessed by the Tourism Staff Assessment Panel against the following criteria. Applications are evaluated against the criteria for the nominated tier.

#	Criterion	What assessors look for
1	Visitation impact	Does the event attract visitors from outside Griffith? How many, from how far, and at what tier of reach?
2	Awareness of Griffith	Does the event promote Griffith's profile as a destination at local, regional, state or national level?
3	Stakeholder co-investment	Has the organiser secured financial support from other sources — sponsors, entry fees, merchandise, food or liquor?
4	Economic benefit	What is the projected economic impact on Griffith businesses, accommodation and hospitality?
5	New or growing event	Is this a new event or one with growth potential for the nominated tier?
6	Self-sustainability potential	Can the event generate its own revenue through gate, entry fees, merchandise or food/liquor?
7	Risk management	Is the event well-managed and does it pose low risk to Council or the public?
8	Marketing	Project a positive image of Griffith

How to Apply

Before you apply

- Identify the tier that best describes your event's scale and reach
- Confirm your organisation type meets the eligibility requirements
- Prepare a full event budget showing all income sources and expenditure
- Secure evidence of stakeholder co-investment before applying
- Ensure any previous acquittal has been submitted

What to include

- Complete all elements as required in the application form



Submitting your application

Applicants may receive funding from no more than one program each financial year. The pool available for each program will be dependent upon the budget allocated within the delivery program.

1. Griffith City Council will advertise applications for funding via the City's website and any other means considered appropriate prior to the commencement of each financial year.
2. Applications must be made via the on-line application form
3. Ensure you provide all necessary supporting documentation as the assessment panel will determine suitable projects solely upon what has been provided in the application.
4. Submitting an application does not guarantee funding and the assessment panel may recommend partial or no funding. The assessment panel will assess applications against the criteria specified in these guidelines and the Financial Assistance Policy, and make a recommendation for consideration.
5. In some circumstances, additional information may be required by staff via phone or email.

If you are successful

Marketing Approval

The inclusion of Griffith City Council and Visit Griffith logos to appear under Sponsorship Support

Where possible the following statement should be included: "This event is proudly supported by Griffith City Council / Visit Griffith"

Under no circumstances can any logos be edited without prior consent of Griffith City Council / Tourism Team staff

Before finalising any promotional materials (digital or print), recipients must submit their event marketing plan (advertising schedule and communications strategy) to the Tourism Team for approval, and provide proofs of all materials before printing.

Acquittal

An assessment and acquittal report must be submitted to the Tourism Team within 30 days of the event's completion. Failure to submit will result in ineligibility for future funding.



The acquittal must include:

- Final financial statements for the event
- Actual attendance figures and evidence of visitor origin
- Copies of promotional materials produced
- An assessment of the event's outcomes against the program objectives and tier criteria



Small Business Financial Assistance Program Guidelines

Objective

To provide a procedure and guidelines for Council's Small Business Financial Assistance Program.

Purpose

The Small Business Financial Assistance Program (The Program) will provide financial assistance to small businesses operating within the Griffith City Council Local Government Area (LGA). This initiative is designed to support local entrepreneurs and small business owners by offering grants that can be used for business expansion, innovation and job creation.

Scope

This program applies to requests for grant monies for financial assistance for small business support made by registered Griffith LGA Businesses.

Delegation of Function

The Small Business Financial Assistance Program will be assessed in accordance with Eligibility Criteria as outlined in this policy. Applications will be evaluated by an assessment panel using a merit-based evaluation system.

Terms & Conditions

The spirit of the Small Business Financial Assistance Program is to support local small businesses whose applications contribute to economic growth and demonstrate potential to expand or strengthen Griffith's local economy. Applications must align with the Griffith Economic Development Strategy key themes and demonstrate the potential to stimulate economic activity, create or sustain local jobs and provide value for money.

Council will advertise for applications at least once (depending on level of subscription per grant round) in each financial year by way of notice on Council's website or any other means that Council considers appropriate.

Applicants must meet the Eligibility Criteria and must submit an online application on the form(s) prescribed with the required supporting materials by the closing date advertised. Applications will not be accepted after the closing date.

Businesses may only apply for assistance once in any financial year.

Projects funded by the program and acquittals must be completed within 12 months of grant funding being awarded. Evidence of acquittals of any previous Griffith City Council funding



must be provided before further applications are approved. An Acquittal form will be available on Council's website. Photo evidence must support the acquittal.

Council reserves the right to award more/less funds or apply special conditions to the grant. Council is not responsible for under estimation or over expenditure of costs.

Assistance will not be granted for expenses or purchases incurred prior to receiving grant monies.

Applications shall be considered on their merits, taking into account the circumstances of each case, the availability of funds in Council's budget, the extent to which Council has previously provided funds, the provisions of this Policy and the relevant provisions of the Local Government Act 1993 (as amended). Not all applications may be awarded funding.

Funds provided are to be used for the approved purpose. Amendments to the purpose must be consistent with the Eligibility Criteria and be submitted in writing with quotations and are subject to approval by Council. Council retains the right to withdraw funding or request funding to be returned if the grant terms and conditions have been breached.

Applicants must identify Griffith City Council as a sponsor on all advertising and press releases for the particular service, activity or project.

Applicants must agree to evaluate and formally acquit grant funds in accordance with documentation provided with the application form. Council's acquittal requirements must be completed within 12 months of funding being provided for the project/activity/service. Receipts for goods or services purchased and where possible, photographs or other evidence must be supplied.

Applicants may apply for funding between \$500 and \$2,500.

Eligibility Criteria

To be eligible, applicants must:

- Be a registered business with an active ABN
- Employ fewer than 20 full-time equivalent staff
- Primary operations based within the Griffith local government area (postcodes 2680, 2681)
- Have no outstanding debts to Griffith City Council
- Demonstrate financial viability and capacity to deliver the proposed project
- Demonstrate economic impact and job growth within Griffith
- Not have received funding from this grant program in the past 12 months or current round.



