



AGENDA

FOR INNOVATION AND BUSINESS DEVELOPMENT COMMITTEE MEETING TO BE HELD ON

**21 MARCH 2023 AT CONCLUSION OF COMMUNITY WELLBEING AND SPORT
COMMITTEE**

**IN LITTLE PARA CONFERENCE ROOMS, SALISBURY COMMUNITY HUB,
34 CHURCH STREET, SALISBURY**

MEMBERS

Cr Moni Mazzeo (Chairman)
Mayor G Aldridge (ex officio)
Cr L Brug
Deputy Mayor, Cr C Buchanan
Cr K Grenfell (Deputy Chairman)
Cr S McKell
Cr S Reardon

REQUIRED STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
General Manager Community Development, Mrs A Pokoney Cramey
General Manager City Infrastructure, Mr J Devine
General Manager City Development, Ms M English
Manager Governance, Mr R Deco
Governance Support Officer, Ms K Boyd

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Innovation and Business Development Committee Meeting held on 21 February 2023.

REPORTS

Administration

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For Decision

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QUESTIONS ON NOTICE

There are no Questions on Notice.

MOTIONS ON NOTICE

There are no Motions on Notice.

OTHER BUSINESS

(Questions Without Notice, Motions Without Notice, CEO Update)

ORDER TO EXCLUDE THE PUBLIC

6.4.1 Recommendations of the Confidential Salisbury Living Sub Committee Meeting held on Tuesday 14 March 2023

Recommendation

1. Pursuant to section 90(2) and 90(3)(b) of the local Government Act 1999 the Innovation and Business Development Committee orders that the public be excluded from attendance at the part of this meeting relating to Agenda Item 6.4.1 – Recommendations of the Confidential Salisbury Living Sub Committee Meeting held on Tuesday 14 March 2023, except staff of the City of Salisbury on duty in attendance.

To enable the Committee to consider Item 6.4.1 – Recommendations of the Confidential Salisbury Living Sub Committee Meeting held on Tuesday 14 March 2023 in confidence on the basis that the Committee considers it necessary and appropriate to act in a meeting closed to the public (except those persons listed above) in order to receive, discuss or consider in confidence the following information or matter relating to Item 6.4.1 – Recommendations of the Confidential Salisbury Living Sub Committee Meeting held on Tuesday 14 March 2023.

- it relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and

- which would, on balance, be contrary to the public interest.

the information to be considered in relation to this Agenda item includes detailed costings and financial information, the disclosure of which would prejudice the Council's commercial position as public disclosure may provide third parties with a commercial advantage.

2. *The disclosure of this information would, on balance, be contrary to the public interest because the public interest in the Council preserving its commercial position and negotiating position to conduct business and obtaining best value for money for its community would be compromised by the disclosure of the information.*
3. *Accordingly, on this basis, the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or matter confidential.*

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**MINUTES OF THE INNOVATION AND BUSINESS DEVELOPMENT COMMITTEE
MEETING HELD IN THE LITTLE PARA CONFERENCE ROOMS,
SALISBURY COMMUNITY HUB, 34 CHURCH STREET, SALISBURY ON**

21 FEBRUARY 2023

MEMBERS PRESENT

Mayor G Aldridge (ex officio)
Cr L Brug
Deputy Mayor, Cr C Buchanan
Cr K Grenfell (Deputy Chairman)

STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
General Manager Community Development, Mrs A Pokoney Cramey
General Manager City Infrastructure, Mr J Devine
General Manager City Development, Ms M English
Manager Governance, Mr R Deco
Governance Support Officer, Ms K Boyd

The meeting commenced at 7.41 pm.

The Deputy Chairman welcomed the members, public and staff to the meeting.

APOLOGIES

Apologies were received from Cr M Mazzeo and Cr S McKell.

LEAVE OF ABSENCE

Nil.

PRESENTATION OF MINUTES

Moved Cr L Brug
Seconded Cr C Buchanan

The Minutes of the Innovation and Business Development Committee Meeting held on 24 January 2023, be taken as read and confirmed.

CARRIED
UNANIMOUSLY

REPORTS

Administration

6.0.1 Future Reports for the Innovation and Business Development Committee

Moved Cr C Buchanan
Seconded Mayor G Aldridge

That Council:

1. Notes the report.

CARRIED
UNANIMOUSLY

For Information

6.2.1 Community Requests - Response Dashboard

Moved Cr C Buchanan
Seconded Cr L Brug

That Council:

1. Notes the report.
2. Requests Administration to, in light of the EM Portal reporting, discontinue to submit a monthly Community Requests – Response Dashboard report to the Committee.

