



AGENDA

FOR COMMUNITY WELLBEING AND SPORT COMMITTEE MEETING TO BE HELD ON

**12 DECEMBER 2023 AT CONCLUSION OF THE INNOVATION AND BUSINESS
DEVELOPMENT COMMITTEE**

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

MEMBERS

Cr D Hood (Chairman)
Mayor G Aldridge (ex officio)
Cr A Graham
Cr P Jensen
Cr S McKell
Cr S Ouk

REQUIRED STAFF

Chief Executive Officer, Mr J Harry
General Manager Community Development, Mrs A Pokoney Cramey
Deputy Chief Executive Officer, Mr C Mansueto
General Manager City Infrastructure, Mr J Devine
General Manager City Development, Ms M English
A/Manager Governance, Mrs J O'Keefe-Craig
Personal Assistant to General Manager Community Development, Ms
S Howley

APOLOGIES

An apology has been received from Cr M Mazzeo.

LEAVE OF ABSENCE

Leave of absence for this meeting was previously granted to Deputy Mayor, Cr C Buchanan.

PRESENTATION OF MINUTES

Presentation of the Minutes of the Community Wellbeing and Sport Committee Meeting held on 21 November 2023.

REPORTS

Administration

5.0.1	Future Reports for the Community Wellbeing and Sport Committee.....	12
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For Decision

5.1.1	Salisbury Aquatic Centre Redevelopment - Project Status Report	15
5.1.2	Grant Funding Update	21
5.1.3	Youth Sponsorship Applications - November 2023.....	29
5.1.4	Grant No. 26/2023-24: Para Hills Tennis Club Community Grant Application	31
5.1.5	Grant No. 27/2023-24: Salisbury City Band Community Grant Application	43
5.1.6	Waste Management for City of Salisbury Events	55

For Information

5.2.1	2024 Salisbury Fringe Carnival - Event Overview	91
5.2.2	Events - 2023 & 2024.....	107

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.)

CLOSE



**MINUTES OF COMMUNITY WELLBEING AND SPORT COMMITTEE MEETING
HELD IN LITTLE PARA CONFERENCE ROOMS, SALISBURY COMMUNITY
HUB,**

34 CHURCH STREET, SALISBURY ON

21 NOVEMBER 2023

MEMBERS PRESENT

Cr D Hood (Chairman)
Mayor G Aldridge (ex officio)
Deputy Mayor, Cr C Buchanan (Deputy Chairman)
Cr A Graham
Cr P Jensen
Cr M Mazzeo
Cr S Ouk

OBSERVERS

Cr S Reardon

STAFF

Chief Executive Officer, Mr J Harry
Deputy Chief Executive Officer, Mr C Mansueto
A/General Manager Community Development, Mr A Hamilton
General Manager City Infrastructure, Mr J Devine
General Manager City Development, Ms M English
Manager Governance, Mr R Deco
Personal Assistant to General Manager Community Development, Ms
S Howley

The meeting commenced at 6:43pm.

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

APOLOGIES

An apology has been received from Cr S McKell.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr P Jensen

Seconded Mayor G Aldridge

The Minutes of the Community Wellbeing and Sport Committee Meeting held on 17 October 2023, be taken as read and confirmed.

CARRIED

REPORTS

Administration

5.0.1 Future Reports for the Community Wellbeing and Sport Committee

Moved Cr P Jensen

Seconded Cr S Ouk

That Council:

1. Notes the report.

CARRIED

For Decision

5.1.1 Ongoing management of the St Kilda Community Hall on behalf of the Community

Moved Cr C Buchanan

Seconded Cr P Jensen

That Council:

1. Notes that the St Kilda Progress & Tourism Association have vacated the St Kilda Community Hall (the Hall) and have returned possession of the Hall to the City of Salisbury.
2. Approves the Hall to be managed and made available to the community as a Facility for Hire until 30 June 2024.
3. Approves the following Fees and Charges for use of the Hall, effective from the handover date of the premises, until 30 June 2024. Any further review of these charges shall occur in accordance with Council's standard adopted Fees & Charges Register:

CASUAL HIRE OF PARK FACILITIES		FULL DAY OR EVENING HIRE	HALF DAYTIME (4 hours or less)
Private, Local &/or Community Groups, Non-Commercial	Summer season – 1 st September through to 30 th April	\$160	\$85
	Winter Season – 1 st May through to 31 st August	\$135	\$85
Cleaning Bond (refundable if no damage done to premises and venue left in a clean and orderly fashion)		\$200	\$200
Key Deposit (refundable if all keys returned)		\$130	\$130

4. Approves a non-discretionary 2nd Quarter 2023/24 Budget Review of \$20,000 to be granted to cover the costs associated with purchase of equipment, preparation of Hall for hire and ongoing operational costs until 30 June 2024, noting that some operational costs can be absorbed within existing budgets.
5. Approves that Administration develop an opportunities and options report for Council's consideration for future use of this site including a draft expression of interest for broader exploration of opportunities and strategic value and alignment by January 2024.

CARRIED

5.1.2 Community Centres Update

Moved Cr C Buchanan
Seconded Cr P Jensen

That Council:

1. Adopts the fees and charges as set out in Attachment 1 (Item 5.1.2, Community Wellbeing and Sport Committee, 21 November 2023) for Bagster Road Community Centre and Salisbury East Neighbourhood Centre for the period 1 January to 30 June 2024.
2. Approves a discretionary 2nd Quarter 2023/24 Budget Review of \$60,000 to cover the costs of replacement furniture required for the Bagster Road Community Centre.

CARRIED

ORDER TO EXCLUDE THE PUBLIC

5.1.2 Community Centres Update

Moved Cr C Buchanan

Seconded Cr P Jensen

Pursuant to Section 90(2) of the *Local Government Act 1999* the Community Wellbeing and Sport Committee orders, this matter to be considered in confidence 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 operationsOn that basis the public's interest is best served by not disclosing the **Community Centres Update** item and discussion at this point in time.

3. Pursuant to Section 90(2) of the *Local Government Act 1999* the Community Wellbeing and Sport Committee orders that all members of the public, except staff of the City of Salisbury on duty in attendance, Chief Executive Officer, Deputy Chief Executive Officer, A/General Manager Community Development, A/General Manager Community Development, General Manager City Development, General Manager City Infrastructure, Manager Governance and Personal Assistant to General Manager Community Development be excluded from attendance at the meeting for this Agenda Item.

CARRIED

The meeting moved into confidence at 6:59pm.

The meeting moved out of confidence at 7:14pm.

5.1.3 Thrive Strategy

Moved Cr C Buchanan

Seconded Cr P Jensen

That Council:

1. Approves the Thrive Strategy and proposed programs aligned to the Thrive Domains in the year 2023/24 as included in Attachment 1 (Item No 5.1.3, Community Wellbeing and Sport Committee, 21 November 2023).
2. Approves the Thrive Action Plan as included in Attachment 2 (Item No. 5.1.3, Community Wellbeing and Sport Committee, 21 November 2023).
3. Approves a non-discretionary budget review in the second quarter of 2023/24 for the budget of \$80,000 for FY23-24, with an additional \$160,000 as a non-discretionary budget bid of the 2024/25 Annual Budget Process.
4. Notes that the Administration will undertake a review of these programs at the conclusion of the 2023/34 and the 2024/25.

CARRIED

Mayor G Aldridge left the meeting at 7:34 pm.

5.1.4 Youth Sponsorship Applications - October 2023

Moved Cr P Jensen

Seconded Cr A Graham

That Council:

1. Notes that 12 Youth Sponsorship Applications were assessed in October 2023, as included in this report (Item No. 5.1.4, Community Wellbeing and Sport Committee, 21 November 2023).
2. Notes one application, as outlined in Section 3.2 of this report (Item No. 5.1.4, Community Wellbeing and Sport Committee, 21 November 2023), did not meet the eligibility criteria as it was not received 14 days clear of the event.
3. Approves the application as outlined in Section 3.2 of this report (Item No. 5.1.4, Community Wellbeing and Sport Committee, 21 November 2023).

CARRIED

5.1.5 Grant No. 17/2023-24: Woodworkers Shed Northern Districts (S.A) Inc. Community Grant Application

Moved Cr D Hood
Seconded Cr C Buchanan

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves the request for funding for the November 2023 round of Community Grants as follows:
 - a. Grant No. 17/2023-24 Woodworkers Shed Northern Districts (S.A) Inc. Community Grant Application: to the value of \$5,000: to assist with purchasing various equipment including but not limited to; paint, timbers and blades.

CARRIED

5.1.6 Grant No. 18/2023-24: Uniting in Care Salisbury Inc. Community Grant Application

Moved Cr C Buchanan
Seconded Cr P Jensen

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves the request for funding for the November 2023 round of Community Grants as follows:
 - a. Grant No. 18/2023-24 Uniting in Care Inc. Salisbury Community Grant Application: to the value of \$5,000: to assist with purchasing 250 x \$20 Woolworths/Big W Gift Cards as part of its 'Parcel of Love' project.

CARRIED

Mayor G Aldridge returned to the meeting at 7:38 pm.

5.1.7 Grant No. 19/2023-24: Salisbury Uniting Church Community Grant Application

Moved Cr P Jensen
Seconded Mayor G Aldridge

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves the request for funding for the November 2023 round of Community Grants as follows:
 - a. Grant No. 19/2023-24 Salisbury Uniting Church Community Grant Application: to the value of \$5,000: to assist with purchasing lighting equipment, stage hire and an ice-cream freezer for its 'Carols on the Lawn' event.

CARRIED

5.1.8 Grant No. 20/2023-24: Bahr El-Ghazal Community Association of SA Inc. Community Grant Application

Moved Cr C Buchanan

Seconded Cr P Jensen

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves the request for funding for the October 2023 round of Community Grants as follows:
 - a. Grant No. 20/2023-24 Bahr El-Ghazal Community Association of SA Inc. Community Grant Application: to the value of \$5,000: to assist with costs of hall hire and costumer hire as part of its ‘South Sudanese Community Celebration’ event.
 - b. On the condition that the funds are only to be released once Bahr El-Ghazal Community Association of SA Inc. have secured Angkor Hall as the venue for its ‘South Sudanese Community Celebration’ event.

CARRIED

5.1.9 Grant No. 21/2023-24: Mawson Lakes Cricket Club Community Grant Application

Moved Cr A Graham

Seconded Cr C Buchanan

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves the request for funding for the November 2023 round of Community Grants as follows:
 - a. Grant No. 21/2023-24 Mawson Lakes Cricket Club Community Grant Application: to the value of \$5,000: to assist with purchasing turf cricket pitch covers and cricket balls.

CARRIED

5.1.10 Grant No. 22/2023-24: Salisbury West Cricket Club Community Grant Application

Moved Cr S Ouk
Seconded Cr C Buchanan

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves the request for funding for the October 2023 round of Community Grants as follows:
 - a. Grant No. 22/2023-24 Salisbury West Cricket Club Community Grant Application: to the value of \$5,000: to assist with purchasing players shirts and cricket balls.

CARRIED

5.1.11 Grant No. 24/2023-24: LIFE Community (Adelaide) Community Grant Application

Moved Cr A Graham
Seconded Mayor G Aldridge

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves the request for funding for the October 2023 round of Community Grants as follows:
 - a. Grant No. 24/2023-24 LIFE Community (Adelaide) Community Grant Application: to the value of \$5,000: to assist with its Christmas Box project.
2. Notes that this grant funding is only eligible for use in the City of Salisbury and this will be conveyed to LIFE Community (Adelaide).
3. Requests the Administration to ensure that the City of Salisbury branding is included in all promotional material regarding this project.

CARRIED

5.1.12 Community Grant Program Progress Update

Moved Cr C Buchanan
Seconded Cr P Jensen

That Council:

1. Approves the draft guidelines for the Economic Growth and Sustainability Grant Streams as per the updated draft guidelines with tracked changes which was tabled at the meeting.
2. Requests the Administration to review the new Community Grant guidelines by June 2024.

CARRIED

5.1.13 Turf Pitches

Moved Cr C Buchanan
Seconded Cr P Jensen

That Council:

1. Notes that the City of Salisbury currently provides several different services for clubs with both turf and concrete wickets including, the covering and uncovering of concrete wickets at the changeover of seasons.
2. Approves that a rebate of \$1,300 per year be offered to each sporting club listed in paragraph 3.3 of this report to assist with the maintenance of turf wickets with the conditions set out in this report (Item 5.1.13, Community Wellbeing and Sport Committee, 21 November 2023).
3. Approves a non-discretionary 2nd Quarter 2023/24 Budget Bid for an additional \$7,800 to be included in the operating budget of the 2023-2024 financial year to cover the cost of the rebate to the cricket clubs listed in paragraph 3.3 of this report (Item 5.1.13, Community Wellbeing and Sport Committee, 21 November 2023).

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 8:13pm.

CHAIRMAN.....

DATE.....

ITEM	5.0.1
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	12 December 2023
HEADING	Future Reports for the Community Wellbeing and Sport Committee
AUTHOR	Sara Howley, PA to GM Community Development, Community Development
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 Community Wellbeing and Sport Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

RECOMMENDATIONThat Council:

1. Notes the report.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 Historically, a list of resolutions requiring a future report to Council has been presented to each committee for noting.

2. REPORT

- 2.1 The table below outlines the reports to be presented to the Community Wellbeing and Sport Committee as a result of a Council resolution.

Meeting Item	Heading and Resolution	Officer
22/11/2021 5.2.1	Commonwealth Home Support Programme (CHSP) Payment In Arrears Notes that the Administration will provide a future report to Council as more information on CHSP Payment in Arrears becomes available. Due: January 2024 Deferred to: March 2024 Reason: The State Government is yet to finalise what the CHSP Payment in Arrears will look like. This is likely to occur March 2024, Council will be updated as soon as possible if it occurs earlier.	Vesna Haracic

25/07/2022 5.1.1	Bridgestone Athletics Centre Advisory Group Requests that the minutes of each Bridgestone Coordination Group meeting will be reported to the Community Wellbeing & Sport Committee. Due: November 2023 Deferred to: February 2024 Reason for Deferral: Council and three Athletic Clubs are meeting in November 2023 to discuss future lease arrangements. Once this has been resolved, an update will be provided in February 2024.	Andrew Hamilton
24/07/2023 5.1.3	Proposed Changes to Community Grant Program 5. Notes that the update of the Community Grant application process, eligibility criteria and terms and conditions for each of the three types will be subject of a future report to Council for approval following a decision on the overall structure of the program. Due: October 2023 Deferred to: February 2024 Reason: This is partially completed. The Active and Connected Grant Stream Eligibility Criteria was approved by the Community Wellbeing and Sport Committee in October 2023, with the Economic Growth and Sustainability streams going to the Committee this month. The Administration is currently working on application forms and updating other relevant forms for the website and for the community to utilise.	Sara Howley
24/07/2023 5.1.10	Salisbury Fringe Carnival Venue and Australia Day Venue 2024 5. Requests that Administration provides a draft program of works for 2024 fringe to the Community Wellbeing and Sport Committee prior to finalisation. Due: October 2023 Deferred to: December 2023 This was presented at the CEO Briefing on 04 December 2023.	Andrew Hamilton
24/07/2023 5.1.10	Salisbury Fringe Carnival Venue and Australia Day Venue 2024 6. Requests that Administration undertake a comprehensive review of fringe format post 2024 Carnival with a view to lock in for a further 3-year program. Due: June 2024	Andrew Hamilton
23/10/2023 5.1.8	Homelessness - Update on Services 3. Notes that research has commenced regarding opportunities for a homeless shelter in northern Adelaide and will be the subject of a report in 2024. Due: June 2024	Andrew Hamilton

23/20/2023 5.4.1	Chapel of the Holy Family - End of Lease Arrangements 6. Notes that, given recent disruptions to the Mausoleum, and the intended urgent building maintenance works, the report to Council outlining the results of an Expression of Interest, planned for November 2023, will now be provided by April 2024. Due: April 2024	Andrew Hamilton
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4. CONCLUSION / PROPOSAL

- 4.1 Future reports for the Community Wellbeing and Sport Committee have been reviewed and are presented to Council for noting.

