



## PROBITY STATEMENT - Shire of York Funding Program

### Purpose

This Probity Statement outlines the principles and procedures that ensure the integrity, transparency, and accountability of the assessment and allocation process for the Shire of York's funding programs.

### Probity Principles

All assessment and decision-making processes will be guided by the following probity principles:

1. Transparency Processes will be open, documented, and defensible
2. Accountability All decisions will be justifiable and made in accordance with published criteria
3. Confidentiality All applications and associated materials will be treated with strict confidentiality
4. Conflict of Interest Any real, potential, or perceived conflicts of interest, whether pecuniary or not, will be declared and appropriately managed
5. Fairness and Equity All applicants will be treated equally and evaluated based solely on merit against the published criteria

### Shire Funding Representatives

Designated Shire Funding Representatives shall provide assistance and guidance to applicants throughout the application periods. This guidance does not constitute a guarantee of funding approval. To establish clear and non-bias parameters, any Shire representatives assisting applicants will not take any part in, or attempt to influence, the selection process or assessment panel.

### Conflict of Interest

All members of the assessment panel are required to:

- Declare any potential or perceived conflicts of interest, whether pecuniary or not, prior to or during the assessment process.
- Refrain from participating in discussions or decisions where a conflict is declared.

### Confidentiality

- All funding submissions will be handled with confidentiality.
- Assessment Panel members must not disclose any information obtained through the assessment process to third parties.



## Assessment Protocol

All applications will be assessed following the approved assessment process and against the publicised assessment criteria.

## Record-Keeping

All decisions and assessment notes will be recorded, retained, and auditable through the official Shire of York Electronic Document Management system.

## Endorsement

This statement is endorsed by the Shire of York Executive Team and applies to all staff, assessors, and third parties involved in the funding allocation process.

Signed:

A handwritten signature in black ink, appearing to read "R Palumbo", is written over the "Signed:" label.

Name: Rebecca Palumbo

Position: Executive Manager Corporate and Community Services (Acting)

Date: 28/03/2025