CARRIED

QUESTIONS ON NOTICE

There were no Questions on Notice.

MOTIONS ON NOTICE

There were no Motions on Notice.

OTHER BUSINESS

(Questions Without Notice, Motions Without Notice, CEO Update)

There were no Other Business items.

The meeting closed at 7.43 pm.

CHAIRMAN.....

DATE.....

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ITEM	6.0.1
	INNOVATION AND BUSINESS DEVELOPMENT COMMITTEE
DATE	21 March 2023
HEADING	Future Reports for the Innovation and Business Development Committee
AUTHOR	PA to General Manager Business Excellence, Business Excellence
CITY PLAN LINKS	4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	This item details reports to be presented to the Innovation and Business Development Committee as a result of a previous Council resolution.

RECOMMENDATION

That Council:

1. Notes the report.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 A list of resolutions requiring a future report to Council is presented to each committee for noting.
- 1.2 If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Report authors and General Managers.
- 2.2 External
 - 2.2.1 Nil.

3. REPORT

3.1 The table below outlines the reports to be presented to the Innovation and Business Development Committee as a result of a Council resolution.

Meeting Item	- Heading and Resolution	Officer
27/09/2021 6.1.1	Community Hubs Management Model and Community Centre's Collaboration Agreement Review 4. Approves a comprehensive assessment of the management models, in the context of delivering the best outcomes for our community, be conducted and reported back to Council by June 2023 for Bagster Road Community Centre, Salisbury East Neighbourhood Centre, Pooraka Farm Community Centre and Morella Community Centre. Due: June 2023	Chandler Giles
27/06/2022 6.1.2	Community Bus Evaluation Report 4. Council further considers the matter following receipt of the State Governments response as per Recommendation of this report. Due: September 2022 Deferred to: April 2023 Reason: Waiting on response from Ministers Office.	Michelle Atkinson
214/10/2022 6.2.2	Salisbury City Centre Revitalisation Update – Church and John Streets Working Group Outcomes 3. Notes that the outcome of the Expression of Interest will be reported to Council seeking approval to progress negotiations with a preferred proponent should one be identified. Due: April 2023	Sharee Klein

4. CONCLUSION / PROPOSAL

4.1 Future reports for the Innovation and Business Development Committee have been reviewed and are presented to Council for noting.

ITEM	6.1.1
	INNOVATION AND BUSINESS DEVELOPMENT COMMITTEE
DATE	21 March 2023
HEADING	Shopfront Improvement Grant Application Review
AUTHOR	Manager Economic Development & Urban Policy, City Development
CITY PLAN LINKS	3.1 Salisbury's businesses are successful and part of our community 3.2 Salisbury is a place of choice for businesses to start, invest and grow 3.4 Our urban growth is well planned and our centres are active
SUMMARY	This report seeks approval to provide funding to the only successful applicant of the Shopfront Improvement Grant and seeks guidance on next steps regarding the remaining available funding.

RECOMMENDATION

That Council:

1. Notes the Shopfront Improvement Grant Guidelines presented in Attachment 1 (21 March 2023 Innovation and Business Development Committee, Item 6.1.1), as approved by Council on 22 August 2022.
2. Approves the allocation of funding from the Shopfront Improvement Grant to the Salisbury Optometrist to the value of \$10,000 following its successful application to assist with the building and landscape repairs as detailed in the report (21 March 2023 Innovation and Business Development Committee, Item 6.1.1).
3. Authorises the Chief Executive Officer to allocate a Shopfront Improvement Grant and enter into an agreement with the eligible successful grant applicant.
4. Authorises the Chief Executive Officer or delegate to approve the allocation of the remaining funds to applicants that are successful after their application is reviewed against the criteria and accepted by the Evaluation Panel, until all the available budget is allocated.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Shopfront Improvement Grant Guidelines

1. BACKGROUND

1.1 On 23 May 2022, as part of the City Centre Revitalisation Project (Church/John Street) Update, Council noted:

1. *The report.*
2. *That a further report regarding Shop Front Grants and Economic Uplift in consultation with the Salisbury Business Association will be presented to Council.*

1.2 Furthermore, on 25 July 2022, Council resolved the following:

1. *Approves the reallocation of \$67,436 of the unspent funds from the COVID-19 Small Business Grant and the approved funds for a Discover Salisbury campaign, to implement a Shopfront Improvement Grant program to support local businesses in the Salisbury City Centre.*
2. *Notes that a further report will be presented to Council with the Shopfront Improvement Grant guidelines.*