What costs can be applied for:

- Business expansion or diversification
- Technology and software upgrades
- Digital transformation (e.g. e-commerce, websites)
- Consultancy and project management fees
- Marketing and branding initiatives
- Sustainability or energy-efficiency improvements
- Training or professional development

Eligible projects may include but are not limited to;

- Appointing a consultant to prepare a business plan, marketing plan and project plan
- Internal training to upskill staff
- Competency training fees eg. paying for an employee to get their truck license
- New website design
- Pop-up shop for a new business venture
- Video social media campaign
- Pay for an electrician to install a smart meter
- Payment to planning consultant
- Appointing a consultant to undertake business efficiency audit
- Business launch event
- Initiatives that reduce waste and increase recycling

Ineligible activities

The grant will not fund:

- Retrospective costs (expenses incurred before grant approval)
- General business running expenses (rent, utilities, rates, wages, insurance etc.)
- Debt repayment or legal/solicitor fees
- Any activity over \$500 without a written quotation to support
- Projects that have been completed or have already commenced prior to the outcomes of the applicant being advised
- Fundraising activities
- Gifts and prizes

Reporting Requirements

Successful applicants must:

Record No.

Small Business Financial Assistance Program Guidelines

Page 3 of 4



- Sign a funding agreement
- Consult with the grant officer responsible prior to submitting
- Submit an acquittal report within 2 months of project completion
- Provide receipts and evidence of expenditure
- Participate in promotional activities if requested
- Griffith City Council must be acknowledged for their support by inclusion of Council's logo on printed and digital media as well as acknowledging Council's contribution in any public launches, speeches or media releases.

Definitions

Nil

Exceptions

Nil

Legislation and Related Documents

Local Government Act 1993
Griffith Community Strategy Plan
Griffith Economic Development Strategy 2025-2030
Financial Assistance Policy CC-CP-600
Small Business Financial Assistance Program Evaluation Matrix
Small Business Financial Assistance Program Acquittal Form

Directorate

Economic & Organisational Development



Community Organisation Rate Subsidy Guidelines

OPERATIONAL PROCEDURE

Community Organisation Rate Subsidy

1. Purpose

This procedure sets out how Council administers the community organisation rate subsidy. It is an operational document and is updated administratively without amending the ~~Community Assistance~~ **Financial Assistance Policy (CC-CP-600)**. It does not cover statutory rate exemptions, which ~~are~~ **will be** administered separately under the Statutory Rate Exemptions Register.

2. Eligibility cycle (hybrid model)

2.1 Initial application

1. An organisation applies in the approved form, providing evidence of its not-for-profit status and a description of the direct service (sporting, cultural or benevolent) it provides to the community.
2. Finance, with the relevant service area, assesses the application against the two eligibility criteria and recommends a subsidy amount.
3. Eligible organisations are entered on the Community Organisation Rate Subsidy Register (Appendix A).

2.2 Annual attestation

Before each Operational Plan is developed, every listed organisation completes a one-page declaration confirming that it: (a) remains a not-for-profit community organisation; (b) still provides the relevant service to the community; and (c) has no change to its details. Failure to attest is followed up before the register is finalised.

2.3 Periodic full re-verification

All listed organisations are fully re-verified against the criteria at least once every four years, aligned to the Delivery Program. The first re-verification on transition to this model re-tests every currently listed organisation, including any whose community-service character warrants confirmation under criterion 2.

2.4 Annual open window

A window is advertised each year for newly eligible organisations to apply, so the scheme does not become a closed cohort.

3. Accounting treatment

The subsidy is processed as financial assistance under section 356 of the Local Government Act 1993:



- general rates are levied on the organisation's assessment in the normal way;
- an equivalent donation is recorded against the assessment using the organisation's designated general ledger account (Appendix A); and
- staff process the journal so the transaction is reflected in Council's ledgers, leaving the organisation liable only for its service charges (the balance payable).

4. Operational Plan, budget and instalments

- The total value of subsidies is included in, and approved by Council through, the Operational Plan each year.
- The balance payable by each organisation (service charges) is billed on Council's standard quarterly rate instalment cycle.
- For the current year, instalment due dates are 31/08/2026, 30/11/2026, 28/02/2027, 31/05/2027.

5. Roles and responsibilities

- Finance (Rates) — maintains the register, issues and collects attestations, processes journals, bills balances and reports the annual cost.
- Relevant service area — advises on the community-service test for new or contested applications.
- General Manager / Director BCF — approves entries to, and removals from, the register.

6. Notes

- *Griffith Harness Racing Club — lease to revert to Council; currently with Cater & Blumer. Register entry to be reviewed on settlement.*
- *Where an organisation appears under more than one assessment, each property is recorded separately.*

From: [Connect @ Griffith City Council](#)
To: [Communications](#); [GCC Admin Mailbox](#)
Subject: Anonymous User completed Provide feedback on: Draft Financial Assistance Policy
Date: Wednesday, 2 September 2026 6:33:15 AM

Anonymous User just submitted the survey Provide feedback on: Draft Financial Assistance Policy with the responses below.

Name

[REDACTED]

Residential address

[REDACTED]

Email

[REDACTED]

Withhold the following personal information from the Business Paper

Name
Residential Address
Email Address

Please provide your feedback

The policy should not be altered in anyway to give General Manager or staff more control. Elected Councillors must make decisions. A real need for ratepayers funds must be established not a contribution to a surplus which the organisation then donates elsewhere.

From: [Connect @ Griffith City Council](#)
To: [Communications](#); [GCC Admin Mailbox](#)
Subject: Anonymous User completed Provide feedback on: Draft Financial Assistance Policy
Date: Thursday, 3 September 2026 9:20:42 AM

Anonymous User just submitted the survey Provide feedback on: Draft Financial Assistance Policy with the responses below.