ITEM	5.1.1		
	COMMUNITY WELLBEING AND SPORT COMMITTEE		
DATE	12 December 2023		
PREV REFS	Community Wellbeing and Sport Committee	5.4.1	21/09/2021
	Urban Services Committee	4.1.2	15/11/2021
	Community Wellbeing and Sport Committee	5.4.1	14/12/2021
	Community Wellbeing and Sport Committee	5.2.1	16/08/2022
	Council	GB10	19/12/2022
	Community Wellbeing and Sport Committee	5.1.6	20/06/2023
HEADING	Salisbury Aquatic Centre Redevelopment - Project Status Report		
AUTHOR	Jared Bower, Project Manager, City Infrastructure		
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 3.3 Our infrastructure supports investment and business activity 3.4 Our urban growth is well planned and our centres are active		
SUMMARY	The construction of the Salisbury Aquatic Centre is now well advanced with the three new pools poured and tiling now commenced. The installation of the new 10metre high triple waterslide tower is currently in progress as is the construction of the waterplay and splashpad. In addition to the various construction works currently occurring, the Operational Readiness program of works has commenced. This includes the scheduling of such items as fit out works, training, marketing and communications.		
RECOMMENDATION			
	<u>That Council:</u>		
	1. Notes the Salisbury Aquatic Centre project status report (Item 5.1.1, Community Wellbeing and Sport Committee, 12 December 2023) with construction now well advanced and on schedule with Operational Readiness works also now commenced.		
	2. Notes that the Salisbury Aquatic Centre is scheduled to open in July 2024.		
	3. Notes that a Project Control Group meeting will be held in January 2024 and CEO briefing will be held with Council on 5 February 2024 on the Operational Readiness Plan, including associated budgets and Fees and Charges, with a Council report to follow in February 2024.		

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

1.1 At its meeting held on 19 December August 2022 it was resolved that Council:

- “1. Notes and approves proposed approach to managing the project within the current project budget.
2. Notes six monthly progress reporting will be made to Council through the Project Control Group.
3. Notes that this project remains on schedule for completion mid-2024.”

Resolution Number 0063/2022

2. CITY PLAN CRITICAL ACTION

2.1 Continue to develop the capability of our people to deliver transformative projects, innovate and engage with the community.

3. CONSULTATION / COMMUNICATION

3.1 External

- 3.1.1 Mossop Construction + Interiors
- 3.1.2 KPMG
- 3.1.3 Rider Levett Bucknall (RLB)

4. REPORT

- 4.1 Construction of the new Salisbury Aquatic Centre continues to progress and take shape. The main building is now well advanced with the gymnasium, multipurpose room and change rooms, service installations complete. Installation of the ceilings are now in progress which will be followed by floor finishes prior to the festive season.
- 4.2 Currently the 10metre high triple waterslide is being erected. This will be a show piece of the facility and will be located adjacent to the waterplay and splashpad.



- 4.3 The new tennis clubrooms and seasonal kiosk are currently being built, whilst the new plant room building has been constructed in preparation for equipment fitout.
- 4.4 The indoor program pool is currently 80% tiled and will be followed by the tiling of the indoor 25m pool.

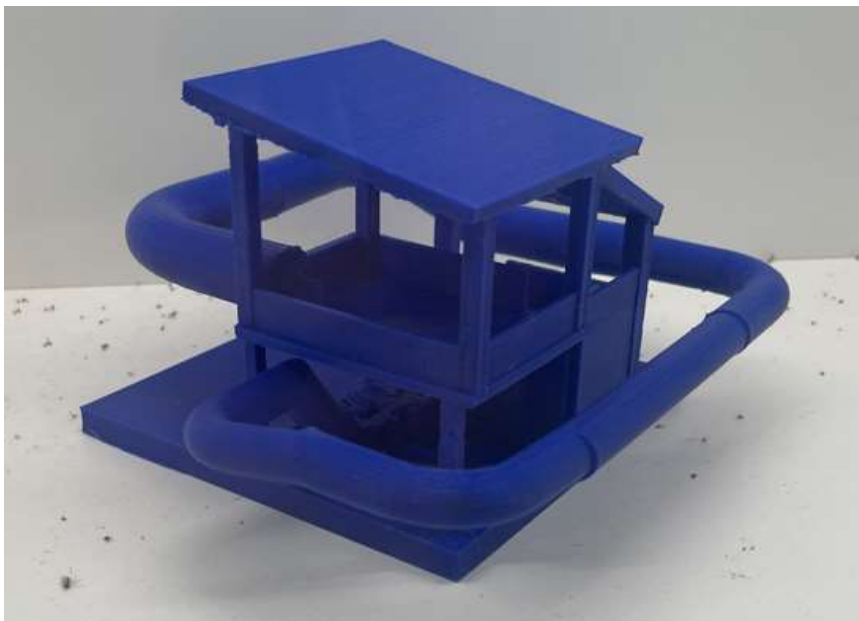


- 4.5 The new outdoor 50metre pool shell has been poured and is currently undergoing hydrostatic testing and quality assurance processes indoor for tiling to commence early next year.



- 4.6 The construction currently remains in alignment with the schedule however is subject to inclement weather which could impact delivery particularly if significant heat or wet weather events occur. In order to assist in the mitigation of this risk, the contractor has currently scheduled to have some trades continue works over the festive season.

- 4.7 Given the Project Completion date of 4 April 2024, Council is actively managing the contract and building program alongside the operational readiness plan to open in July 2024.
- 4.8 The head contractor, Mossop Construction + Interiors, and consultant architect, City Collective, have worked with Salisbury High School students as part of the Makers Empire Program. The program introduces students to the building and construction industry through design thinking and problem solving. Students undertook a project to design a waterslide and then create their design in 3D printed models.



5. OPERATIONAL READINESS PLAN

- 5.1 In preparation for the opening of the Salisbury Aquatic Centre, Operational Readiness planning has commenced. As part of Operational Readiness, tasks, budgets and risks are identified to inform a schedule of works. This encompasses things such as the early ordering of long lead time items such as gym equipment, handover requirements, fit out works, facility operations training and marketing.
- 5.2 Marketing of the facility is critical both from an operator perspective but also from Council's perspective, and the Administration have been working collaboratively with the operator Bluefit to develop a combined Marketing Plan which can achieve all the required objectives. The Marketing Plan considers various elements including identification of audiences, communication styles, funding requirements, media activities, promotions and events.
- 5.3 A Project Control Group meeting will be held in January 2024 and CEO briefing will be held with Council on the 5th February 2024 on the Operational Readiness Plan, including associated budgets and Fees and Charges, with a Council report to follow in February 2024.
- 5.4 A Report to Council in February 2024 will seek approval of the Operating Budget for Years 1 through to 3, as well as the Fees and Charges Schedule. The Long-Term Financial Plan has factored in the original business case net costs which is consistent with current negotiations.
- 5.5 The development of the Centre's website will need to commence ahead of the briefing and report to Council early next year in order to capitalize on interest in fitness and leisure products over the New Year period and summer months. This will be largely a landing page with capacity to capture customer information and will be able to be adapted to Council feedback longer term.

6. FINANCIAL

- 6.1 Financially the project remains within the approved budget whilst retaining a portion of risk contingency funding. Final outstanding variations are being worked through with a commitment to finalise these by early 2024.
- 6.2 The contractor has provided a revised projected cashflow forecast, which will be closely monitored over the next two months against the project schedule to ensure both program and cashflow spend remain on track. The Project Control Group has asked the project quantity surveyor to undertake a sense check of the contractor's cash flow, to identify if the lagging cashflow is of concern.
- 6.3 There are financial considerations for the Operational Readiness Plan that are not included in the project budget. In order to ensure that Council and BlueFit are working together to invest in marketing and engagement strategies in the lead up to opening, to provide the Aquatic Centre with the best chance of success and financial sustainability longer term, investment is required from Council. This will be outlined in the Briefing and Report in early 2024 and will likely result in an item included in the Q2 Budget review.

7. CONCLUSION / PROPOSAL

- 7.1 The construction of the Salisbury Aquatic Centre continues to progress and take shape. Tiling of the indoor program pool is now 80% complete and will be followed by the tiling of the indoor 25metre pool. Outdoors, the new 50metre pool has been poured and is currently undergoing hydrostatic testing. The 10metre high triple waterslide tower is being erected as with the waterplay and splashpad being installed.
- 7.2 The construction program is being closely monitored, whilst currently in alignment with the project schedule, there remains a risk of unforeseen such as inclement weather, being either hot weather and/or rain events.
- 7.3 The opening date that is publicly advertised will be July 2024 in order to mitigate risks of future weather-related delays to the Project Completion date of 4 April 2024.
- 7.4 Operational Readiness has commenced in preparation for handover and takeover of the facility. Council and the operator Bluefit, have jointly developed a Marketing Plan which includes items such as media activities, promotions and events.
- 7.5 A Project Control Group meeting will be held in late January 2023 and a CEO briefing will be held on 5 February 2024 to brief Council on the Operational Readiness Plan, associated budgets and Fees and Charges Schedule, with a Council report to follow in February 2024.

ITEM	5.1.2
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	12 December 2023
HEADING	Grant Funding Update
AUTHOR	Sara Howley, PA to GM Community Development, Community Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	This report is providing information regarding the City of Salisbury's Grant Funding relating to the Youth Sponsorship Program and the Community Grants Program.

RECOMMENDATION

That Council:

1. Notes the Grant Spending relating to the Youth Sponsorship Program has been over committed by \$1,600 and the Community Grants Program will likely be expended by January 2024.
2. Notes that there are insufficient funds to continue to provide Youth Sponsorship and Community Development Grants for the remainder for the 2023/24 financial year.
3. Approves the Youth Sponsorship Applications outlined in the report titled 'Youth Sponsorship Applications' (Item 5.1.3, Community Wellbeing and Sport Committee, 12 December 2023), noting that the shortfall of \$1,600 will be funded within the existing Community Development budget.

ATTACHMENTS

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

1. Community Grant Program Data by Group 2019 - 2023
2. Youth Sponsorship Program and Community Grant Program Budget Information 2019-2023

1. BACKGROUND

- 1.1 The City of Salisbury has various grant programs. This report is focusing on the Youth Sponsorship Program and the Community Grant Program.
- 1.2 The aim of the Youth Sponsorship Program is to provide sponsorship for State and/or Australian representation, in sporting, cultural or recreational activities. The Youth Sponsorship Program is aimed specifically at young people aged 25 years and under, who reside in the City of Salisbury.
- 1.3 The Youth Sponsorship Program has various funding sizes available (depending on level of representation) from \$250 - \$1,250.

- 1.4 The Youth Sponsorship Program has a budget of \$45k.
- 1.5 The Community Grants Program aims to encourage, develop and support community projects/events that provide a service or program to residents of the City of Salisbury and foster opportunities for community participation and development.
- 1.6 The Community Grants Program has a budget of \$120k.
- 1.7 The budget for the Youth Sponsorship Program is expended and the Community Grants Program will likely be expended by January 2024.

2. EXTERNAL CONSULTATION / COMMUNICATION

- 2.1 Nil.

3. DISCUSSION

- 3.1 The budgets for the Youth Sponsorship Program and Community Grant Program are due to be fully expended with six months left remaining of the financial year.
- 3.2 This report provides analysis on the grant funding provided in recent years and highlights some issues that are occurring within these two programs.
- 3.3 The purpose of a community grants program is not to provide annualised funding for business as usual activities. The community grants program has the opportunity to support applicants to expand their levels of service, reach a greater number of community members and to strengthen the quality of their offering or try something new.

Repeat Applicants

- 3.4 A pattern that is emerging amongst applicants is a perception that funding is available annually with a low threshold requirement for providing evidence of the improved outcomes mentioned above.
- 3.5 Almost 30% of successful community grant applicants in the last four financial years, have received grant funding from Council previously. Some of these applicants are applying and receiving community grant funds annually for what could be considered business as usual activities.
- 3.6 Under the newly adopted Community Grant Guidelines, applicants will still be able to apply for grant funding yearly, however there is more consideration on previous funding and showcasing broader community benefit.
- 3.7 A risk of applicants relying on Council's Community Grant funding to manage their day to day operations is that the organisations are not becoming financially sustainable and Council's ability to fund new initiatives is limited as a result.

Imbalance of grant funding across group type

- 3.8 As outlined in Attachment 1, over 55% of Community Grant funding is going towards Sporting Clubs. Often these are for costs towards equipment and uniforms.
- 3.9 Across the last four years, 23 Sporting Clubs and organisations have received grant funding multiple years in a row.

- 3.10 Whilst it is reasonable that Community Grant funding would support Sporting Clubs, the data shows that multiple Sporting Clubs are applying on a yearly basis for similar items.
- 3.11 Sporting Clubs should not rely upon Council funds to meet part of their operation expenditure. Council staff and programs are available to support clubs to reprioritize and or reduce operating budgets so as to maintain financial sustainability.
- 3.12 A similar situation is occurring in regards to Youth Sponsorships where some schools are encouraging a large number of students to apply. Fair distribution of funding across all schools needs to be considered in order to manage the flow of these funds.
- 3.13 Recently 30% of the Youth Sponsorship budget was expended in one month.

Capacity to Pay

- 3.14 The Community Grants Program exists to support community organisations to expand their levels of service and provide broad community benefit, particularly for those organisations who without a grant may not be able to achieve their desired outcome.
- 3.15 It could be argued that several applicants of the Community Grants program would have the capacity to fund the items or initiatives requested given the size of their organisation, significant revenue streams and access to financially sustainable sources of income. By funding these organisations, Council's ability to fund smaller organisations is limited.
- 3.16 Historically Council has excluded organisations receiving revenue from poker machines from the eligibility guidelines for Community Development Grants.

New Community Grant Guidelines Implementation

- 3.17 In October and November 2023, the Council adopted new Community Grant Guidelines and Community Grant Program.
- 3.18 Originally it was intended to apply the new Community Grant Guidelines as soon as possible, however based on the current financial situation and the increased limits for grants within the new guidelines it is recommended that the new Community Grant Guidelines come into effect in the next financial year, commencing July 2024.