1.3 Additionally, on 22 August 2022, Council resolved the following:

1. *Approves the Shopfront Improvement Grant Guidelines presented in Attachment 1, of the Innovation and Business Development Committee, 16 August 2022, Item 6.1.1, with the exception that the Assessment of Applications Criteria - weighting be amended with highly visible being removed and procure locally be increased to 20%.*
2. *Authorises the Chief Executive Officer or delegate to finalise the grant program guidelines and administrative procedures.*

2. CITY PLAN CRITICAL ACTION

2.1 Support new and existing businesses and industries grow and create jobs.

3. CONSULTATION / COMMUNICATION

3.1 Internal

- Community Experience and Relationships
- Economic Development

3.2 External

- Salisbury Business Association

4. REPORT

4.1 The Salisbury City Centre Urban Design Framework contains a built form objective to “*offer an authentic local mainstreet experience that is well designed and legible with activated streetscape environments.*”

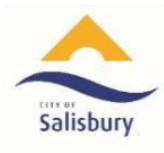
4.2 Achievement of this objective would be supported by increasing the investment by private property owners into the upkeep and presentation of their buildings. This will complement Council’s significant investment realised in John and Church Streets.

- 4.3 Being delivered on behalf of the City of Salisbury by the Polaris Business Development Centre, the grants are aimed at assisting businesses improving the amenity of their area.
- 4.4 The attached guidelines provide details of the eligibility criteria and the framework for the grant program. The initiative includes funding of up to \$10,000 (excluding GST) for each successful applicant and applicants are required to demonstrate a contribution of 30% of the total cost of the proposed improvement (financial contribution).
- 4.5 The Program was promoted extensively through the marketing channels of the City of Salisbury, the Polaris Centre and Salisbury Business Association. In addition, a Polaris Centre officer and the Executive Officer from the Salisbury Business Association walked the city centre and engaged with as many businesses as possible along John and Church Street to promote the program.
- 4.6 On-line applications opened on Tuesday 22 November 2022 and closed on Tuesday 21 January 2023. One eligible application was received. At least three other businesses expressed interest in applying, but due to a number of constraints were unable to meet the deadline. The main reasons highlighted were the impossibility of some suppliers to come to the business to quote for the works required or the impossibility of pulling together the application due to the time of the year (Christmas and holidays period).
- 4.7 The only application received was submitted by Salisbury Optometrist located at 88 John Street. The applicant is aiming to repair the retaining wall and garden bed facing Ann Street. After assessing the application against the criteria, the Evaluation Panel recommends that Council approves the allocation of \$10,000. It would cover less than 70% of the amount required (quoted at \$15,256 +GST). The landlord has agreed to put in any excess costs above the quoted amount.
- 4.8 Given the feedback received by business owners and that a number of businesses mentioned they would be able to apply if more time was granted, the Evaluation Panel would like to recommend to reopen the program for new applications and to keep it open until the end of the financial year, until all the money available is allocated, whatever occurs first. It is also recommended that Council authorises the Chief Executive or delegate to approve submissions that are consistent with the approved criteria as they are received, to allow for a quicker resolution for applicants, and to ensure the works commence and are completed, as soon as possible.
- 4.9 If this approach is accepted and approved by Council, it is proposed that Administration will provide a regular report to Council with details of the successful submissions for noting.

5. CONCLUSION / PROPOSAL

- 5.1 The Panel proposes to keep the Shopfront Improvement Grant program open until all the money allocated for the grant is spent, or until the end of the current financial year.
- 5.2 This program will continue to be delivered in collaboration with the Salisbury Business Association.

- 5.3 If supported it is proposed that Council authorise the Chief Executive or delegate to allocate funds to successful applicants until the remaining associated budget is spent.



Online applications open on Tuesday 22 November 2022 and close at 5pm on Tuesday 31 January 2023.

Our goal

The City of Salisbury is committed to provide support and strengthen both our businesses and community life. In this context, we aim for the Salisbury City Centre to offer an authentic local mainstreet experience that is well designed and attracts people to visit.

Achievement of this objective would be supported by increasing the investment by private property owners into the upkeep and presentation of their buildings. This would complement Council's investment of \$8 million in the Church and John Street Revitalisation project.

The key objectives of the program are:

- to enhance the activation of the area
- to improve the operation and viability of the local businesses
- to improve the amenity of the Salisbury City Centre

The type of improvements that could be considered include:

- Repainting of external shop frontages or facades
- Improving signage as part of a broader shopfront improvement project
- Improving accessibility for all users as part of a broader shop front improvement project
- Introducing external materials that add visual interest to the street (eg texture, tiling)
- Introducing green elements such as vines, green walls and window boxes
- Installing laminated glass or security glazing (and removal of security roller doors)
- Installing or upgrading awnings.