Name

[REDACTED]

Residential address

[REDACTED]

Email

[REDACTED]

Withhold the following personal information from the Business Paper

Name
Residential Address
Email Address

Please provide your feedback

Leave control in the hands of council members



Australia Day Awards GOV-CP-401 (PUBLIC POLICY)

1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	26/03/2008	347	26/03/2008
2	11/05/2010	0142	11/05/2010
3	08/03/2011	0063	08/03/2011
4	11/11/2014	0390	11/11/2014
5	08/09/2015	15/276	22/09/2015
6	11/09/2018	18/284	12/10/2018
7	11/10/2022	22/257	11/10/2022

2 Policy Objectives

To manage and administer Griffith City Council's annual Australia Day Awards and Griffith City Sports Council Awards program.

To establish the nomination process, eligibility and selection criteria, and assessment process for Council's Australia Day Awards and Griffith City Sports Council Awards.

To establish the composition of the Australia Day Awards Community Selection Panel & Griffith City Sports Council Sports Awards.

3 Policy Statement

Griffith City Council holds an annual Australia Day Awards ceremony to honour individuals and groups who have made an outstanding contribution to the Griffith community.

The Australia Day Awards program includes a Citizenship Ceremony, Mayor's Local Hero Award, Australia Day Awards and Griffith City Sports Council Sports Awards.

Australia Day Awards can include any or all of the following categories:

Citizen of the Year;

Young Citizen of the Year;

Junior Citizen of the Year;

Environmental Citizen of the Year;

Young Environmental Citizen of the Year; and

Community Project of the Year.

Arts and Cultural Contribution Award

Arts and Cultural Event of the Year.

Griffith City Sports Council Sports Awards can include any or all of the following categories:

Sportsperson of the Year;



Young Sportsperson of the Year;
Sports Team of the Year;
Club Person of the Year; and
Overall Sportsperson of the Year.

Nominations for all Australia Day and Sports Awards are accepted via the Griffith City Council website online nomination portal.

The Australia Day Awards Community Selection Panel will select the winner of each category in the Australia Day Awards.

The Griffith City Sports Council will select the winner of each sporting category.

The Mayor presiding at the Australia Day Awards Ceremony will select the Mayor's Local Hero Award.

Council staff are responsible for the operational planning, administration and delivery of the Australia Day ceremony and related events.

4 Selection & Eligibility Criteria

Australia Day Award **categories are intended to be mutually distinct and that nominations will be assessed against category-specific criteria to minimise duplication between categories**

The criteria used to assess nominations is documented below:

Award	Selection Criteria	Eligibility Criteria
Citizen of the Year	▪ The Award must be for outstanding, high calibre achievement in relation to community activities undertaken by the individual. ▪ Supporting evidence and statements must be included for consideration. ▪ Can be a previous unsuccessful Nominee.	▪ Nominee must be an Australian Citizen. ▪ Nominee must be a resident of the Griffith Local Government Area. ▪ Nominee must not have received this Award previously for the same achievement/s. ▪ Nominee must not be a current employee of Griffith City Council nominated for duties performed during paid employment.



		▪ Nominee must not be a current Councillor, or Federal or State politician. ▪ Nominee must not be a current member of the Australia Day Awards Community Selection Panel or Griffith Sports Council. ▪ Posthumous nominations will not be accepted.
Young Citizen of the Year	▪ The Award must be for outstanding high calibre achievement in relation to community activities undertaken by the individual. ▪ Consideration will be given to school activities undertaken with community involvement. ▪ Supporting evidence and statements must be included for consideration. ▪ Can be a previous unsuccessful Nominee.	▪ Nominee must be an Australian Citizen. ▪ Nominee must be a resident of the Griffith Local Government Area. ▪ Nominee must be between the ages of 18 and 25 years and as at 26 January in the year the Award is presented if the Award is run in conjunction with the Junior Citizen of the Year. ▪ If the Award is the only "Young" Award presented, the nominee must under 25 years as at 26 January in the year the Award is presented. ▪ Nominee must not have received this Award previously for the same achievement/s. ▪ Nominee must not be a current employee of Griffith City Council nominated for duties performed during paid employment. ▪ Nominee must not be a current Councillor, or Federal or State politician. ▪ Nominee must not be a current member of the Australia Day Awards



		Community Selection Panel or Griffith Sports Council. Posthumous nominations will not be accepted.
Junior Citizen of the Year	- The Award must be for outstanding high calibre achievement in relation to community activities undertaken by the individual. - Nominee must be at or under the age of 17 as at 26 January in the year the Award is presented if the Award is run in conjunction with the Young Citizen of the Year. - Consideration will be given to school activities undertaken with community involvement. - Supporting evidence and statements must be included for consideration. - Can be a previous unsuccessful Nominee.	- Nominee must be an Australian Citizen. - Nominee must be a resident of the Griffith Local Government Area. - Nominees must be under 17 years as at 26 January in the year the Award is presented. - Nominee must not have received this Award previously. - Nominee must not have received this Award previously for the same achievement/s. - Nominee must not be a current employee of Griffith City Council nominated for duties performed during paid employment. - Nominee must not be a current Councillor, or Federal or State politician. - Nominee must not be a current member of the Australia Day Awards Community Selection Panel or Griffith Sports Council. - Posthumous nominations will not be accepted.
Community Project of the Year	The Award must be for a community project organised by four (4) or more volunteers. The Project may provide a service to the community by:	- Nominated Projects must be conducted within the Griffith Local Government Area. - Nominated Projects must not have received this Award previously. - Nominated Projects must not be a current project of Griffith