4. FINANCIAL OVERVIEW

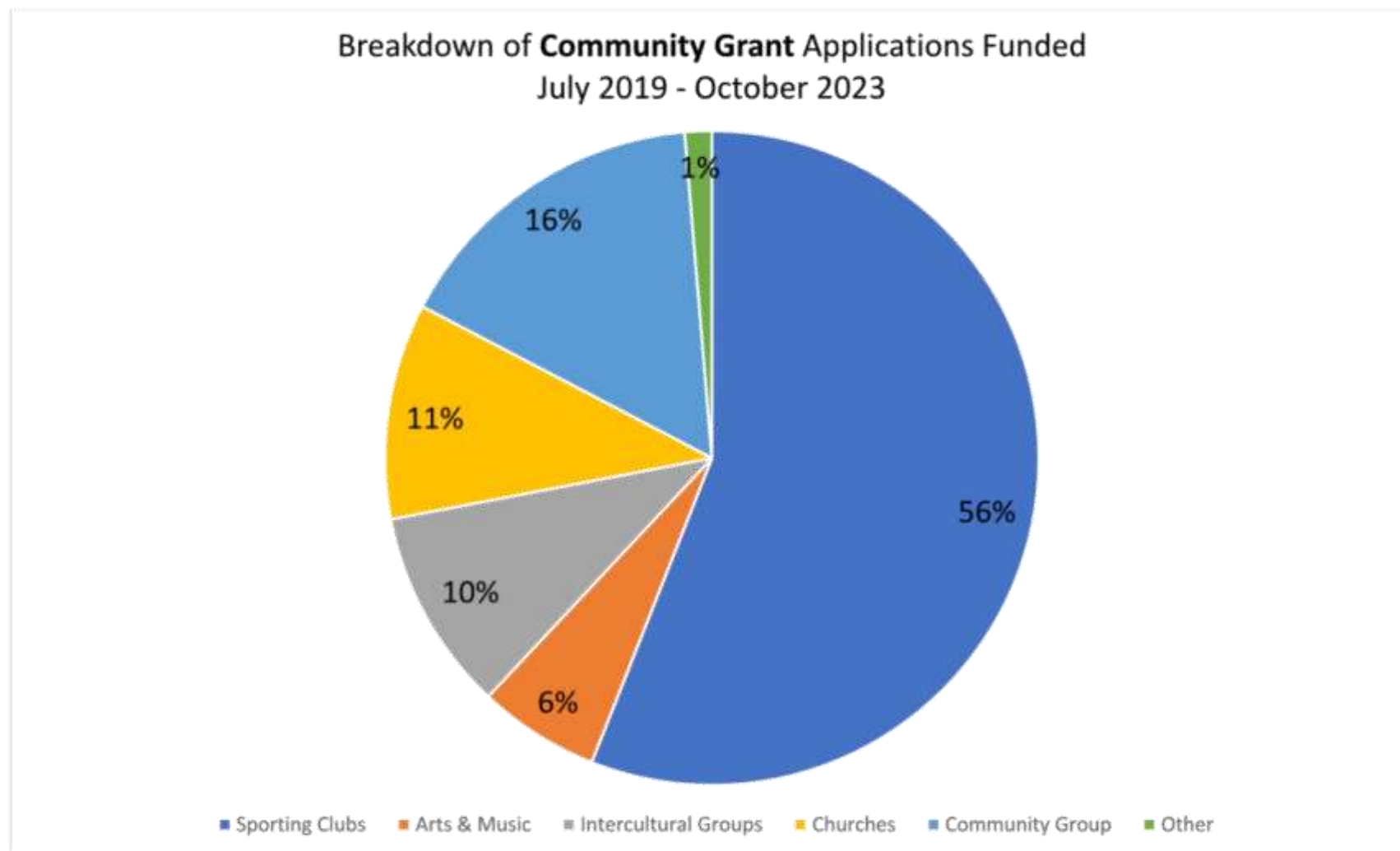
- 4.1 Attachment 2 outlines the budget information for the Youth Sponsorship Program and Community Grant program over the last four years.
- 4.2 In July 2020, the Community Grants budget was increased to \$120k (a \$38k increase). The Youth Sponsorship Program budget has remained at \$45k for the last four years.
- 4.3 In March 2023, the Community Grants Program was increased to \$160k through a 3rd Quarter Budget Review Bid for \$40k.
- 4.4 The below table outlines the budget expenditure for Youth Sponsorship Program and the Community Grants program over the last two years.

Grant Funding						
	2022/23			2023/24 (as at 30 Nov)		
Grant Type	Original	Revised	Actual	Original	Revised	Actual
Youth Sponsorship	45,000	45,000	54,032	45,000	45,000	43,950
Community Grants	120,000	177,700	165,398	120,000	132,000	94,585

- 4.5 In 2022/23 both the Youth Sponsorship Program and the Community Grants program exceeded its budget.
- 4.6 There are insufficient funds to continue to provide Youth Sponsorship Program and Community Development Grants for the remainder for the 2023/24 financial year.

5. CONCLUSION

- 5.1 The purpose of a community grants program is not to provide annualised funding for business as usual activities. The program has the opportunity to support applicants to expand their levels of service, reach a greater number of community members and to strengthen the quality of their offering or try something new.
- 5.2 The Grant Spending relating to the Youth Sponsorship Program has been over committed by \$1,600 and the Community Grants Program will likely be expended by January 2024.
- 5.3 There are insufficient funds to continue to provide Youth Sponsorship and Community Development Grants for the remainder for the 2023/24 financial year.



Grant Funding															
	2019/20			2020/21			2021/22			2022/23			2023/24 (as at 30 Nov)		
Grant Type	Original	Revised	Actual	Original	Revised	Actual	Original	Revised	Actual	Original	Revised	Actual	Original	Revised	Actual
Youth Sponsorship	45,000	55,000	33,068	45,000	17,886	3,148	45,000	5,000	2,670	45,000	45,000	54,032	45,000	45,000	43,950
Community Grants	82,000	112,000	97,420	120,000	89,000	59,569	120,000	160,000	136,907	120,000	177,700	165,398	120,000	132,000	94,585

Please note: the Youth Sponsorship Program funds were transferred in 20/21 and 21/22 to fund the COVID-19 Recovery Program and shortfall in Community Grants Program.

ITEM	5.1.3
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	12 December 2023
HEADING	Youth Sponsorship Applications - November 2023
AUTHOR	Hayley Berrisford, PA to General Manager Business Excellence, Business Excellence
CITY PLAN LINKS	1.3 People are valued and they feel safe, included and connected 4.1 Members of our community receive an exceptional experience when interacting with Council 4.5 We engage meaningfully and our community is aware of Council initiatives
SUMMARY	This report outlines the Youth Sponsorship Applications assessed in November 2023.

RECOMMENDATION

That Council:

1. Notes that 5 Youth Sponsorship Applications were assessed in November 2023, as included in this report (Item No. 5.1.3, Community Wellbeing and Sport Committee, 12 December 2023).
2. Notes that the number of applications received to date has seen the budget exceeded by \$1,600.
3. Notes that in the report titled 'Grant Funding Update' (Item No. 5.1.2, Community Wellbeing and Sport Committee, 12 December 2023), it has been recommended to fund the current shortfall of \$1,600 through the existing Community Development budget.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 The Youth Sponsorship Program Policy requires a report be provided to the Community Wellbeing and Sport Committee outlining approved Youth Sponsorship Program applications.

2. CONSULTATION / COMMUNICATION

- 2.1 External
 - 2.1.1 Youth Sponsorship applicants

3. REPORT

- 3.1 The following Youth Sponsorship Applications were assessed and approved by the Chairperson and one other member of the Community Wellbeing and Sport Committee for November 2023.
- 3.2 The number of applications received to date has seen the budget exceeded by \$1,600.

Funding per application	Event	Total Funding
1 @ \$350	Representing Softball SA at the 2023 Under 14 Boys Regional Championships	\$350
1 @ \$350	Representing SA Athletics State Team at the Australian All Schools Championships	\$350
1 @ \$1,250	Representing Insanity All Star Cheer and Dance (South Australia) at the 2024 Hawaii Marquee Cheerleading Competition	\$1,250
1 @ \$350	Representing South Australia at the 2024 Australian Open Water Championships	\$350
1 @ \$350	Representing the Under 15 Boys South Australia Metro Basketball Team at the Southern Cross Challenge	\$350
TOTAL		\$2,650

4. CONCLUSION / PROPOSAL

- 4.1 The Youth Sponsorship Program annual funding budget for 2023/2024 is \$45,000. This budget has been exceeded by \$1,600 accounting for the applications noted in this report.
- 4.2 Additional budget is being considered in the the report titled 'Grant Funding Update' (Item 5.1.2, Community Wellbeing and Sport Committee, 12 Decmeber 2023).

ITEM	5.1.4
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	12 December 2023
HEADING	Grant No. 26/2023-24: Para Hills Tennis Club Community Grant Application
AUTHOR	Sara Howley, 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 1.4 We are proud of our strengths, achievements and cultural diversity
SUMMARY	The Para Hills Tennis Club Community Grant Application is submitted to the Community Wellbeing and Sport Committee for consideration.

RECOMMENDATION

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves the request for funding for the December 2023 round of Community Grants as follows:
 - a. Grant No. 26/2023-24 Para Hills Tennis Club Community Grant Application: to the value of \$1,500: to assist with purchasing six tennis nets.

ATTACHMENTS

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

1. Para Hills Tennis Courts Community Grant Application

1. BACKGROUND

- 1.1 The Para Hills Tennis Club (PHTC) has applied for the December 2023 round of Community Grants to assist with purchasing six tennis nets.
- 1.2 The PHTC received \$50,000 through Council's Sportsfield Lighting Assistance Program in August 2019.
- 1.3 The PHTC is eligible to apply for the December 2023 round of community grant funding.

2. REPORT

- 2.1 The Para Hills Tennis Club (PHTC) was founded in 1963 and was originally located on the reserve between the Woolworths Shopping Centre and the Para Hills Primary School. In 1974, the Club moved into the newly constructed club house and courts located on Liberman Road.
- 2.2 According to its Community Grant Application, the PHCC has 40 members with approximately 10% of these members residing in the City of Salisbury.
- 2.3 This application is requesting funds to purchase six new tennis nets for the six tennis courts.
- 2.4 The PHTC control access to these tennis courts. The courts are not open to the general public (fenced off and are locked when not in use by the PHTC). It is for this reason, Council would not fund the replacement of these tennis nets at this time.
- 2.5 The community can hire the tennis courts (through the PHTC) for a minimal cost and the revenue remains with the PHTC.
- 2.6 The Community Grants Program funding budget allocation for 2023/2024 is \$120,000.
- 2.7 The money committed to this application for the December 2023 round, if approved, is \$1,500. Based on the Administration's recommendations, the money committed to all grant applications received for the December round (2 in total) is \$6,500.
- 2.8 The remaining balance of the grant funding if all grant applications received (2 in total) for the December 2023 round are approved based on the Administration recommendations is \$22,900.

3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Para Hills Tennis Club Community Grant Application: to the value of \$1,500: to assist with purchasing six new tennis nets.

Applicant Organisation Information	
1. GROUP / ORGANISATION DETAILS	
Name:	PARA HILLS TENNIS CLUB INCORPORATED
Address:	TWELL GREEN, LIBERMAN ROAD
Suburb:	PARA HILLS Postcode: 5096
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name:	Mrs CYNTHIA HENDERSON
Title (your role with the group/organisation):	SECRETARY
Address:	
Phone:	Landline: Mobile: 04
Email:	parahillstenniscub@gmail.com
3. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	Mrs CYNTHIA HENDERSON
Title (role with the group/organisation):	SECRETARY
4. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	COMMITTEE
Is your organisation:	
a) Incorporated:	<div> <div>Yes <input checked="" type="checkbox"/> (go to question c)</div> <div>No <input type="checkbox"/> (go to question b)</div> </div>
ASIC Registration Number:	
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<div> <div>Yes <input type="checkbox"/> (go to question c)</div> <div>No <input checked="" type="checkbox"/> (go to question c)</div> </div>
Parent Organisation	
Name:	
ASIC Registration Number:	

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input checked="" type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e & f)</i>	Yes <input type="checkbox"/> (go to question e & f)	No <input checked="" type="checkbox"/>
e) Funding source/s:	MEMBERSHIPS	
f) Purpose:		
g) Other (please specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5. BANKING INFORMATION		
Your organisation must have its own Bank/Credit Union Account or similar		
Full Account Name: <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: Branch Location:	
6. REFEREE INFORMATION		
Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)		
Referee's Name:	CR SHIRALEE REARDON	
Referee's Contact Information:		

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <i>(If Yes - Please Quote ABN:)</i> <u>6 1 3 6 7 3 4 7 1 5 7</u> <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
NB: GST Registration <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (enter '0' dollar amounts below)
If Yes, provide details:	
INCOME	\$ AMOUNT
Project or event generated income:	\$ 0
Organisation's contribution:	\$ 0
Income received from other Grants: (list organisation(s) providing Grant funding and their contribution)	\$ 0 0 0
Income received from sponsors: (list sponsor(s) and their contribution)	\$ 0 0 0
Donations: (please specify the source, product or service and estimated amount of funding requested)	\$ 0 0 0
Have you sought any other funding for the project/event: (please specify the source and amount of funding requested)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ 0
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	INSTALLATION
EXPENSES (specify the proposed expense budget by item:)	\$ AMOUNT
TENNIS NETS X 6	\$ 1,500
TOTAL (including GST):	\$ 1,500

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	TENNIS NETS X 6
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	ONE OFF
Total cost of Project/Event	\$ 1,500
Amount of Community Grant Funding Requested	\$ 1,500
Is there any other information that you may feel is relevant to your application?	
<input checked="" type="checkbox"/> There are no relevant attachments.	<input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. 2.
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? <i>(if Yes – when, amount granted and what the grant was for:)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	UNSURE OF THE YEAR BUT AT LEAST 15 YEARS AGO
What amount of Grant funding was provided:	
When was the previous Grant acquitted (month & year):	
Group/Organisation Information	
Group/Organisation Name	PARA HILLSTENNIS CLUB
Group/Organisation Description	TENNIS
Group/Organisation Registered Address	Number/Street: LIBERMAN ROAD Suburb: PARA HILLS Postcode: 5096
Is the Club Incorporated?	YES
Number of Members	40
% of Membership that reside in the City of Salisbury	10 %
Project/Event Details	
Project/Event Name	TENNIS NETS X 6
Project/Event Summary	REPLACEMENT OF NETS
Date(s) of Project/Event	ANYTIME
Location of Project/Event:	Number/Street: LIBERMAN ROAD Suburb: PARA HILLS Postcode: 5096
How will the Project/Event benefit the residents of the City of Salisbury?	MAINTAIN THE CURRENT FACILITY
How many individuals will benefit from the Project/Event?	100
% of project/event participants that reside in the City of Salisbury	10 %
If it is an Event, is it open to the public?	No
How will the Project/Event be promoted?	FACEBOOK, WEBSITE

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Grant Money Requested	
Amount Requested	\$ 1,500
Itemised Breakdown of Costs: <i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
6 X TENNIS NETS @ \$250 EACH	\$ 1,500
	\$
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	\$
	\$
TOTAL (including GST):	\$ 1,500
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Project or Event Scope
<p><i>Provide a description of the proposed project or event:</i></p> <p>REPLACEMENT OF NETS ON 6 TENNIS COURTS</p>
<p>Attachments</p> <p><input checked="" type="checkbox"/> There are no attachments relating to the Project or Event Scope.</p> <p><input type="checkbox"/> The following documents are attached relating to the Project or Event Scope:</p> <ol style="list-style-type: none">1.2.3.