If you have a project idea which has not been listed above, please contact the Polaris Business & Innovation Centre on 08 8260 8205 or via email polaris@salisbury.sa.gov.au; or the Salisbury Business Association on 0414 813 202 to discuss your proposal and check eligibility.

Funding available

Funding of **up to \$10,000** (excluding GST) will be available for each successful applicant. Applicants are required to demonstrate a contribution of **30%** of the total cost of the proposed improvement (financial contribution). Applicants will be required to provide quotes for the items they are seeking funding for and provide receipts and proof of purchases to acquit the grant within 6 weeks of implementation.

This grant funding process opens on **Tuesday 22 November 2022** and will close on **Tuesday 31 January 2023**. All applications will be assessed after the 31 January 2023 deadline and a panel will review each application against the eligibility criteria.

Eligibility criteria

To be eligible for the Shopfront Improvement Grant, your business needs to:

- Have an ABN.

- Be located within the Salisbury City Centre area. (Those located in John Street, Church Street or adjacent streets will be given priority.)
- Be a property owner or a tenant holding owner's consent.
- Business must be a small business – employing under 20 employees.
- Work will commence in 2022/23 financial year.

We would welcome proposals where a number of nearby businesses would like to collaborate to enhance the street appeal.

Before applying, we strongly encourage you to contact the Polaris Business & Innovation Centre or the Salisbury Business Association.

We only accept applications via our online system. To apply, visit the Polaris website on <https://www.polariscentre.com.au/resources/>.

Businesses and conditions that are not eligible for funding

The program will not support:

- Businesses, organisations or property owners wanting to fund improvements on properties located outside the Salisbury City Centre area.
- Applications contravening an existing Policy or Operating Guideline.
- The application has safety and/or environmental hazards.
- Retrospective spending.

Elected Members and employees of the City of Salisbury are not eligible to sign or be listed on any grant application.

Assessment of applications

All applications will be assessed by an evaluation panel on their merit using the criteria outlined below. Submitting an application does not guarantee you will receive a grant. This grant program has a limited funding pool available and applications will be assessed and ranked according to Council's grant assessment criteria and processes.

Criteria	Weighting %
Delivers high quality outcomes	30
Fully detailed, costed and balanced budget, with quotes and realistic pricing	20
Works are ready to begin quickly	20
Use of greening or eco-friendly approach to enhancements	10
Procure products and services from local suppliers in the City of Salisbury	20
TOTAL	100

Decision on successful applications will be announced after the first Council meeting in 2023.

Conditions of funding

Funds provided must be used for the approved grant, with monies spent by the end of the current 2022/23 financial year.

Any changes that would result in funding being expended other than as detailed in the application may not be undertaken without written approval from the City of Salisbury.

Applicants must obtain any necessary approvals and meet any costs associated with those approvals.

Where appropriate the applicant will ensure that the project complies with all the relevant acts, codes, standards and applicable legislation.

Appropriate acknowledgement of City of Salisbury's funding must be given by the recipient in promotional material, announcements and reports of the specific project.

All successful applicants will be required to provide a detailed written report on outcomes of the project funded by Council in the form of an acquittal report document.

Acquittal reports will be required within six weeks from the conclusion of each project, unless otherwise agreed by the City of Salisbury.

The acquittal report must include any relevant receipts and a short report on the effectiveness of the project in achieving the stated outcomes in the application.

Expenditure statements must be signed by the applicant where applicable. Failure to fulfil this requirement will prejudice any future funding applications.

GST requirements

Grants are subject to GST legislation. If your application is successful and your organisation is registered for GST, Council will require a valid tax invoice before the grant can be processed.

General requirements

Applicants must hold or should be willing to obtain the appropriate insurances for the implementation of their grant funded project.

Entity undertaking the work is also required to hold appropriate insurances.

Applications must be completed in full, or they will not be accepted.

Council will not be responsible for any expenses incurred by an applicant in preparing their application, or as a result of an applicant anticipating approval of their application.

The City of Salisbury's logo may be used on promotional material to acknowledge sponsorship. Applications for logo usage must be submitted to the City of Salisbury's Marketing Department via email Communications@salisbury.sa.gov.au. The logo must not be acquired for use from elsewhere (eg downloaded from website, scanned/photographed from a document, etc).

Grants funding is required to be returned to City of Salisbury in the event that the proposed activity does not occur. In the event that all grant money is not expended, any unspent portion must also be returned to the City of Salisbury.