	- raising funds for a community charity, event or project; - conducting a successful project, event or activity; or - bringing recognition and credit to the community through a cultural, environmental or sporting event. ▪ Supporting evidence and statements must be included for consideration.	City Council nominated for projects performed during paid employment. ▪ Nominated Projects must not be affiliated with a current Councillor, or Federal or State politician. ▪ Nominated projects must not be affiliated with a current member of the Australia Day Awards Community Selection Panel or Griffith Sports Council.
Environmental Citizen of the Year	▪ The Award must be for outstanding high calibre achievement in relation to environmentally related community activities undertaken by the individual.	▪ Nominee must be an Australian Citizen. ▪ Nominee must be a resident of the Griffith Local Government Area. ▪ Nominee must not have received this Award previously for the same achievement/s.
Young Environmental Citizen of the Year	▪ The Award must be for outstanding high calibre achievement in relation to environmentally related community activities undertaken by the individual.	▪ Nominee must be an Australian Citizen. ▪ Nominee must be a resident of the Griffith Local Government Area. ▪ Nominee must be under 25 years as at 26 January in the year the Award is presented. ▪ Nominee must not have received this Award previously for the same achievement/s.
Arts and Cultural Contribution Award	▪ To recognise an individual, community group or organisation that has made a significant contribution to the artistic, cultural or creative life of the Griffith Local Government Area.	▪ Nominees may include individuals, community groups, not-for-profit organisations, cultural organisations or other organisations that have made a demonstrable contribution



	Nominations may be assessed by considering contribution to arts, culture, creativity or heritage; community participation, inclusion and engagement; promotion of cultural understanding; positive impact on community wellbeing, identity or pride; leadership, commitment, innovation or inspiration; and opportunities created for others to participate in arts, culture or creative activities.	within the Griffith Local Government Area. Nominees must not be current employees of Griffith City Council nominated for duties performed during paid employment. Nominees must not be current Councillors, Federal or State politicians, or current members of the Australia Day Awards Community Selection Panel or Griffith Sports Council. Supporting evidence and statements must be included for consideration.
Arts and Cultural Event of the Year	To recognise an event, exhibition, performance, festival or initiative that has enriched the artistic, cultural or creative life of the Griffith Local Government Area. Nominations may be assessed by considering contribution to arts, culture, heritage, creativity or cultural diversity; community participation, accessibility and inclusiveness; positive social, cultural or community impact; innovation, collaboration or community partnerships; and enhancement of community connection, pride and community spirit.	Nominated events must have been held within the Griffith Local Government Area or have delivered a clear and direct benefit for the Griffith community. Events may be community-led, not-for-profit, commercial or partnership-based where the nomination demonstrates a primary public benefit and meaningful community access or participation. Council-run events and events delivered by Council staff as part of paid employment should not be eligible unless Council resolves otherwise. Supporting evidence and statements must be included for consideration.
Sports Awards		
Junior Sportsperson of the Year	The Award must be for outstanding high calibre achievement in relation to sporting achievement	Nominees must be an Australian Citizen.



Sportsperson of the Year	undertaken by the individual or team.	- Nominees must be a resident of the Griffith Local Government Area. - Winners of Award categories in previous years are eligible for re-nomination in the same category.
Club Person of the Year		
Team of the Year		
Overall Sportsperson of the Year		

5 Award Winner Selection Panels

Composition of the Australia Day Awards Community Selection Panel

An Australia Day Awards Community Selection Panel will be established to assess nominations received for the Australia Day Awards. Each representative will vote on each Award. **The role of any selection panel or appointed representative is limited to judging, recommendations and/or ceremonial duties as determined by Council.**

The composition of the Selection Panel will be:

- The Mayor.
- The Deputy Mayor.
- One additional Councillor as resolved by Councillors.
- One past Australia Day Awards winner (immediate past Citizen of the Year preferred).
- ~~One representative from the local multicultural community.~~
- Three community representatives with relevant multicultural, Aboriginal community, youth, disability access, volunteering, local arts, culture, heritage, or community sector experience. Council may invite input from relevant Aboriginal community organisations or representatives where appropriate, including in relation to culturally significant nominations or events.**
- ~~One representative from the local Wiradjuri community.~~



- h) Where nominations include specialist arts, cultural, heritage or event matters, Council may appoint or invite one additional non-voting adviser or voting panel member with relevant expertise.

Community Selection Panel Practices

All members of the Selection Panel are required to anonymously vote in each Award category utilising Council's Voting Form template (Council Reference CM: 15/47093).

The Selection Panel is responsible for assessment and recommendation of award recipients only.

A conflict of interest with one entrant in a particular category shall eliminate that member of the selection panel from voting on that whole category.

The nominee achieving the highest calculated score shall be the winner of the Award category. In the event of a tie, the Mayor and Deputy Mayor will determine the winner.

Composition of Griffith City Sports Council Awards Selection Panel

Selection Panel members for all Sports Awards will be determined by the Executive of the Griffith City Sports Council.

Confidentiality

Winners from each Award category (including of Sporting Awards) must be kept confidential until the Award is presented at the ceremony. All persons must adhere to Council's Code of Conduct regarding confidentiality.

6 Submission of Nominations

Submission of Nominations

Nominations are typically called for in mid-October with a closing date to be nominated. All nominations for all Awards (Australia Day and Sports Awards) must be lodged via the Griffith City Council online nomination portal by the advertised closing date. Advertising of the online nomination portal is to be made known in The Area News and on Council's website.

All sections of the nomination form are to be completed for the nomination to be eligible. Information detailing the achievements and work of the nominee must be submitted with the nomination form.

No late nominations will be accepted.



A list of all eligible nominees will be published on the Council's website and social media channels in January.

Name and contact details of nominators will be kept confidential.

Ineligible Nominations

Nominations that are not ~~do not meet the eligibility and selection criteria~~ received via the online nomination portal with appropriate supporting information will not be considered.