Benefits and Outcomes of the Project or Event
<p><i>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</i></p> <p>MAINTAIN THE FACILITY STANDARD BY HAVING EQUIPMENT IN GOOD CONDITION</p>

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered





Community Grant Application - Page 10 of 13

Support for the Project or Event
<p><i>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</i></p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p> <p>MEMBERS OF PARA HILLS TENNIS CLUB COURT HIRERS VISITING TEAMS FROM OTHER CLUBS</p>
<p>Attachments</p> <p><input checked="" type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> 1. 2. 3.

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i> <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed:</i> <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p>CLUB TO PURCHASE THEM AND INSTALL</p>

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Grant Application - Page 11 of 13

Application Declaration	
Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)	
Please read, tick the S1 and S2 boxes and sign:	
S1	S2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that I am authorised to make this application on behalf of the Organisation.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that the information provided in this application is true and correct.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.	
On behalf of <u>PARA HILLS TENNIS CLUB</u> (Group/Organisation)	
C. HENDERSON / SECRETARY (Name/Position)	and T. GRIGUOL / TREASURER (Name/Position)
	
(Signature 1)	(Signature 2)
04 November 2023 (Date)	04 November 2023 (Date)
Contact (phone number): 	Contact (phone number): 

Both signatories will be contacted to verify the application - a contact phone number must be provided for each.
Your Application will not be submitted until contact and verification has occurred, no exception.

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Grant Application - Page 12 of 13

ITEM	5.1.5 COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	12 December 2023
HEADING	Grant No. 27/2023-24: Salisbury City Band Community Grant Application
AUTHOR	Sara Howley, 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 1.4 We are proud of our strengths, achievements and cultural diversity
SUMMARY	The Salisbury City Band Community Grant Application is submitted to the Community Wellbeing and Sport Committee for consideration.

RECOMMENDATION

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves the request for funding for the December 2023 round of Community Grants as follows:
 - a. Grant No. 27/2023-24 Salisbury City Band Community Grant Application: to the value of \$5,000: to assist with purchasing musical instruments, specifically a Tenor Horn, Trombone and Flugel Horn.

ATTACHMENTS

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

1. Salisbury City Band Community Grant Application

1. BACKGROUND

- 1.1 The Salisbury City Band (SCB) has applied for the December 2023 round of Community Grants to assist with purchasing musical instruments specifically a Tenor Horn, Trombone and Flugel Horn.
- 1.2 The SCB has received prior Community Grant Funding:
 - 1.2.1 In 2020, the SCB received \$1,000 to assist with the following COVID-19 related expenses – Insurance for Association & Officials Liability and Insurance for Annual Public & Products Liability.
 - 1.2.2 In 2021, the SCB received \$2,600 to assist with purchasing uniform polo shirts, a printer and music books.

1.2.3 In 2022, the SCB received \$5,000 to assist with purchasing jackets (with the Salisbury City Band logo), Christmas carols and hymn books and Salisbury City Music Stand Band Banners.

1.3 These grants have been acquitted and the SCB is eligible to apply for the December 2023 round of community grant funding.

2. REPORT

2.1 According to its Facebook Page, the Salisbury City Band (SCB) was established in 1962 and is a community brass band.

2.2 The SCB participate in various events across the City of Salisbury including but not limited to at the Old Spot Markets, Salisbury RSL, Para Hills Community Club, inside Parabanks Shopping Centre, on James Street, Salisbury.

2.3 The SCB have 27 Members, of which 48% reside in the City of Salisbury.

2.4 This application is requesting funds to purchase three new musical instruments for the SCB.

2.5 According to its application, these musical instruments are to replace instruments which are over 25 years old.

2.6 The SCB undertake Bunnings barbeques in order to raise funds to buy new instruments.

2.7 The Community Grants Program funding budget allocation for 2023/2024 is \$120,000.

2.8 The money committed to this application if approved, is \$5,000. Based on the Administration's recommendations, the money committed to all grant applications received for the December round (2 in total) is \$6,500.

2.9 The remaining balance of the grant funding if all grant applications received (2 in total) for the December 2023 round are approved based on the Administration recommendations is \$22,900.

3. CONCLUSION / PROPOSAL

3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Salisbury City Band Community Grant Application: to the value of \$5,000: to assist with purchasing three new musical instruments.

Applicant Organisation Information	
1. GROUP / ORGANISATION DETAILS	
Name:	Salisbury City Band (SCB)
Address:	PO Box 316
Suburb:	Salisbury Postcode: 5108
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name:	Mr Gregory Lindsell
Title (your role with the group/organisation):	President/Chairman/Acting Treasurer
Address:	[REDACTED]
Phone:	Landline: [REDACTED] Mobile: [REDACTED]
Email:	[REDACTED]@om.au
3. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	Other: Gregory Lindsell
Title (role with the group/organisation):	Acting Treasurer
4. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed: <small>(ensure Committee/Board Meeting Minutes are attached)</small>	Managed by AGM elected Committee with Minuted monthly meetings
Is your organisation:	
a) Incorporated:	<div>Yes <input checked="" type="checkbox"/> (go to question c)</div> <div>No <input type="checkbox"/> (go to question b)</div>
ASIC Registration Number:	A3374
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	<div>Yes <input type="checkbox"/> (go to question c)</div> <div>No <input checked="" type="checkbox"/> (go to question c)</div>
Parent Organisation	
Name:	
ASIC Registration Number:	A3374

To avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input type="checkbox"/> <small>(evidence must be attached to this application)</small>	No <input checked="" type="checkbox"/>
d) Government Funded: <small>(If yes, please list funding source/s and purpose in part e & f)</small>	Yes <input type="checkbox"/> (go to question e & f)	No <input checked="" type="checkbox"/>
e) Funding source/s:	<i>Self Generated</i>	
f) Purpose:	<i>Representing the City of Salisbury, at community events</i>	
g) Other (please specify): <i>State and National Band Championship events Salisbury ANZAC Day Services</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
5. BANKING INFORMATION		
<i>Your organisation must have its own Bank/Credit Union Account or similar</i>		
Full Account Name: [REDACTED] <small>*do not provide account or BSB numbers*</small>	Financial Institution Name: [REDACTED] Branch Location: [REDACTED]	
6. REFEREE INFORMATION		
<i>Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)</i>		
Referee's Name:	<i>David Waylen – Exec Officer, Salisbury Business Association</i>	
Referee's Contact Information:	<i>Ph: [REDACTED]; info@salisburyba.com.au</i>	

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Grant Application - Page 4 of 13

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <small>(If Yes - Please Quote ABN.)</small> 5 1 1 7 9 4 9 5 2 0 1 <small>(If No, the ABN Declaration Form attached must be signed)</small>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
NB: GST Registration If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.		

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)? <i>If Yes, provide details:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <small>(enter '0' dollar amounts below)</small>
INCOME	\$ AMOUNT
Project or event generated income:	\$ NaN
Organisation's contribution:	\$3089
Income received from other Grants: <small>(list organisation(s) providing Grant funding and their contribution)</small>	\$ 0
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	\$ 0
Donations: <small>(please specify the source, product or service and estimated amount of funding requested)</small>	\$ 0
Have you sought any other funding for the project/event: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ NaN
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>Provide additional funding to purchase instruments Provide resources and time to obtain, procure and delivery purchased instruments</i>
EXPENSES <small>(specify the proposed expense budget by item.)</small>	\$ AMOUNT
Yamaha YAH203S Tenor Horn	\$ 2,900
Yamaha 456ABb/F Trombone	\$ 2,499
Yamaha YFL631G Flugel Horn	\$ 2,699
TOTAL (including GST):	\$ 8,098

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <small>(please tick which is applicable)</small>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>SCB Instrument Replacements</i>
Date(s) of Project/Event <small>(if ongoing or one-off please state "ongoing"/"one-off")</small>	<i>One off</i>
Total cost of Project/Event	<i>\$ 8,098</i>
Amount of Community Grant Funding Requested	<i>\$ 5,000</i>
Is there any other information that you may feel is relevant to your application?	<i>The instruments being replaced are over 25+ years and are at the stage where repair is not economical to be carried out. The purchased instruments will replace these worn instruments.</i> <i>Salisbury City Band conducts regular Parafield Bunnings BBQ Sizzles to raise additional funding to financially support the band and it's activities.</i>
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. Consortium Music Quote Ref: QU-1364 2. SCB September 2023 Committee minutes
Which category best describes your project/event? <small>(please check all that apply)</small>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Grant Application - Page 7 of 13

Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? <small>(If Yes – when, amount granted and what the grant was for.)</small>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(go to Group/Organisation Information)</small>
When was the Grant funding received (month & year):	May 2022
What amount of Grant funding was provided:	\$ 5,000
When was the previous Grant acquitted (month & year):	May 2022
Group/Organisation Information	
Group/Organisation Name	Salisbury City Band
Group/Organisation Description	Community Brass Band
Group/Organisation Registered Address	Number/Street: PO Box 316 Suburb: Salisbury Postcode: 5108
Is the Club Incorporated?	Yes
Number of Members	27 plus three Para Hills Brass Band members (30 Total)
% of Membership that reside in the City of Salisbury	48 %
Project/Event Details	
Project/Event Name	Salisbury City Band (SCB)
Project/Event Summary	Salisbury City Band
Date(s) of Project/Event	Not applicable
Location of Project/Event:	Number/Street: PO Box 316 Suburb: Salisbury Postcode: 5108
How will the Project/Event benefit the residents of the City of Salisbury?	Enhance the sounds generated by the band at community events and when representing the City of Salisbury at state & national events
How many individuals will benefit from the Project/Event?	30
% of project/event participants that reside in the City of Salisbury	48 %
If it is an Event, is it open to the public?	Yes
How will the Project/Event be promoted?	At Council/Public events and supported by SCB self generated events

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Grant Application - Page 8 of 13

Grant Money Requested	
Amount Requested	\$ 5,000
Itemised Breakdown of Costs:	
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
Yamaha YAH203S Tenor Horn	\$ 2,900
Yamaha 456ABb/F Trombone	\$ 2,499
Yamaha YFL631G Flugel Horn	\$ 2,699
	\$
	\$
	\$
	\$
	\$
	\$
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	\$
	\$
	\$
	\$
	\$
TOTAL (including GST):	\$ 8,098
Quote Attached: <i>A detailed, current quote must be provided with the application.</i>	<input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Grant Application - Page 9 of 13

Project or Event Scope

Provide a description of the proposed project or event:

The Salisbury City Band is a Community brass band based in and representing the City of Salisbury, SA. Our band is made of local amateur musicians from the Adelaide area, and a number of these live in the City of Salisbury, with a number residing in other council areas, noting that five members/players are ex Salisbury residents.

Our band performs throughout the year both within the City of Salisbury and elsewhere within metropolitan Adelaide representing the City of Salisbury.

We take pride in representing the City of Salisbury, and value our physical presentation, musical abilities and affiliation with the Salisbury City, when performing to the best of our musical abilities.

As part of our musical project for 2023 and beyond, our goal as always, is to ensure we represent the Salisbury Community in the most positive way possible. We have sought support from the City of Salisbury by way of this grant in the hope that we can purchase the following resources for our band:

1. Replacement Instruments:

- a. Yamaha YAH203S Tenor Horn,*
- b. Yamaha 456ABb/F Trombone, and*
- c. Yamaha YFL631G Flugel Horn.*

We feel these new purchases will aid our band in our efforts to positively represent the City of Salisbury wherever we perform publicly throughout the year and into the future.

Attachments

- ☒ There are no attachments relating to the Project or Event Scope.
- ☐ The following documents are attached relating to the Project or Event Scope:

- 1.
- 2.
- 3.

Benefits and Outcomes of the Project or Event

Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:

We are seeking funding to purchase new replacement instruments for our existing instruments, and for bands people to use while in public performing and representing the band. Our current instruments were purchased by the band 25 plus years ago and significantly show signs of age and wear in the sound being produced when performing.

By replacing these instruments the sound generated by the Salisbury City Band when performing in public will be enhanced, thus providing a better quality of music when representing the City of Salisbury in events.

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Grant Application - Page 10 of 13

Support for the Project or Event

Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:

(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.

SCB is primarily supported by the bands members and through community events and self generated events. It must be noted that a number of ex residents of the Salisbury Council that are active members.

Local Community groups utilise the services of the SCB including the Salisbury Council its self for Australia Day and Salisbury Christmas Pageant (when conducted) celebrations, the Salisbury RSL for ANZAC Day Ceremonies.

The Salisbury Council also supports SCB through the continued use of the Twelve25 Hall for rehearsals and storage of equipment.

SCB also competes in State Championships and at National Championships (when held in Adelaide), also self generated functions at the Salisbury RSL and Old Spot Markets which are open to the public.

Attachments

- ☐ There are no attachments relating to Support for the Project or Event.
- ☒ The following documents are attached relating to Support for the Project or Event:

1. [REDACTED] Ref: QU-1364
2. SCB September 2023 Committee minutes
- 3.

Project or Event Management

Ongoing Projects or Events

*Describe how the proposed project or event will be managed into the future:
(outline how you will ensure sustainability and achieve outcomes for the project or activity)*

One-off Projects or Events

*Describe how the proposed project or event will be managed:
(outline how you will achieve outcomes for the project or activity)*

We are a community band with widespread support from the community in our day-to-day activities, which we believe demonstrates how our request for funding for this project is supported notwithstanding it being a request for assistance with the purchase of specific assets for the band. Without the support by way of this grant, these purchases would proceed in a untimely manner.

Our band supports local community groups as well as the council itself at events such as Australia Day and the Salisbury Christmas Pageant. We regularly perform at the Salisbury RSL for Remembrance Day and Anzac Day, which we believe would be beneficiaries of this grant should we be successful.

The Salisbury City Band also competes in State Championships and at National Championships (when held in Adelaide), also self generated functions at the Salisbury RSL functions and then Old Spot Markets which is open to the public.

The Salisbury City Band is made of a mix of bands people who are residents of the City of Salisbury themselves. With the exception of grants from council that we receive from time to time, we are a self-funded organisation and are responsible for our own fundraising efforts, which we believe demonstrates that our proposed project is supported by residents of the City of Salisbury.