Frequently Asked Questions (FAQs)

How do I apply?

Only applications submitted through the online application form will be accepted.

All online applications are to be submitted before 5pm on Tuesday 31 January 2023.

You will receive an acknowledgement email confirming the submission of your application, however this does not mean that your grant has been approved.

Can we submit more than one application?

No, you can submit only one application.

Do I need a quote for all individual items?

Yes.

What is considered as an acceptable quote?

A formal quote which clearly describes the items/scope of work and cost is required.

If I have already purchased equipment prior to this start date can I claim back this money?

No, you can only submit invoices for works after the start date of the grants to be approved.

Will late applications be accepted?

Late applications will not be considered.

What other help is available?

The City of Salisbury assists local businesses with access to business advisory services through the Polaris Business and Innovation Centre. Assistance is provided via workshops, individual meetings and mentoring programs. Contact Polaris Centre on 8260 8205 or visit www.polariscentre.com.au to find out more.

The City of Salisbury Grant Finder is a grant sourcing service and can be found at <https://cityofsalisbury.grantguru.com.au/>

ITEM

6.1.2

**INNOVATION AND BUSINESS DEVELOPMENT
COMMITTEE**

HEADING

Recommendations of the Salisbury Living Sub Committee meeting held on Tuesday 14 March 2023

AUTHOR

PA to GM Community Development, Community Development

CITY PLAN LINKS

1.2 The health and wellbeing of our community is a priority
1.3 People are valued and they feel safe, included and connected

SUMMARY

The minutes and recommendations of the Salisbury Living Sub Committee meeting held on Tuesday 14 March 2023 are presented for Innovation and Business Development Committee's consideration.

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Salisbury Living Sub Committee Minutes of the meeting held on 14 March 2023 be received and noted and that the following recommendations contained therein be adopted by Council:

SLSCC1 Future Reports for the Salisbury Living Sub Committee

That Council:

1. Notes the report.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Minutes Salisbury Living Sub Committee - 14 March 2023

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**MINUTES OF SALISBURY LIVING SUB COMMITTEE MEETING HELD IN WITTBER
& DR RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB, 34 CHURCH STREET,
SALISBURY ON**

14 MARCH 2023

- MEMBERS PRESENT** Cr M Mazzeo (Chairman)
Mayor G Aldridge (ex officio)
Cr B Brug
Deputy Mayor, Cr C Buchanan
Cr K Grenfell (Deputy Chairman)
Cr P Jensen
- OBSERVERS** Cr L Brug
Cr A Graham
- STAFF** Chief Executive Officer, Mr J Harry
General Manager City Development, Ms M English
General Manager City Infrastructure, Mr J Devine
General Manager Community Development, Mrs A Pokoney Cramey
Manager Governance, Mr R Deco
Manager Strategic Development Projects, Ms S Klein

The meeting commenced at 7.28pm.

The Chairman welcomed the members, staff and the public to the meeting.

APOLOGIES

Nil.

LEAVE OF ABSENCE

Nil.

Minutes - Salisbury Living Sub Committee Meeting - 14 March 2023

Item 6.1.2 - Attachment 1 - Minutes Salisbury Living Sub Committee - 14 March 2023

PRESENTATION OF MINUTES

Moved Cr B Brug
Seconded Cr P Jensen

The Minutes of the Salisbury Living Sub Committee Meeting held on 18 January 2023, be taken as read and confirmed.

CARRIED

REPORTS

SLSCC1 Future Reports for the Salisbury Living Sub Committee

Moved Cr K Grenfell
Seconded Cr C Buchanan

That Council:

1. Notes the report.

CARRIED

OTHER BUSINESS

Nil

ORDERS TO EXCLUDE THE PUBLIC

SLSCC2 Strategic Property Matter - Confidential

Moved Cr P Jensen
Seconded Cr K Grenfell

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on grounds that:

1. Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) of the *Local Government Act 1999*, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:
 - it relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
 - information the disclosure of which would, on balance, be contrary to the public interest.

2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
 - *Non disclosure of this report at this time will protect Council's commercial position as public disclosure may provide third parties with a commercial advantage.*

*On that basis the public's interest is best served by not disclosing the **Strategic Property Matter - Confidential** item and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

CARRIED

The meeting moved into confidence at 7.29pm.

The meeting moved out of confidence at 8.17pm.

CLOSE

The meeting closed at 8.19pm.

CHAIRMAN.....

DATE.....

Minutes - Salisbury Living Sub Committee Meeting - 14 March 2023

Item 6.1.2 - Attachment 1 - Minutes Salisbury Living Sub Committee - 14 March 2023