7 Breaches of the Policy

All breaches of this policy should be reported to the General Manager in writing. Breaches of this policy will be investigated and dealt with by the General Manager and may involve referral to Council's Code of Conduct.

8 Related Documents

Policy: GOV-CP-404 – Code of Conduct

Policy: COMM-CP-401 – Statements to the Media

- 15/47093 - Voting Matrix
 - Awards Administration Checklist
 - Voting Guidelines
 - Voting Form

9 Directorate

Economic and Organisational Development

From: [Connect @ Griffith City Council](#)
To: [Communications](#); [GCC Admin Mailbox](#)
Subject: Anonymous User completed Provide feedback on: Draft Australia Day Policy
Date: Monday, 31 August 2026 10:26:00 AM

Anonymous User just submitted the survey Provide feedback on: Draft Australia Day Policy with the responses below.

Name

Lome Tengere

Residential address

[REDACTED]

Email

[REDACTED]

Withhold the following personal information from the Business Paper

Residential Address

Please provide your feedback

I am writing to provide feedback regarding Clause 03 – Review of the Australia Day Awards Policy, brought forward by Councillor Shari Blumer, which proposes the introduction of two additional Australia Day Award categories: Arts & Cultural Contribution Award and Arts & Cultural Event of the Year Award. Having considered the proposal, I respectfully advise that I do not support the introduction of these two additional categories in their proposed form. My concern is primarily that the proposed awards appear to duplicate existing opportunities for community recognition and may unnecessarily reduce the distinctiveness and integrity of the Australia Day Awards. I also wish to express my support for the amendment put forward by Councillors Mark Dal Bon, Councillor Christine Stead and Councillor Anne Napoli regarding the removal of wording following the word “Arts”, given that the existing awards framework already provides opportunities to recognise cultural contributions and achievements. Griffith already has an established community project recognition award that provides an avenue for recognising a broad range of contributions to our community. Previous recipients of the Community Project of the Year award have demonstrated the broad range of projects and events. If these existing awards already recognise such a diverse range of community contributions, I believe Council should carefully consider whether creating two further categories genuinely adds value or simply divides recognition into increasingly specific categories. The Australia Day Awards should, in my view, retain a degree of uniqueness and significance. Creating multiple awards with repetitive eligibility may ultimately diminish the distinction of each individual award. I would also ask Council to consider the history of the Community Event of the Year award. My understanding is that Griffith previously had a Community Event of the Year category, which operated from approximately 1990 until 2014, before being replaced by the Community Project of the Year award. This raises an important question: if Council is now seeking to introduce an award specifically recognising community events, why not first consider the reasons the previous

Community Event of the Year category was discontinued and whether reinstating that category would be more appropriate? The previous recipients of the Community Event of the Year award demonstrate that the category was capable of recognising a broad cross-section of Griffith's community. Events and initiatives such as multicultural celebrations, La Festa, Citrus Sculptures, school-related events and other community activities were able to receive recognition. These examples demonstrate that a broad community award can recognise arts, culture, multicultural activities, community organisations, schools, health initiatives and other events without needing to establish multiple narrowly defined categories. I also wish to raise a concern regarding terminology contained within the proposed motion, particularly references to terms such as "PRIDE" and "INCLUSITIVITY." I appreciate that these terms may be intended to convey positive principles such as community participation, mutual respect, belonging, and acceptance. However, it is important to recognise that language can carry different meanings and associations depending on the context in which it is used. In contemporary society, these terms can also be understood in ways that extend beyond their intended meaning and is associated with particular social or political movements. I believe Council should exercise caution when incorporating terminology that may be perceived as being specifically associated with particular organisations, movements, events or groups. Griffith is a diverse community, and I believe that all residents and community organisations should be treated fairly and respectfully. My concern is that the language used in Council's award policies should remain neutral, broadly applicable and inclusive of the entire community, rather than adopting terminology that may be interpreted as Council endorsing or giving preference to a particular social movement, ideology or group. I would therefore encourage Council to carefully consider whether the terminology proposed is necessary to achieve the stated purpose of the awards and whether it could unintentionally create division or perceptions that Council is favouring particular interests. I do not believe Council needs to introduce additional terminology to communicate that specific objective. I am also concerned that introducing increasingly specific award categories could eventually result in the Australia Day Awards becoming fragmented, with multiple categories competing for similar nominations. I believe the Australia Day Awards are most effective when they celebrate the achievements of Griffith's community as a whole. The existing history of the awards demonstrates that broad categories are capable of recognising an extraordinary range of contributions. I respectfully ask Griffith City Council to consider this feedback as part of the review of Clause 03 and to ensure that any changes to the Australia Day Awards Policy preserve the integrity, uniqueness, neutrality and community-wide character of these important awards. Thank you for considering my submission. Yours sincerely, Lome Tengere

Upload any supporting documents

https://connect.griffith.nsw.gov.au/api/survey_files/xmbCS34Ehqoy7mhvcplSb9lQ/download

General Manager

Griffith City Council
1 Benerembah Street
Griffith NSW 2680

Subject: Feedback on Clause 03 – Review of the Australia Day Awards Policy

Dear General Manager Scott Grant,

I am writing to provide feedback regarding Clause 03 – Review of the Australia Day Awards Policy, brought forward by Councillor Shari Blumer, which proposes the introduction of two additional Australia Day Award categories: Arts & Cultural Contribution Award and Arts & Cultural Event of the Year Award.

Having considered the proposal, I respectfully advise that I do not support the introduction of these two additional categories in their proposed form. My concern is primarily that the proposed awards appear to duplicate existing opportunities for community recognition and may unnecessarily reduce the distinctiveness and integrity of the Australia Day Awards.