Bunnings at Parafield support the band by allocating BBQ Sausage Sizzles for us to raise additional fund to support our activities.

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Grant Application - Page 11 of 13

ITEM	5.1.6
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	12 December 2023
HEADING	Waste Management for City of Salisbury Events
AUTHOR	Andrew Hamilton, Manager Sport, Recreation & Community Planning, Community Development
CITY PLAN LINKS	1.1 Our City is attractive and well maintained 1.2 The health and wellbeing of our community is a priority 2.2 We make the most of our resources including water, waste and energy
SUMMARY	The City of Salisbury is committed to sustainable management practices. Improvements to waste management at larger events held in the City of Salisbury can assist with a transition to zero waste to landfill.

RECOMMENDATION

That Council:

1. Approves:
 - a. The Administration to undertake a procurement process to source a waste management contractor whose services reflect the State Government's 'Waste and Recycling at Events and Venues Guidelines' principles and deliver a three-bin solution to meet the current participation levels of Council's six larger events.
 - b. The Administration providing the State Government's 'Waste and Recycling at Events and Venues Guidelines' to all future service providers at Council events.
 - c. The Administration providing the State Government's 'Waste and Recycling at Events and Venues Guidelines' to all future casual hirers who intend to deliver a major event and encouraging them to transition towards adherence to the Guidelines over time, noting that all costs associated are at the expense of the event organiser.
2. Approves the engagement of a service provider up to the value of \$30k.
3. Approves a non-discretionary \$30k Second Quarter Budget Review in 2024/25.

ATTACHMENTS

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

1. Waste and Recycling at Events and Venues Guidelines

1. BACKGROUND

1.1 At its meeting on 28 August, 2023, it was resolved that Council:

- 1.1.1 *Demonstrates responsible waste management practices at its own major events.*
- 1.1.2 *Encourages those organising major events in Council event spaces, reserves and facilities, including hirers, to:*
 - *Make an effort to avoid waste by reducing the number of unnecessary items brought to the event and the amount of waste created during the event*
 - *Incorporate a food organics recycling stream*
 - *Have a comprehensive waste bin system for the public and vendors*
 - *Use clear and effective waste management signage*
 - *Provide recycling bins, food organics waste bins as well as landfill bins, as part of its event waste management, to maximise recycling and reduce waste to landfill.*
- 1.1.3 *Requests the Administration to provide the event space hirers with the Waste and Recycling at Events and Venues Guidelines issued by the State Government.*
- 1.1.4 *Requests the Administration to present a report to the Policy and Planning Committee on event waste management.*

Resolution Number 0458/2023

- 1.2 The Sustainability Strategy 2035, adopted by Council in June 2023 includes objectives to reduce consumption, avoid waste and improve resource recovery in Council operations and also to support the community to improve resource recovery through education and service delivery.
- 1.3 In the Sustainability Strategy 2035, the action “Applying the waste hierarchy to Council operations, services, events and facilities” under the *Resourceful Salisbury* theme supports improvement to events waste management.

2. EXTERNAL CONSULTATION / COMMUNICATION

- 2.1 Green Adelaide
- 2.2 Northern Adelaide Waste Management Authority (NAWMA)

3. DISCUSSION

- 3.1 The South Australian Government, through Green Industries SA, has developed the ‘Waste and Recycling at Events and Venues Guidelines’ (the Guidelines) to encourage better practice in waste management at events.
- 3.2 The Guidelines promote five main components for successful waste management:
 - 3.2.1 Avoid waste by reducing the number of unnecessary items brought to the event and the amount of waste created during the event.
 - 3.2.2 Incorporate an organic recycling stream, including compostable service ware.

- 3.2.3 Have a comprehensive waste bin system for the public and vendors including recycling, organics and landfill options, co-located at bin stations, with staff or volunteers to monitor correct use.
- 3.2.4 Use clear and effective signage.
- 3.2.5 Collect and evaluate recycling data.
- 3.3 Council can demonstrate better waste management practice at larger events by adopting these components. This will involve developing a waste management plan for each event and providing education to vendors on waste management expectations.
- 3.4 Developing and implementing a waste management plan requires additional services not covered under Council's current waste management contract with the Northern Adelaide Waste Management Authority (NAWMA).

Existing waste management at larger events hosted by Council

- 3.5 Council currently delivers approximately six large events across the calendar year, including Australia Day (approximately 5,000 attendees), Salisbury Fringe Carnival (12,500 attendees) and four Community Fun Days (that typically attract between 1,000 – 2,000 attendees).
- 3.6 The current waste management practices at these events involve:
 - 3.6.1 Utilising existing reserve and public bins which are emptied by Field Services staff.
 - 3.6.2 Bringing in Scout bottle recycling bins.
 - 3.6.3 Using KESAB cardboard recycling bins.
- 3.7 Additional collections of public bins are often arranged after the event. There is currently no waste to compost option at Council events.
- 3.8 Food vendors are required to take any waste generated from food production, including packaging, away from the event, although at times, they may take the opportunity to use event bins.
- 3.9 This process has been problematic as the waste generated from events is typically too great to fit into the regular waste collection cycle. Further, minimal diversion from landfill options is available through this approach.
- 3.10 Noting this difficulty, the Streetscape and Open Space Team provided funding to undertake a trial of better waste management practices for Council operated events. This trial was undertaken as part of 2023 Salisbury Fringe Carnival, catering for 12,500 participants. Australian Green Clean was engaged at a total cost of \$2,053.70 (excl GST) and included:
 - 3.10.1 Delivery and removal 5 x 240L organic (green) waste bins with vinyl bin cover sets to clearly distinguish between bins for placement in public areas.
 - 3.10.2 Delivery and removal of 2 x 660L organic (green) waste bins, 1 x 1100L paper and cardboard recycling (yellow) waste bins and 3 x 1110L dry waste (red landfill) bins for back of house.
 - 3.10.3 Bin rental and cleaning fees.

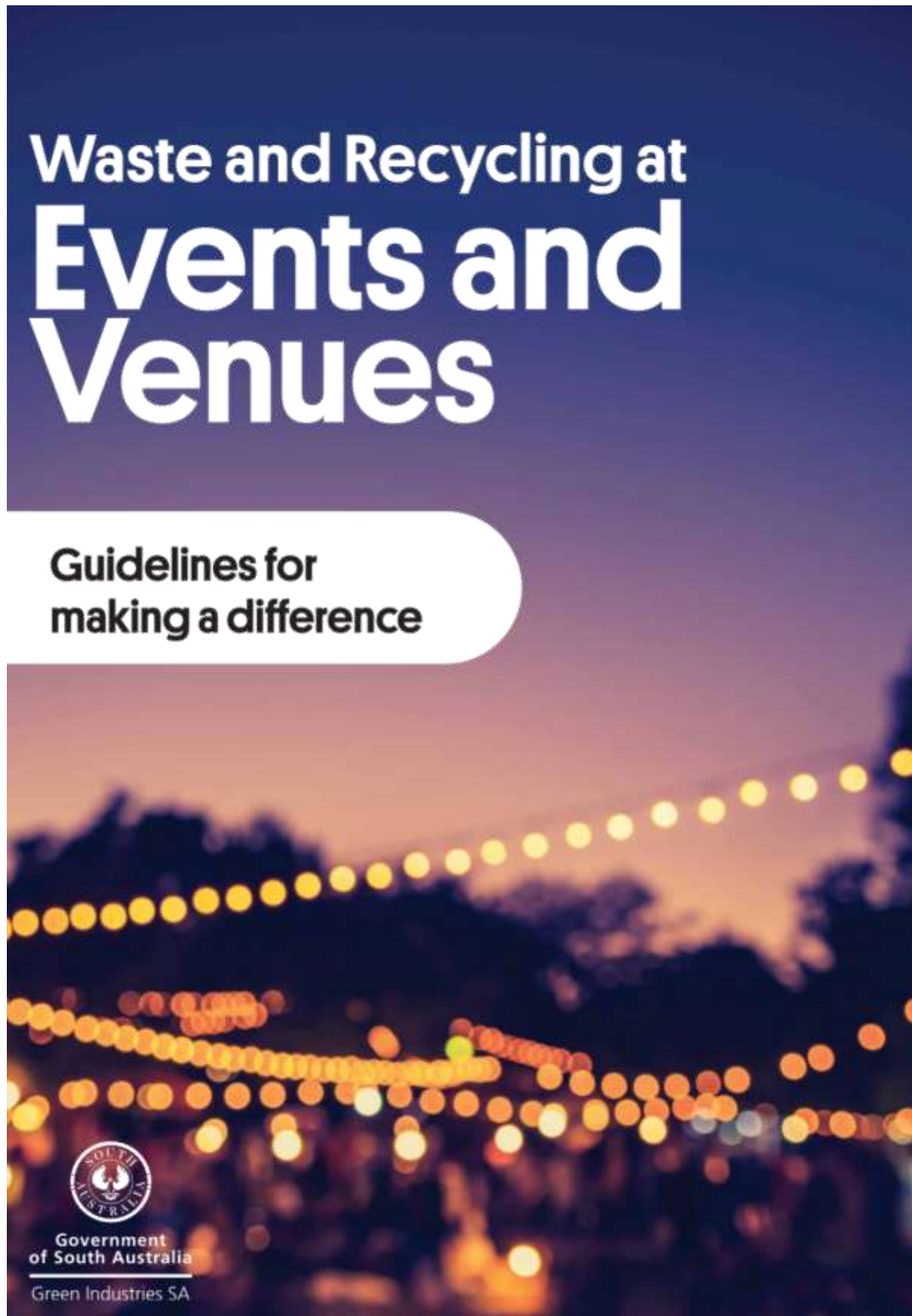
- 3.10.4 One Australian Green Clean staff member to be present for a total of 11 hours across both days to support patrons to use the correct bins, while providing regular emptying of bins and ground collection.
 - 3.11 Data provided by Australian Green Clean at the conclusion of the event reported that 0.415 tonnes of waste was collected through their bins, with no waste sent to landfill. Of the waste generated through these bins:
 - 3.11.1 72.29% was composted;
 - 3.11.2 9.64% was recycled; and
 - 3.11.3 18.07% was recovered dry materials used as fuel at the waste to energy plant.
 - 3.12 Ongoing implementation of this type of service would enable Council to provide better waste management, including diversion from landfill at all of Council's larger events, where participation levels generate significant waste.
- Encouraging better waste management at external major events hosted on Council owned and managed land.*
- 3.13 Events hosted by external providers on Council land requires a permit approval as a casual hirer. Some providers may be recipients of Council grants to deliver the event.
 - 3.14 A major event by a casual hirer is considered to be one that is over 200-300 attendees, requires a traffic management plan and is open to the general public.
 - 3.15 Casual hirers are currently required to remove any waste generated through the event at the end of the hire period. Council holds a cleaning bond for all events which is forfeited if waste is not appropriately removed.
 - 3.16 Through the grants and permit system, Council can implement processes to improve the way casual hirers manage their waste and contribute to diversion from landfill. This includes providing education and awareness of Council's sustainability goals, or mandating that hirers provide a waste management plan as a condition of their permit.
 - 3.17 An education approach can include providing all casual hirers with the Guidelines, which can be implemented immediately. This will assist to encourage hirers to consider minimising the waste brought into an event and to adopt three bin waste systems so that as little waste as possible is sent to landfill following the event.
 - 3.18 In the short term, mandating casual hirers to provide a waste management plan and strictly follow the Guidelines would likely place an additional burden on event managers.
 - 3.19 It is recommended that Council provide the Guidelines to all future casual hirers who intend to deliver a major event and encourage them to move towards adherence over several years.

4. FINANCIAL OVERVIEW

- 4.1 It is intended to undertake a procurement process to source a waste management contractor whose services reflect the Guidelines principles and deliver a three-bin solution to meet the current participation levels of Council's six larger events.
- 4.2 The estimated cost of this service would be up to \$30k per annum and will be funded through the Annual Budget Process. The outcomes of the procurement process, including final contract cost will be reported back to Council.

5. CONCLUSION

- 5.1 A range of large events are held across the City of Salisbury every year. These are delivered by both Council and casual hirers of Council open space.
- 5.2 Council can demonstrate better waste management practice at larger events through the utilisation of the State Government's 'Waste and Recycling at Events and Venues Guidelines' by:
 - 5.2.1 Source a waste management contractor whose services reflect the State Government's 'Waste and Recycling at Events and Venues Guidelines' principles, and deliver a three bin solution to meet the current participation levels of Council's six larger events. The estimated cost of this service would be up to \$30k per annum and will be funded through the Annual Budget Process. The outcomes including final contract cost will be reported back to Council.
 - 5.2.2 Provide the State Government's 'Waste and Recycling at Events and Venues Guidelines' to all future service providers at Council events.
 - 5.2.3 Provide the State Government's 'Waste and Recycling at Events and Venues Guidelines' to all future casual hirers who intend to deliver a major event and encourage them to transition towards adherence.



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Published by:

Green Industries SA

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ISBN 978-1-921114-27-4

About Green Industries SA

Green Industries SA is an enabler and driver of change, supporting the development of the circular economy through diverse collaborations which improve productivity, resilience, resource efficiency and the environment. Its statutory functions are set out in the Green Industries SA Act 2004. Its purpose, vision and key priorities are in green industry development, the circular economy, and supporting commercialisation and investment.

www.greenindustries.sa.gov.au

Acknowledgement of country

We acknowledge and respect the Traditional Custodians whose ancestral lands we live and work upon and we pay our respects to their Elders past and present. We acknowledge and respect their deep spiritual connection and the relationship that Aboriginal and Torres Strait Islander people have to Country.

We also pay our respects to the cultural authority of Aboriginal people and their nations in South Australia, as well as those across Australia.

Contents

Better practice is the main event	02
What is possible?	02
Key principles	03
Working with the waste management hierarchy	03
Successful waste management	04
Quick guide	05
Minimising waste	06
Developing a waste management plan	07
Getting the right infrastructure	10
Contracting service providers	13
Providing the right information	16
Reporting and evaluation	18
Appendix 1: Better practice waste management at events – benefits and key features	19
Appendix 2: Better practice checklist	20
Appendix 3: Determining optimal waste infrastructure	22
Appendix 4: Better practice toolkit	24
Appendix 5: Glossary	26
Appendix 6: Acknowledgements, references and further resources	30
References	31
My Notes	32

Better practice is the main event

South Australia’s events and festivals provide an opportunity not only to celebrate our vibrancy as a community and showcase our creative and cultural talents, but also to demonstrate our environmental credentials.

This document provides guidelines and a toolkit to support event coordinators and venue managers, as well as landowners and councils involved in coordinating or issuing approvals for events.

Our aim is ‘better practice’, which underpins continual improvement of waste and recycling management at events. It responds to changing community and customer expectations, standards, available services, regulations and technology.

Better practice also considers that each event may have different needs and improvement options.

Whether the event is small or large, permanent or transient in nature, based regionally or within the metropolitan area, the principles of event waste avoidance, reuse and recycling remain the same.

Importantly, the industry has demonstrated innovation in delivery and the ability to develop key new ways to engage and connect with audiences.

This guide outlines the key measures events and venues can implement to minimise waste. Practical tools are provided, including bin signage, a bin estimation calculator, a recycling performance calculator, staff education posters, checklists and templates.

Larger permanent venues, including sporting stadiums, can apply the principles but may wish to seek further advice.

What is possible?

The following estimated performance metrics, comparing a better-practice event with a typical event, are based on analysis of a dataset of a sample of events held within Australia.

Estimated diversion* performance metrics %	Better-practice event	Typical event
Total landfill diversion rate**	98%	58%
Recycling diversion rate*** (comprising material diverted for recycling or composting)	86%	43%

* Diversion refers to material that would have otherwise been disposed of as waste to landfill but has instead been recovered for beneficial use or recycled in accordance with the waste management hierarchy.

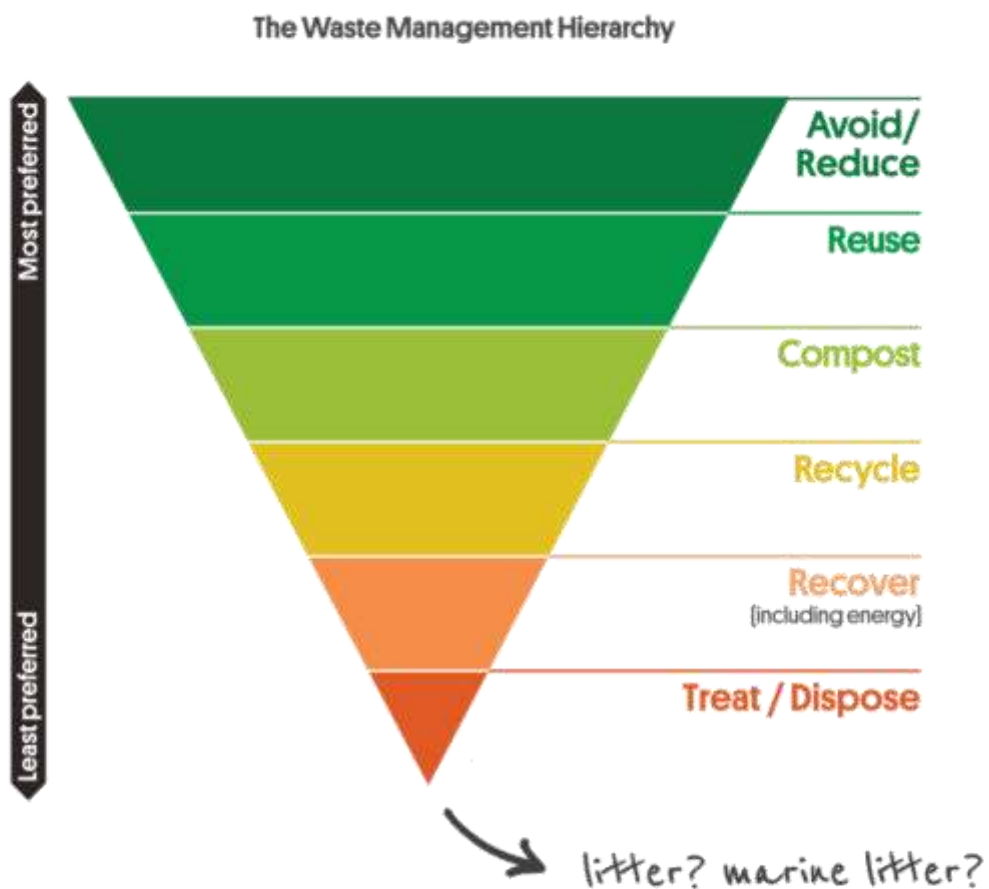
** Total landfill diversion refers to all material diverted from landfill, including material recovered for energy from waste.

*** Recycling diversion comprises material diverted for recycling (including composting) or reuse only (and does not include material diverted for energy from waste).

Key principles

Working with the waste management hierarchy

The waste management hierarchy is recognised internationally as an aspirational framework for sustainability. Its principles have been adapted for this guide to account for differences in the context of an event setting in South Australia.



Successful waste management

The following overarching principles for waste management at events are guided by the International Organisation for Standardisation, ISO 20121.

A successful and engaged event:

- ✓ integrates principles of the circular economy and the event **waste management hierarchy** at all levels
- ✓ recognises the **expectations of the public** in terms of minimising impacts on the environment and access to waste management systems
- ✓ incorporates systems and practices defined as **better practice** in its initiatives, waste systems, procurement, support and reporting
- ✓ is **fit for purpose**, in that the complexity of the systems adopted are proportional to the intended size and scope of the event
- ✓ allocates adequate **resources and infrastructure** to waste management practices
- ✓ encourages **continuous improvement** at every level of event organisation.



Garden of Unearthly Delights, SATC.

04 Waste and Recycling at Events and Venues Guidelines for making a difference
Key principles

Quick guide

Planning for better practice

There are five main components to a successful and effective waste management strategy.

1. **Avoid waste by reducing the number of unnecessary items brought to the event and the amount of waste created during the event.**

As well as reducing the potential for littering and contamination of recycling systems, this cuts the cost of waste management. See *Minimising Waste*, page 6.

2. **Incorporate an organic recycling stream.**

Require vendors to only use reusable or compostable service ware, contract specialist providers to take material to a commercial composting facility and, where practical, partner with food rescue organisations to collect quality surplus food. See *Developing a Waste Management Plan*, page 7.

3. **Have a comprehensive waste bin system for the public and vendors.**

Ensure you have co-located bin stations in the right places and that event staff or volunteers regularly monitor bin stations to assist with correct disposal of waste. Service providers can help with planning. See *Getting the Right Infrastructure*, page 10.

4. **Use clear and effective signage**

A good bin system is ineffective if it's not clear what goes where. People who want to do the right thing need to know how to. See *Getting the Right Infrastructure*, page 10.

5. **Collect and evaluate waste and recycling data.**

Understanding what did and didn't work can help in developing better and more cost-effective strategies for future events. See *Reporting and Evaluating*, page 18.

Key steps to success

1. Minimising waste
2. Developing a waste management plan
3. Getting the right infrastructure
4. Contracting service providers
5. Providing the right information
6. Reporting and evaluating

Minimising waste

Less waste means fewer potential problems and more streamlined waste management. Consider some of the following to help ensure litter does not distract from the overall experience of the event.

Ticketing and information

- Prioritise digital marketing and ticketing.
- Provide digital programming through an app or link. Electronic schedules also enable last-minute changes to be incorporated and information on artists or speakers to be provided.
- Encourage patrons, staff and vendors to bring their own refillable water bottles (see page 9).

Marketing

- Avoid 'throw away' novelties or promotional items. If they are used, ensure they are useful, reusable and made from sustainable resources.
- Provide handouts only on request and printed on recycled paper.

Vendors

- Reduce use of packaging and single-use products where possible.
- Encourage reusable service ware where feasible
- Provide or sell reusable bottles or cups for your attendees for use across your event.
- Ensure purchased items are recycled content material, are recyclable, reusable or are designed for durability and ongoing use.

Set-up and pack-down

- Preference sustainably procured products designed for ongoing durability, repair, reuse and recycling.
- Use reusable (or recyclable) signage rather than non-recyclable options (for example, corflutes which are to be used for a single event).
- Only use decorations that are reusable, compostable or recyclable.
- Choose reusable cable ties for temporary signage or cables.
- Support sharing of fixtures and equipment (including hiring or leasing).

Developing a waste management plan

Developing a Waste Management Plan (WMP) helps with planning and evaluation, supports contracting of waste management services, ensures more efficient use of resources, and allocates actions to responsible parties. It can be reviewed after the event and used to plan future events or encourage continuous improvement.

As part of the event planning process, take a real or virtual 'walkthrough' of all areas of the venue to gather as much information as possible and detail:

- the activities that will be part of the event and the types of materials generated, or likely to be generated
- the estimated amount of each type of material
- any food and beverage areas, and high-traffic-flow areas

- waste collection locations and any existing waste and recycling infrastructure currently in place.

Get advice from service providers on the best recycling system for your event, differentiating between front-of-house and back-of-house needs.

For example, co-mingled recycling systems may be suitable front-of-house at some events where cardboard, wine bottles and clean rigid plastic packaging are likely to be generated (such as a picnic setting) but are otherwise best suited back-of-house for the collection of milk bottles, cardboard and metal containers.

A Waste Management Plan template that can be modified for your event is available in the toolkit (Appendix 4).

Service providers (see *Contracting Service Providers*, page 13) also can provide specific assistance.



Specific issues

Understanding organics

At events, 'organics' are more than just the food and green waste we all put into household green bins. All food waste, serviette and napkins, compostable service ware, cardboard food trays, fibre-based straws and certified compostable packaging can be directed straight to the organics bin, simplifying systems and messaging.

What are certified compostable products?

Certified compostable products are made of materials that do not leave behind any toxic material, breaking down readily in a commercial composting system. This can include items that look like plastic such as bowls and cups. They will always state they are 'certified compostable'. Australia has two of the highest standards in the world when it comes to certification:

Certified compostable products are clearly marked with these logos:



AS 4736 – this certifies the material can be composted through your green bin at a commercial compost facility.



AS 5810 - this certifies the material can be composted in your home compost bin.

What's the difference?

Commercial compost facilities generate much more heat than a home compost bin, and use oxygen and water to break down materials into compost. Both AS 5810 and AS 4736 certified compostable products can be processed at commercial composting facilities.

As home composting systems do not reach the same high temperatures that are achieved at commercial composting facilities, only AS 5810 certified compostable products are suited to these systems.

Food and beverage service

Ensure vendors are aware of and meet the requirements of South Australia's single-use plastics legislation. For more information on prohibited items and alternatives, see <https://www.replacethewaste.sa.gov.au/event-management>.

Where single-use service ware is used, vendors should use only compostable service ware, with the exception of 10c drink containers. This simplifies the disposal messaging, reduces contamination, and avoids the need for laborious back-of-house sorting.

For further information on compostable service ware, visit www.replacethewaste.sa.gov.au and www.plasticfreesa.org

An alternative is to provide reusable food and beverage service ware, which is returned by patrons after use, but this requires greater coordination and appropriate washing facilities. An option is a fee for vendors to cover costs of hire and washing systems; this is offset by avoiding purchase of single-use options.

Drinking water

Event patrons are increasingly bringing reusable or refillable drink containers, and expect to find water refill stations. SA Water offers portable refill stations for large events. For information visit <https://www.sawater.com.au/education-and-community/community-and-events/drinking-water-for-community-events>



Cigarette butts

If smoking is allowed in designated areas [check the *Tobacco Products Regulation Act 1997* for requirements] provide designated bins for butts in these areas. Even if smoking is not allowed, provide bins at site entry points.

Disposable nappies

For certain events and venues, it is important that baby-changing facilities with dedicated bins for nappies are provided. Alternatively, for public health reasons, patrons should place disposable nappies into a bag and in the landfill bin only.

Sporting events

If required, provide cups at hydration stations that are compostable or reusable and create strategically placed throw spots to minimise litter. Another innovative option to consider is hydration pods made from compostable material.

Multi-day and camping festivals

Broken or abandoned tents and chairs are bulky, so take this into account when calculating landfill bin requirements. Through promotional material and in the closing stages of the event encourage patrons to take such materials with them.

Animal exhibits

Ensure that organics bins are provided in convenient and accessible locations for exhibitors to dispose of animal waste streams.

Event bump in/out

If not able to be reused, untreated timber and pallets can be sent for organics recycling. Check with your waste management contractor about how these can be collected.

Large quantities of clean, soft plastics, such as pallet wrap, ice bags and packaging, often arrive on site. If this is expected at an event, include this recycling stream in discussions with waste contractors.

Lighting, e-waste, batteries, gas bottles

These materials are banned from landfill in SA. Check with your waste management contractor about specialised recycling collection services or the items can be taken to collection locations (e.g., councils, recycling centres).

Liquid waste

Liquid waste, such as cooking oil and washing-up water, will require special consideration. To avoid vendors disposing of liquid waste inappropriately, estimate how much will be produced and organise drums for disposal through commercial oil recyclers or waste management contractors.

Getting the right infrastructure

'Infrastructure' refers primarily to the waste collection systems employed at an event. Your aim is to:

- provide an adequate number of bins relative to the size and scale of your event and ensure these are strategically located
- work with vendors to provide compostable service ware and utilise bin infrastructure that supports effective waste management
- configure segregated back-of-house and front-of-house systems to maximise recovery of materials.

Use the waste calculator tool [Appendix 4] to support your understanding of bin requirements and discuss your event, expected number of patrons and duration with your waste management provider or collection contractor.

A basic estimate for food and beverage waste is 1 litre per patron per meal. This will vary depending on catering, number of attendees and waste minimization strategies used.

Bin systems

For front-of-house (FOH) systems, three co-located streams are recommended

- organics - food and compostable items
- recycling [10 cent drink containers and/or co-mingled recycling]
- landfill.

A back-of-house (BOH) system usually has five co-located streams

- organics - food and compostable items
- recycling [10 cent drink containers and/or co-mingled recycling]
- paper and cardboard
- soft plastics or pallet wrap
- landfill.

Separate streams also may be required for:

- sanitary items
- nappies
- cigarette butts
- e-waste, batteries and lighting
- waste oil.

Bin placement

To maximise capture and diversion, bins should be located

- at entrances and exits
- near tables or grounds where food is consumed
- along walkways and high traffic areas
- near toilets or other utilities
- at car parks.

Bin signage and colour standards

Providing consistent signage and messaging helps to avoid confusion and reduce contamination. Ensure signage is clear and highly visible – on the bins, on the lid of bins and, if possible, above the bins. Some event waste management suppliers offer signage and bin covers as part of their package or as an additional cost.

Green Industries SA also has sets of printable signage available for events – see www.replacethewaste.sa.gov.au/zerowasteguide.

These are in line with Australian Standards AS 4123.7 2006: Mobile waste containers - Colours, markings, and designation to promote consistency in systems across all settings.

When printing signage for use, consider where the bins will be located.

- Do you need to have signs professionally printed on material that can withstand harsh weather conditions or have an extended life?
- Do you need to resize signs to fit the side and lids of the bins you will be using?

If existing council public bins will be available, consider how best to incorporate these with the event if possible. For example, additional bins could be co-located with these to create bin stations. Alternatively, existing public bins could be covered and patrons directed to event bin stations.

For more detailed information about recommended bin systems and signage for front-of-house and back-of-house areas see Appendix 3 on page 22.



Waste streams generated at events and venues

The waste streams generated at events and venues are highly variable. Below is a list of some of the key materials that may be generated and the optimal waste collection streams for these items.