I also wish to express my support for the amendment put forward by Councillors Mark Dal Bon, Councillor Christine Stead and Councillor Anne Napoli regarding the removal of wording following the word “Arts”, given that the existing awards framework already provides opportunities to recognise cultural contributions and achievements.

Griffith already has an established community project recognition award that provides an avenue for recognising a broad range of contributions to our community. Previous recipients of the Community Project of the Year award have demonstrated the broad range of projects and events.

If these existing awards already recognise such a diverse range of community contributions, I believe Council should carefully consider whether creating two further categories genuinely adds value or simply divides recognition into increasingly specific categories.

The Australia Day Awards should, in my view, retain a degree of uniqueness and significance. Creating multiple awards with repetitive eligibility may ultimately diminish the distinction of each individual award.

I would also ask Council to consider the history of the Community Event of the Year award. My understanding is that Griffith previously had a Community Event of the Year category, which operated from approximately 1990 until 2014, before being replaced by the Community Project of the Year award.

This raises an important question: if Council is now seeking to introduce an award specifically recognising community events, why not first consider the reasons the previous Community Event of the Year category was discontinued and whether reinstating that category would be more appropriate?

The previous recipients of the Community Event of the Year award demonstrate that the category was capable of recognising a broad cross-section of Griffith's community. Events and initiatives such as multicultural celebrations, La Festa, Citrus Sculptures, school-related events and other community activities were able to receive recognition.

These examples demonstrate that a broad community award can recognise arts, culture, multicultural activities, community organisations, schools, health initiatives and other events without needing to establish multiple narrowly defined categories.

I also wish to raise a concern regarding terminology contained within the proposed motion, particularly references to terms such as “PRIDE” and “INCLUSIVITY.”

I appreciate that these terms may be intended to convey positive principles such as community participation, mutual respect, belonging, and acceptance. However, it is important to recognise that language can carry different meanings and associations depending on the context in which it is used. In contemporary society, these terms can also be understood in ways that extend beyond their intended meaning and is associated with particular social or political movements. I believe Council should exercise caution when incorporating terminology that may be perceived as being specifically associated with particular organisations, movements, events or groups.

Griffith is a diverse community, and I believe that all residents and community organisations should be treated fairly and respectfully. My concern is that the language used in Council's award policies should remain neutral, broadly applicable and inclusive of the entire community, rather than adopting terminology that may be interpreted as Council endorsing or giving preference to a particular social movement, ideology or group.

I would therefore encourage Council to carefully consider whether the terminology proposed is necessary to achieve the stated purpose of the awards and whether it could unintentionally create division or perceptions that Council is favouring particular interests. I do not believe Council needs to introduce additional terminology to communicate that specific objective.

I am also concerned that introducing increasingly specific award categories could eventually result in the Australia Day Awards becoming fragmented, with multiple categories competing for similar nominations.

I believe the Australia Day Awards are most effective when they celebrate the achievements of Griffith's community as a whole. The existing history of the awards demonstrates that broad categories are capable of recognising an extraordinary range of contributions.

I respectfully ask Griffith City Council to consider this feedback as part of the review of Clause 03 and to ensure that any changes to the Australia Day Awards Policy preserve the integrity, uniqueness, neutrality and community-wide character of these important awards.

Thank you for considering my submission.

Yours sincerely,

Lome Tengere

From: [Connect @ Griffith City Council](#)
To: [Communications](#); [GCC Admin Mailbox](#)
Subject: Anonymous User completed Provide feedback on: Draft Australia Day Policy
Date: Monday, 31 August 2026 10:23:45 AM

Anonymous User just submitted the survey Provide feedback on: Draft Australia Day Policy with the responses below.

Name

Greg Collier

Residential address

[REDACTED]

Email

[REDACTED]

Withhold the following personal information from the Business Paper

Residential Address

Please provide your feedback

General Manager Mr Scott Grant Griffith City Council Benerembah Street GRIFFITH NSW 2680 Re: Opposition to Proposed Changes to the Australia Day Awards Dear Scott, I am writing to express my strong opposition to the resolved motion moved by Councillor Shari Blumer and seconded by Councillor Jenny Ellis to introduce two additional categories into the Griffith Australia Day Awards—Arts & Cultural Contribution Award and Arts and Cultural Event of the Year—together with the other amendments proposed for endorsement. I respectfully ask that Council reconsider these proposed changes, as I believe they are unnecessary, duplicative of existing recognition, and risk undermining the fairness and integrity of the Australia Day Awards. My first and most significant concern is that the proposed Arts & Cultural Event of the Year category appears to substantially overlap with the existing Community Project of the Year category, which already accommodates projects involving arts, culture and community contribution. If the existing award framework already provides an avenue to recognise an outstanding cultural project or contribution, why is there a need to create another category specifically for arts and culture? The principle of the Australia Day Awards should be that outstanding contributions are recognised on merit, irrespective of the particular discipline, profession, interest or sector in which that contribution occurs. Creating a dedicated category for arts and culture inevitably raises a broader question: where does this approach stop? Will Council subsequently be expected to create separate categories for pet care, psychological services, medical services, pastoral work, agriculture, business, sport, environmental initiatives or other areas in which members of our community make significant contributions? There are many individuals and organisations across Griffith who contribute enormously to our community in different ways. Singling out one particular discipline for