MATERIALS	STREAM	WHAT HAPPENS TO IT?
Food waste (including preparation), serviettes, paper towels, compostable items (including service ware), garden waste.	Organics - food and compostable items	Segregated food and any other compostable materials are taken to a composting facility and processed into soil improvement products.
Container Deposit Scheme (CDS) containers	10 cent bottles and cans	Sorted at collection depots before materials are reprocessed into new products. Organisations (e.g., Scouts South Australia) can be engaged to manage this stream.
Bottles (glass, plastic), jars, cans, hard plastic or metal containers, liquid paperboard, mixed paper and cardboard	Co-mingled recycling	Recyclables are separated at a Materials Recovery Facility (MRF) for reprocessing into new products.
Cardboard Paper, flyers and brochures	Cardboard and/or paper	The cardboard is collected, baled and reprocessed into new paper and cardboard products and packaging.
Soft plastic packaging such as ice bags, chip wrappers, cling wrap and zip lock bags.	Soft plastics	Mixed soft plastics may be collected in dry recycling streams. Very clean streams of segregated soft plastics, such as pallet wrap, may be recycled into new plastic products.
Items unsuitable for recycling such as masks and wipes, cable ties, plastic strapping, mixed packaging, novelty promotional items, nappies	General waste	Material is sent to landfill. No further value is extracted from the materials. As an alternative to landfill, 'dry waste' services may be available. Organics and other 'wet wastes' need to be kept separate from these dry waste services. This material is processed at a local facility into fuel for use as a gas alternative and sits within the 'recovery' rung of the waste management hierarchy.

Contracting service providers

A number of companies specialise in providing waste management services for events. Most also can assist with planning, provision of bins and skips, staff and collection and transporting material streams for recycling or disposal. Cleaning contractors may or may not be engaged as part of this service delivery package.

Commercial waste collection companies can be directly contracted. Skips and/or front of house bins will be provided for the determined waste and recycling collection streams with the contractor responsible for transport of material for recycling or disposal.

Smaller events may find that appropriate waste and recycling services are available through their local council. Services may be offered through an event permit application, but may be limited.

Consider waste and recycling strategies that will be employed and how this may impact on servicing requirements. Ensure that a minimum three bin systems are offered by the contractor and you feel supported to implement the systems. Seek information from your service provider on:

- provision of bins for the event and consolidation of waste for collection
- frequency of bin changeovers
- how collected materials are charged for
- processing destinations for the materials collected in each stream
- what reporting will be provided
- staff that will be available before, during and post the event.

Some things that waste contractors will want to know from you are:

- closed or open event and expected number of patrons
- activities that will be taking place
- duration of event
- requirements on service ware for food and beverage vendors
- size of event grounds.

A number of event service providers also can provide staff to assist patrons at bin stations.

Regional events

There may be fewer services available from commercial waste providers in regional areas, particularly for organics recycling. This is due to local processing infrastructure and larger travel distances affecting the cost effectiveness of collection services.

Regional events and venues may be able to access collection services provided by their local council or waste subsidiary, especially if an event is being held on council property through a lease or hire arrangement. Council services are generally more cost effective than commercial providers but have fewer service options available (for example, the same services as available to householders). Services vary between councils.

Waste service costs

Managing waste and recycling at an event or venue comes at a cost, regardless of whether bins are collected by a commercial operator or a local council. These costs cover staff time to collect and manage waste materials at the event or venue, as well as waste service costs. A large, but less visible cost is product wastage due to overbuying or inefficient operations. Food waste is the most common.



Collection costs

These include the costs for the drivers, trucks, bins, fuel and other administration or business costs. Charges can be either per bin lift (even if not full) or by weight collected. Collection costs may also include bin rental, depending on the contractor. Costs can vary depending on the type of material, size of the bin and location of the event and disposal or processing facility.

Processing or disposal costs

These include the costs for sorting the material, processing it into new products or resources, treating it for safe disposal, and/or disposal into landfill. Costs vary depending on the location and type of processing or disposal facility and the quality or contamination rate of the material presented.

Costs include gate rates and the solid waste levy, which applies for receiving waste at a landfill; gate fees for diverting material to energy from waste facilities (for example, alternative fuels); and for separated material for recycling or composting.

In South Australia, costs associated with diverting material for recycling or composting are considerably less than the costs associated with disposing waste to landfill. Therefore, in addition to meeting customer expectations, there is likely to be a direct financial benefit for South Australian event organisers to divert material into recycling and composting.

This may be particularly relevant for events where a large proportion of food and service ware could be reasonably collected for processing into a compostable resource stream, thereby potentially reducing disposal and processing costs for the event.

South Australian solid waste levy costs

The South Australian solid waste levy is a charge applied to every tonne of waste disposed of in a landfill. Its purpose is to promote recycling and resource recovery and reduce the amount of waste sent to landfill. To minimise landfill costs, it is important that events and venues work towards increasing their recycling and resource recovery.

Example contract and tender clauses

The toolkit (see Appendix 4) provides example Contract and Tender Clauses as a starting point for developing specific clauses or wording for agreements between parties. Not all examples presented here will suit your situation. Select the clauses that best fit your event or venue and alter the wording to suit your needs.

The examples cover: Requests for tender – waste contracts; Requests for tender – caterers/cleaners or other service providers; Waste target clause; Waste collection monitoring clause; Waste management system – conference/exhibition; Vendor/stallholder obligations – conference/exhibition; Education and training; Food and beverage vendor agreements/clauses.



Australian Green Clean



Providing the right information

Supporting staff and vendors

Distribute a summary of your Waste Management Plan (WMP) to staff and vendors, and be clear about expectations and responsibilities for different roles. Key points to include are the benefits and outcomes sought, systems in place and what will happen to waste instead of going to landfill.

As staff at events are often short-term employees at the site, information needs to be clear and easy to read and understand. Useful approaches include memos to staff, contractual obligations referring to the WMP, briefing/training sessions, posters, signage, and distribution of appropriate waste management contacts for any questions.

Update and educate staff about any changes to existing procedures through:

- a brief training session
- staff inductions

- information provided to staff as they arrive for a shift
- posters placed around back of house.

An example staff training/vendor poster is provided in the toolkit [see Appendix 4].

Food and beverage requirements

It is particularly important to clearly communicate expectations around service ware at the event, and to help vendors meet these expectations.

If they will be required to use compostable service ware, provide information and assistance in advance of the event to ensure appropriate items are purchased. Some events require service ware to be purchased from a selected range or suppliers as part of the vendor agreements to ensure the materials are compliant.

South Australia's 'Replace the Waste' website lists providers of alternatives to plastic single-use service ware. <https://www.replacethewaste.sa.gov.au/alternatives>



Beer & Bubbles, East End Cellars, SATC.

If your event will be operating with reusable options for some or all service ware items, let vendors know the cost arrangement for this (if any) and arrangements for collection and washing of service ware.

Engaging with your patrons

Most people now expect that waste and recycling systems at events will align with waste streams generated. Promotion plays an important role in the success of the waste management plan.

Information in simple, easy-to-understand messages is encouraged. Promote your efforts continuously leading up to and throughout your event or at your venue. Tell patrons your reasons for minimising waste going to landfill and provide them the appropriate infrastructure to separate their waste.

A variety of tools and techniques can be used to promote waste minimisation and recycling during an event or continuously at a venue to encourage correct use of the systems.

Some examples are:

- signage and posters in areas of high visitation
- PA/MC announcements promoting placement of all compostable service ware into green bins
- signage regarding disposal at point of sale
- social media messages ahead of the event
- reminders to bring reusable options in event promotion activities
- staff and volunteers spreading the message on the ground while monitoring and managing bin stations.

Monitoring at bin stations by staff or volunteers will support patrons to use the systems confidently, ensuring that the materials are placed in the right bin, reducing contamination and increasing diversion.

Reporting and evaluation

Setting clear goals allows you to act decisively before and during an event and assists with your subsequent review of performance and outcomes.

These goals should be simple, measurable, achievable, realistic and time-based – and all stakeholders need to be aware of them. It is important to match the options for improvement to your goals identified in your Waste Management Plan.

Record your defined goals next to your options for improvement on the following Goals and Options for Improvement Template. To support this, your event may include:

- a detailed audit of waste streams collected and processing destinations
- seeking feedback from vendors and patrons on the event's waste management systems
- requirements in the contract for waste collection and processing service providers to provide reports on waste tonnage or other measures such as contamination rates
- review of event waste management costs.

These processes will help identify what was effective and what areas needed improvement, how signage

or bin infrastructure may be altered, and what recommendations should be made for future events.

Establishing a reporting process for events and documenting waste minimisation and recycling actions and progress will enable post-event communications and reporting to organisers and sponsors and potentially promote the events achievements.

Examples of options for improvement and goals and targets

- Reduce the amount of waste sent to landfill by 20% [based on previous years or standard level].
- Increase the amount of recycled material (by either tonnage or %) collected [based on previous years or standard level].
- Require all vendors to use certified compostable food service ware and provide composting systems for food and compostable packaging waste.
- Increase the proportion of organics and recycling bins to general waste bins.
- Become a recognised leader in running a sustainably focused event or venue.
- Minimise contamination of recycling and/or composting bins [based on previous years or standard level].

Options for improvement	Goal and targets

Reporting can be input into the Calculator (see Appendix 4) to estimate greenhouse gas emissions and other savings as a result of waste and recycling actions.

Appendix 1: Better practice waste management at events – benefits and key features

Improving waste management at events and venues can be an evolving process with achievements gained over time.

Benefits

- Support the implementation of *South Australia's Waste Strategy 2020-2025*, including the state's vision to transition to a circular economy.
- Align your event's practices with the internationally recognised waste hierarchy.
- Reduce waste generation.
- Improve amenity and minimise the impacts of litter.
- Support *South Australia's Single-use and Other Plastic Products (Waste Avoidance) Act 2020*.
- Enhance your waste management profile, providing a positive experience for your event or venue patrons.
- Promote segregated collection systems and improve the environmental awareness of vendors and patrons.
- Reduce disposal or processing costs for waste management at your event.
- Increase resource recovery of materials rather than disposal to landfill, reducing greenhouse gas (GHG) emissions.

Key features

- Goals are set embracing the key principles where events and venues can make the biggest gains in waste management.
- Waste management plan is in place to support the diversion of materials in accordance with the event waste management hierarchy
- Complies with or surpasses the requirements of the *Single-use and Other Plastic Products (Waste Avoidance) Act 2020*.
- Requires vendors to use reusable or compostable food packaging and service ware.
- Ensures a minimum three bin-system is in place for front-of-house. Refer waste infrastructure and systems below.
- Incorporates regular bin monitoring and education for attendees to ensure the correct disposal of items in the right bin.
- Measures, reports and evaluates waste and recycling outcomes.

Appendix 2: Better practice checklist

Event name/Organisation:

Reviewer name:

Date:

Contact details:

Pre event

	Yes/No/Unsure	Comments
Does the event have an overarching sustainability policy or plan?		
Does the event have a waste management plan in place?		
Does the event have a designated waste team leader or champion?		
Has the event organiser communicated waste minimisation and recycling goals and overall sustainability of event with staff, volunteers and contractors?		
Are staff, volunteers, and contractors trained to follow waste and recycling practices/requirements?		
Does the event have a formal contract with the waste service provider(s)?		
Has the event publically communicated sustainability theme/ goals with public? <i>(can also be during the event through announcements)</i>		
Has the event hired vendors who are familiar with sustainable practices?		
Has the event required vendors to supply reusable crockery and cutlery and/or compostable items (no single-use items)? <i>(ideally via a contract).</i>		
<i>Alternatives to plastic single-use service ware can be found at https://www.replacethewaste.sa.gov.au/alternatives</i>		
Has the event partnered with food rescue organisations <i>(in conjunction with vendors around food waste)</i>		
Has communication and promotional material been kept to a minimum and electronic/online? <i>(to reduce unnecessary waste)</i>		
Have bin monitors been hired? <i>(to assist with appropriate waste segregation)</i>		

During event

	Yes/No/Unsure	Comments
Has the event calculated approximate bins required and streams to maximise performance against the Waste Management Hierarchy?		
Has the appropriate placement of bin structure been considered (for example within proximity to food and beverage locations for FOH and easily accessible for staff BOH)?		
Is bin signage consistent throughout the event, both FOH and BOH?		
Has bin signage been considered with appropriate placement? (for example at eye level and corresponds to the bin it refers to)		
Will regular announcements regarding bin usage and locations be provided?		
Is waste collection optimised? Are bins/skips collected at appropriate times (when bins are full)?		

Post event

	Yes/No/Unsure	Comments
Does the waste service provider(s) report on waste collected (volume/weight) and how it is processed (recycled, recovered or disposed)?		
Were goals/actions outlined in WMP met?		
Have recommended improvements for future events been documented?		

Appendix 3: Determining optimal waste infrastructure

Front of house

Structure

Whether utilising existing or new bins, make sure the bins are structurally sound and easy to locate, even from a reasonable distance. Avoid low overhanging trees, shrubs or other obstacles. Most importantly bins must be easy to use.

Place signs on the side and at the point of disposal (lid or opening) of each bin. You may even decide to use overhead signage, particularly for large outdoor events. Some event waste management providers offer bin covers in the colour of the intended waste stream.

Bin placement and service requirements

Bins should be co-located at bin stations in considered locations. This will minimise contamination and ensure that the most appropriate bin is used – not just the closest one. Placing bins side-by-side is considered more effective than back to back. Bin openings should all face the same way.

Bins should be placed where most waste will be generated and where people are likely to congregate, for example:

- where food and drink are available and will be consumed
- near the entrance and exit to the event or venue
- around the perimeters of events, particularly those that are not ticketed.

Use a map or plan of your event or venue or do a walk through to work out the best location for bin stations.

Bins should be easily accessible, highly visible (during day and night) and facing the flow of traffic through an area. Consider lighting for events that run at night or placing the bins in already well-lit areas.

In terms of the order of bins at co-located bin stations, it is generally preferable to place the general waste on the right. It is likely that patrons are more likely to read from left to right (as is general convention to read English text in that way). The left side bin should therefore be the bin allocated to the most likely expected recycling stream with the general waste bin on the right, as the final disposal point rather than the first option that patrons may see first¹.

For example, at an event that is likely to produce large amounts of organics, including food waste and compostable service ware, place the organics bin on the left of the co-located bin station, followed by other recycling streams (10c drink containers and/or co-mingled recycling), followed by the general waste bin.

Frequent monitoring and servicing will help all bin options be available at any time. Volunteers or staff positioned at bin stations during periods of high use (e.g. mealtimes) can help with the correct separation of waste or recycling items and prevent litter.

Estimate when most material will be generated and any entertainment scheduling to gauge the best times for bins to be emptied or replaced – your event or venue remains clean and tidy, and contamination of waste streams is less likely.

¹ Verdonk, S. Chiveralls, K. and Dawson, D. (2017). *Getting wasted at WOMADelaide, The effect of signage on waste disposal sustainability*, page 8.

Back of house

Structure

The size and configuration of bins in kitchen areas will be constrained by the space available. Choose the best option that still allows the space to function effectively and hygienically. Minimise misuse and contamination problems with good signage and by training staff in your expectations.

Remember to consider loading and unloading needs for larger venues or at outside events. Clear signage and staff/vendor training will also be important for appropriate waste separation and will avoid frustration and/or confusion for everyone.