additional award categories creates an unnecessary distinction between areas of community contribution. I am also concerned about the proposed use of terminology such as “PRIDE” and “INCLUSIVITY.” I fully support a community in which all people are treated with dignity, courtesy and respect. However, I do not believe that the Australia Day Awards need to incorporate terminology that may reasonably be interpreted as being associated with a particular group, movement or social agenda. The awards should be universally inclusive without being politically or socially aligned with any particular group. My concern is that the introduction of such terminology is unnecessary and may create division within the community rather than unity. It may also establish a precedent whereby Council is increasingly expected to incorporate additional terminology, categories or causes into an awards program that should remain focused on recognising outstanding contribution and achievement. The Australia Day Awards should not become an ever-expanding framework in which separate categories are established for individual sectors or causes. Such an approach risks the dignity and integrity of the awards. Conducive to the above perceptions, I support the defeated amendment expressed by Councillor Dal Bon, Councillor Stead and Councillor Napoli at the Griffith City Council Ordinary Meeting on Tuesday 11th August 2026. In particular, I support the principle of removing the additional reference wording following “Arts” and removing unnecessary references to “culture” and other terminology that is not required to achieve the fundamental purpose of the award. This approach is more consistent with a broadly applicable and well-balanced awards framework. It recognises that the arts can be an important part of community life without creating a specialised cultural classification or embedding terminology that may unnecessarily limit the scope, applicability, or overall perception of the awards. For these reasons, I firmly request that Council reconsider and reject the proposed Arts & Cultural Contribution Award and Arts and Cultural Event of the Year, and carefully review the other proposed amendments before they are endorsed. I trust that Council, will give these concerns serious consideration and ensure that they are formally conveyed to Councillors before any further action is taken. I appreciate your consideration and respectfully request that my formal objection be duly noted and included in the relevant Council meeting records and documentation concerning the proposed amendments. Yours Sincerely, Greg Collier

Upload any supporting documents

https://connect.griffith.nsw.gov.au/api/survey_files/x6J0N0RS8kxXv5OM-QExihlB/download

General Manager
Mr Scott Grant
Griffith City Council
Benerembah Street
GRIFFITH NSW 2680

Re: Opposition to Proposed Changes to the Australia Day Awards

Dear Scott,

I am writing to express my strong opposition to the resolved motion moved by Councillor Shari Blumer and seconded by Councillor Jenny Ellis to introduce two additional categories into the Griffith Australia Day Awards—Arts & Cultural Contribution Award and Arts and Cultural Event of the Year—together with the other amendments proposed for endorsement.

I respectfully ask that Council reconsider these proposed changes, as I believe they are unnecessary, duplicative of existing recognition, and risk undermining the fairness and integrity of the Australia Day Awards.

My first and most significant concern is that the proposed Arts & Cultural Event of the Year category appears to substantially overlap with the existing Community Project of the Year category, which already accommodates projects involving arts, culture and community contribution.

If the existing award framework already provides an avenue to recognise an outstanding cultural project or contribution, why is there a need to create another category specifically for arts and culture?

The principle of the Australia Day Awards should be that outstanding contributions are recognised on merit, irrespective of the particular discipline, profession, interest or sector in which that contribution occurs.

Creating a dedicated category for arts and culture inevitably raises a broader question: where does this approach stop?

Will Council subsequently be expected to create separate categories for pet care, psychological services, medical services, pastoral work, agriculture, business, sport, environmental initiatives or other areas in which members of our community make significant contributions?

There are many individuals and organisations across Griffith who contribute enormously to our community in different ways. Singling out one particular discipline for additional award categories creates an unnecessary distinction between areas of community contribution.

I am also concerned about the proposed use of terminology such as “PRIDE” and “INCLUSIVITY.” I fully support a community in which all people are treated with dignity, courtesy and respect. However, I do not believe that the Australia Day Awards need to incorporate terminology that may reasonably be interpreted as being associated with a particular group, movement or social agenda.

The awards should be universally inclusive without being politically or socially aligned with any particular group.

My concern is that the introduction of such terminology is unnecessary and may create division within the community rather than unity. It may also establish a precedent whereby Council is increasingly expected to incorporate additional terminology, categories or causes into an awards program that should remain focused on recognising outstanding contribution and achievement.

The Australia Day Awards should not become an ever-expanding framework in which separate categories are established for individual sectors or causes. Such an approach risks the dignity and integrity of the awards.

Conducive to the above perceptions, I support the defeated amendment expressed by Councillor Dal Bon, Councillor Stead and Councillor Napoli at the Griffith City Council Ordinary Meeting on Tuesday 11th August 2026.

In particular, I support the principle of removing the additional reference wording following “Arts” and removing unnecessary references to “culture” and other terminology that is not required to achieve the fundamental purpose of the award.

This approach is more consistent with a broadly applicable and well-balanced awards framework. It recognises that the arts can be an important part of community life without creating a specialised cultural classification or embedding terminology that may unnecessarily limit the scope, applicability, or overall perception of the awards.

For these reasons, I firmly request that Council reconsider and reject the proposed Arts & Cultural Contribution Award and Arts and Cultural Event of the Year, and carefully review the other proposed amendments before they are endorsed.

I trust that Council, will give these concerns serious consideration and ensure that they are formally conveyed to Councillors before any further action is taken.

I appreciate your consideration and respectfully request that my formal objection be duly noted and included in the relevant Council meeting records and documentation concerning the proposed amendments.

Yours Sincerely,

Greg Collier

General Manager
Griffith City Council
Benerembah Street
Griffith NSW 2680



Subject: Feedback on Clause 03 – Review of the Australia Day Awards Policy

Dear General Manager,

I am writing to express feedback regarding Clause 03 – Review of the Australia Day Awards Policy, brought forward by Councillor Shari Blumer, which proposes the introduction of two additional Australia Day Award categories:

Arts & Cultural Contribution Award and Arts & Cultural Event of the Year Award.

Having deeply considered the proposal, and as a senior citizen born here in Griffith, I strongly and respectfully oppose the introduction of these two additional categories in their proposed form, based on the following concerns.

1. The proposed awards will duplicate the Cultural Category, which is already recognized within the Australia Day Awards framework, through the Community Projects of the year category.
2. If a Cultural contribution already exists, and is already recognized under the Australia Day Awards framework, I fail to see the transparency of councils reasoning behind the introduction to incorporate a second Cultural Award, which would only promote division, confusion and undermine the foundation of the existing Community Projects of the year category.
3. The terminology used in the proposed amendment such as "Pride" and "Inclusiveness", whilst they may seem unifying at face value, these words have significant dual meanings which closely aligns with one particular group, and by default promotes segregation.
4. I would also like to bring to your attention that there is currently a diverse range of initiatives such as Griffith Biggest Lap, Hampers of Hope, Multicultural Festival, salami Festival, Curry & Jam night and many more! That are all captured under the existing Community Projects of the Year Award; By Creating categories that repetitively open eligibility, this would only minimize the value and distinction of the current individual achievement awards and cast a shadow on the authenticity of what the Australia Day Awards truly signify.

On a personal note, whilst I'd like to believe that the introduction of the "Arts & Culture" Category motioned by some councillors could be a positive step forward towards making our community a better place and reinforcing Australian values, I fear it would have an opposite effect and expose the community to a state of moral decline.

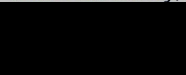
I wish to make it abundantly clear that my concerns are not directed towards any particular individual or community group as I strongly support everyone's right to be treated fairly and respectfully.

Therefore I wish to express my support for the amendment put forward by Councillors Dal Bon, Napoli and Stead regarding the removal of wording following the word "Arts", given that the existing awards framework already provides opportunities to recognise cultural contributions and achievements.

I respectfully ask the General Manager and Griffith City Council to consider this feedback as part of the review of Clause 03 and to ensure that any changes to the Australia Day Awards Policy preserve the integrity, uniqueness, neutrality and community-wide character of these important awards.

Thank you for considering my submission.

Yours sincerely,



Girado Rizzeri

17th August 2026

General Manager
Griffith City Council

Re: Clause 03 – Review of the Australia Day Awards Policy – Proposed New Arts & Cultural Awards

Dear Mr Grant,

We, the undersigned members of the Griffith community, thank Griffith City Council for the opportunity to provide feedback regarding Clause 03 – Review of the Australia Day Awards Policy, brought forward by Councillor Shari Blumer, proposing the introduction of two additional Australia Day Award categories:

- **Arts & Cultural Contribution Award**
- **Arts and Cultural Event of the Year Award**

We wish to express our strong opposition to the introduction of these two proposed awards. Our position is not a reflection of any lack of appreciation for the arts, culture or the significant contribution made by individuals, organisations and events within our community. On the contrary, we recognise and value the enormous contribution that arts and culture make to the vibrancy and strength of Griffith.

However, we believe these contributions are already appropriately recognised within the existing Australia Day Awards framework, particularly through the Community Project of the Year category.

The introduction of two additional awards specifically relating to arts and culture is, in our view, creates considerable duplication within the existing awards structure.

The Community Project of the Year award is sufficiently broad to recognise outstanding community projects, initiatives, events and contributions across the full diversity of our community, including those with an arts or cultural focus. The history of this award demonstrates precisely that. Previous recipients have included a diverse range of highly deserving community members, organisations and initiatives, including: Hampers of Hope, Griffith Biggest Lap, Griffith Curry & Jam Night, Griffith Aboriginal Medical Service – Chronic Care Team, Griffith It Takes Two and many more...

These recipients clearly demonstrate the breadth and flexibility of the existing Community Project of the Year category. It has successfully recognised initiatives across health, community support, multiculturalism, fundraising, entertainment, cultural engagement and community participation.

If the Community Project of the Year category already recognise projects and events of such varied nature, including those with significant cultural and community value, we question why Council needs to introduce two additional categories that substantially overlap with what the existing award already achieves. Introducing these two new awards stands the risk of diluting the significance, integrity and uniqueness of the Australia Day Awards. Rather than creating more meaningful recognition, it may simply divide nominations and recognition across categories that are too similar.

We also wish to express our support for the amendment brought forward by Councillor Mark Dal Bon at the Council Ordinary Meeting held on Tuesday, 11 August 2026, seeking to remove the wording relating to *culture*, together with the wording that follows it, from both of the proposed new awards. We strongly support this amendment.

There is simply no demonstrated need to create a separate award specifically incorporating culture when the existing Community Project of the Year category already provides an appropriate and inclusive avenue for recognising cultural projects, initiatives and contributions.

The Australia Day Awards motto of "Reflect, Respect and Celebrate" is a fitting representation of what these awards should stand for.

Our current award structure already beautifully captures these three principles.

The awards provide an opportunity to reflect on the achievements and contributions of people within our community, to respect those who give their time, energy and expertise to making Griffith a better place, and to celebrate the remarkable people, organisations and initiatives that contribute to our community.

For these reasons, we respectfully request that Griffith City Council not proceed with the proposed Arts & Cultural Contribution Award and Arts and Cultural Event of the Year Award.

We believe the existing Community Project of the Year category already provides an appropriate, proven mechanism for recognising outstanding arts, cultural and community initiatives.

Thank you for the opportunity to provide feedback and for considering the views of the community.

Yours sincerely,

The undersigned members of the Griffith community

Kristen Nauer

Karyn Burge

Giada Rizzeri

Della Rizzeri

John Marshall

Iskichi Boiki

Cleto Rosa

NOEL TOWNSEND

Talatori. Milo

Anetonia Nauer

Ane Nauer

Johanna Tompaali

Glory Ane Nauer

ALLAN VERRI

ALAN & VICKI Rossetto

EMILY VERRI

JENNIFER VERRI

Virginia Postallo

Terrence Peter Morrow

Sam Rizzeri

Melissa Carberry

Sophie Carberry-Beale

Brenda Carberry-Beale

~~ELENI~~ ELENI FAKADSI

DAVIS. B. LAUSII

Catherine Morrow

Flora Temporalis

Frank Temporalis