Work health and safety (WHS) considerations also must inform your decisions on bin size and location, particularly if waste is transferred from smaller bins to skip or roll-on roll-off bins. You might need to arrange for steps or a bin lifting device. Discuss these types of issues and availability of infrastructure with your staff and waste contractor or service providers.

Bin placement and service requirements

While planning your event, estimate the times when most waste will be generated and when your bins are likely to need emptying. Discuss this with your waste service provider, cleaning contractor and any staff that will be involved in moving bins to aggregation points. You may need to designate access areas/times for moving bulk waste material.

Frequently monitor bins in case collection times need to be modified.

At a large music event consider crowds and accessibility of transfer routes. Work around set times to ensure maximum capacity in the bins during peak food and beverage consumption periods. Make sure that those responsible for emptying the bins are told about delays or changes to programs.



Appendix 4: Better practice toolkit

The following resources are available at:

www.replacethewaste.sa.gov.au/zerowasteguide

Waste Management Plan

Waste Calculator

Roles and Responsibilities

Example contractor terms and conditions

Printable signage

Example staff training/vendor poster



Appendix 5: Glossary

AS	Australian Standard
Back of house (BOH)	Areas closed to the public including areas designated for administration, kitchens, staff, vendor only areas and service areas.
Better practice	Continual improvement as community and customer expectations, and standards, available services and technology change over time.
Better practice event	Refer to Planning for Better Practice
Container Deposit Scheme (CDS) 10c Deposit	Container deposit scheme. South Australia's incentive to recycle selected beverage containers with a refund provided to the depositor ² .
Co-located bin stations	The event's recycling and waste bins placed together side-by-side in stations [with all waste stream options available at each station] for appropriate segregation of waste materials.
Comingled recycling	Refers to items that can be recycled in the yellow lidded bin including: aluminium cans, glass and plastic drink bottles, drink cartons, rigid plastic containers, aluminium foil (clean and balled), cardboard and paper.
Compost	A product produced by the breakdown of organic matter, such as garden and food waste, by bacteria and other micro-organisms into a nutrient rich natural fertiliser. Compost improves soil structure, providing nutrients for plant growth and increases water and nutrient retention in the soil.
Compostable	For the purposes of the Guide and Toolkit, a product is compostable if it can disintegrate into natural elements and is able to be processed into soil improvement products (meeting Australian Standard 4454-2012, 4419-2018 or 3743-2003) in a commercial compost environment within 90 days. For service ware, items that are certified compostable meeting Australian Standard 4736-2006 or Australian Standard 5810-2010, or by nature are made solely of fibre material for which the Australia Standard is not applicable, such as paper and cardboard, wooden cutlery or serviettes.
Contamination	Materials and items within a recycling stream that are not consistent with the nominated recycling stream, readily recycled or are a hazard to processing.
Contractors	A company or organisation that provides services to an event.
Circular economy	The circular economy is an alternative to the wasteful traditional 'linear' economy based on 'take, make, use and dispose'. It's a self-sustaining system driven by renewable energy with an imperative to keep material resources in use, or 'circulating' for as long as possible. It extracts the maximum value from these resources while in use, then recovers and regenerates products and materials.
Dry waste for energy recovery	Instead of going to landfill, difficult or non-recyclable items are made into a fuel source to replace natural gas in local industries. Organics and other 'wet wastes' need to be kept separate from these dry waste services. The recovery of this material addresses the 'Recover' rung of the waste management hierarchy.
Event	'A planned gathering with respect to time and a place where an experience is created and/or a message is communicated' [ISO 20121:2012].

² South Australian Environment Protection Authority, Container Deposits: www.epa.sa.gov.au/environmental_info/waste_recycling/container_deposit

E-waste (electronic waste)	Waste electrical or electronic equipment. This includes televisions, computers and their peripherals (e.g mice, keyboards), whitegoods, large and small appliances (e.g. kettles, fridges, microwaves), IT and telecommunications equipment, radios, video cameras, speakers, and automatic dispensers (for drinks or food).
Front of house (FOH)	Areas open to members of the public, for example grassy spaces, marquees, exhibition spaces, bars, dining areas and toilets.
Food waste	Organic waste derived from food preparation and/or surplus food. All food scraps including meat and seafood scraps, vegetable and fruit peelings, seeds/ husks and dairy products.
Greenhouse gas emissions	Emissions that contribute to the global issue of climate change, including carbon dioxide, methane, nitrous oxide; in a waste management context, they could be generated by waste transport and disposal methods.
Infrastructure	Front of house and back of house waste management systems, consisting of bins and signage.
International Organisation for Standardisation 2012:2012 – Events Sustainability Management System [ISO 2012:2012]	ISO 2012:2012 specifies requirements for an event sustainability management system for any type of event or event-related activity, and provides guidance on conforming to those requirements.
Organics	Materials derived from garden sources, food waste and paper (tissues, napkins), as well as teabags and coffee grinds.
Packaging	Packaging products used for food, drinks and other items.
Patrons	Visitors (both paying and non-paying) to an event or venue.
Plastic	A material made from, or comprising, organic polymers, whether plant extracts or of fossil fuel origin.
Prohibited plastic product	The sale or supply of plastic products subject to the provisions and definitions within Single-use and Other Plastic Products [Waste Avoidance] Act 2020
Reusable	For the purpose of this guide, 'reusable' gives reference to an item or product that is characteristic of a product that has been conceived and designed to accomplish within its life cycle, a certain number of trips or uses for the same purpose for which it was conceived.
SA	South Australia
Service ware	For the purposes of this guide, serving ware is a reference to any items used for the purposes of serving and consuming food and drinks – including (but not limited to): bowls, plates, platters, cups, trays, clamshells, napkins, straws, and cutlery.
Single-use plastics	In relation to a product, means a plastic product designed or intended to be disposed of after one use.
Single-use	In relation to a product, means a product designed or intended to be used once or for a limited number of times before being disposed of.
Source separation	The separation of waste materials into different streams (for example, recyclables, compostable material, and refund items) at the location (source) where they are generated or produced.
Sustainability	For the purposes of this guide, references to sustainability means the degree of sustainable development [refer below] in the context of the organisation or event [ISO 2012:2012, 3.2].
Sustainable development	Development that meets the needs of the present without compromising the ability of future generations to meet their own needs [ISO 2012:2012, 3.3].

Sustainable development goals	The 17 Sustainable Development goals adopted as a global framework by the United Nations General Assembly to be achieved by 2030 by world leaders: https://sustainabledevelopment.un.org . Of relevance particular relevance to waste management and events are: Sustainable Development Goal 12: focused on responsible consumption and production patterns; and Sustainable Development Goal 14: focussed on 'life below water' and includes a specific target: 'by 2025 prevent and significantly reduce marine pollution of all kinds, in particular from land-based activities, including marine debris and nutrient pollution.'
Sustainable procurement	ISO 20121:2012 defines Sustainable procurement as: <i>'The integration of sustainable development issues into all aspects of the procurement cycle...Four key aims should be addressed when integrating sustainable development management into the procurement process:</i> a). <i>Minimising negative impacts of products and/or services [e.g. impacts on health, air quality, generation of hazardous waste, social impacts due to alcohol and other drugs];</i> b). <i>Minimising demand for resources [e.g. by using resource-efficient products such as energy efficient appliances, fuel-efficient vehicles and products incorporating recycled content];</i> c). <i>Minimising the negative impacts of the supply chain itself, in particular the social aspects [e.g. by giving preference to local suppliers and "sheltered workshops" (where the workforce includes a proportion of those with disabilities) and organizations that meet minimum ethical, human rights and employment standards, including equal opportunities];</i> d). <i>Ensuring that fair contract terms are applied and respected.'</i>
Transient event	An event held at multiple locations rather than at a fixed event location – for example, tours.
Vendors	Any person or company that provides goods or services at an event or venue.
Waste contractor/service provider	A provider of services and/or infrastructure to manage waste generated.
Waste management hierarchy	The nationally and internationally accepted guide for prioritising waste management practices for the optimal environmental outcome; it sets out the preferred order of waste management practices from the most preferred to least preferred.
Waste streams	Waste items separated into different categories [e.g. cardboard and paper, refund/deposit items, plastic wrapping and compostable material].

Appendix 6: Acknowledgements, references and further resources

Acknowledgements

Green Industries SA would like to thank the support of key stakeholders including the events industry, councils, the broader community and State Government agencies who have provided advice to Green Industries SA through the development of this guide.

Green Industries SA also acknowledges international moves in the direction of sustainable and better practice waste management at events, which has been vital to understand opportunities for South Australia.

Further contacts and resources

The following selected further resources are not exhaustive but may provide helpful reference material or further contacts for South Australian events when implementing this Guide and Toolkit.

1. General resources:

- International Organisation for Standardisation, ISO 2012:2012 – Events Sustainability Management System: <https://www.iso.org/standard/54552.html>
- For events and venues located in the Adelaide city area, also refer to the [City of Adelaide Sustainable Events Guidelines](#) for advice regarding event sustainability and reducing carbon emissions and other environmental impacts. Available at <https://www.cityofadelaide.com.au>

2. Sustainable procurement

- Green Industries SA: <https://www.replacethewaste.sa.gov.au/alternative-items> for information on alternatives to single-use plastic products and legislation
- Plastic-Free SA: <https://www.plasticfreeplaces.org/> includes further information on alternatives to single-use plastic products.

3. Food hygiene and public health

- SA Health: Advice for Food businesses and Industry
- SA Government: *Roadmap to Recovery – Outdoor Dining*
- World Health Organisation: COVID-19 and Food Safety: Guidance for Food Businesses
- Australian Government Health website
- Food safety requirements, Standards 3.2.2 and 3.2.3 apply to all Australian businesses.

4. Useful contacts supporting events in South Australia:

- Events SA: <https://www.eventssa.com.au/>
- South Australian Tourism Commission: <https://tourism.sa.gov.au/events/event-and-festival-support>
- Festivals Adelaide: <https://www.festivalsadelaide.com.au/>

5. General contacts and advice

- South Australian Aboriginal Business Register: <https://www.industryadvocate.sa.gov.au/policy-and-resources/sa-aboriginal-business-directory>
- Volunteering SA: <https://www.volunteering-sa-nt.org.au/>
- Multicultural Communities of SA: <http://mccsa.org.au/>
- Inclusive SA: <https://inclusive.sa.gov.au/>
- SA Health, Smoke Free: <https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/healthy+living/healthy+communities/workplaces/ideas+for+action/smoke+free>

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Green Industries SA, South Australia's Waste Strategy 2020-2025 [Adelaide, 2020]

Green Industries SA, Valuing our Food Waste: South Australia's strategy to reduce and divert household and business food waste [Adelaide, 2021]

Green Industries SA, Turning The Tide On Single-Use Plastic Products [Adelaide, 2019]

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Rawtec, South Australia's Recycling Activity Survey 2018-19 Report [Adelaide, 2020]

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ITEM	5.2.1
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	12 December 2023
HEADING	2024 Salisbury Fringe Carnival - Event Overview
AUTHOR	Andrew Hamilton, Manager Sport, Recreation & Community Planning, Community Development
CITY PLAN LINKS	1.3 People are valued and they feel safe, included and connected. 4.2 We deliver quality outcomes that meet the needs of our community.
SUMMARY	The planning for the 2024 Salisbury Fringe Carnival has progressed since an update was provided to Council in July 2023. The 2024 Fringe Carnival will feature Mahalia Barnes as the headline act on Saturday 24 February 2024 and an expanded array of major rides and amusements compared to the 2023 Fringe.

RECOMMENDATION

That Council:

1. Approves the 2024 Fringe program and associated site plan as detailed in Attachment 1 – 2024 Fringe Site Plan (Item 5.2.1, Community Wellbeing and Sport Committee, 12 December 2023).
2. Approves the Administration undertaking a procurement process to source major rides and amusements for future Fringe Events, from 2025 to 2028.

ATTACHMENTS

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

1. 2024 Fringe Site Plan
2. Comparison of Salisbury Fringe 2023/2024
3. Fringe 2024 Food Vendors

1. BACKGROUND

- 1.1 Events form an important part of the cultural and economic fabric of the City of Salisbury. Events provide opportunities for people to engage with their community and surrounds, as well as support their wellbeing.
- 1.2 Council's largest event, the Fringe, has been bringing the community together through entertainment and recreation activities for 10 years, and in 2023 attracted 12,500 attendees.
- 1.3 The Fringe plays a critical role in supporting community wellbeing and underpins one of the actions to provide community-based events to support a safe and secure community as identified in Council's Thrive Strategy.

- 1.4 At its meeting on 25 July 2023, Council resolved (0424/2023);
- 1.4.1 *Notes the report and the proposed indicative break down of the budget which will be provided as part of this report.*
 - 1.4.2 *Approves 2024 fringe Carnival at Carisbrooke Park and approves an additional non-discretionary bid of \$20,000 for rides and \$5,000 to live music based on 2023 budget figures.*
 - 1.4.3 *Approves a licensed venue section at the 2024 Fringe.*
 - 1.4.4 *Approves 2024 Australia Day to be held at Carisbrooke Park.*
 - 1.4.5 *Requests that Administration provides a draft program of works for 2024 Fringe to the Community Wellbeing and Sport Committee prior to finalisation.*
 - 1.4.6 *Requests that Administration undertake a comprehensive review of Fringe format post 2024 Carnival with a view to lock in for a further 3 year program.*

2. REPORT

- 2.1 The Salisbury Fringe Carnival event is scheduled to take place on Friday 23 from 6 pm – 9:30 pm and Saturday 24 February 2024 from 12 pm to 9:30 pm at Carisbrooke Park.
- 2.2 Planning for the event is well progressed with major acts and amusements secured.

Attractions/Program

- 2.3 As a major attractor, Mahalia Barnes has confirmed availability as the ‘headline’ act for the Saturday night.
- 2.4 Mahalia Barnes is the daughter of Jimmy Barnes and performs regularly around Australia. Mahalia Barnes has appeared in the Australian version of The Voice and the Masked Singer.
- 2.5 Recognising the popularity of rides and to minimise queues, the proposed 2024 Fringe program builds on rides offered at the 2023 Fringe, adding:
- 2.5.1 Safari Train
 - 2.5.2 Dodgem Cars
 - 2.5.3 Jumping Castle
 - 2.5.4 Inflatable obstacle course.



2.6 Additional proposed entertainment includes:

- 2.6.1 Silent Disco with sensory vests. The use of sensory vests provides a significant increased level of accessibility for people to feel the music – even if they can't hear it.



- 2.6.2 Matt Tarrant (mentalists/illusionist/magician) – winner of the 'People's Choice of the Adelaide Fringe Award' for five years consecutively. Matt Tarrant was also a contestant on Australian Survivor.

- 2.6.3 Fire twirlers

- 2.6.4 Bamboozled Productions – a festival management company renowned for their involvement in significant events such as *Christmas Lights Festive Nights* (Adelaide) and *Winterfest* (Harts Mill in Port Adelaide).

Bamboozled will curate and deliver continuous circus, magic and performances in the Rastelli Tent for the duration of the 2024 Fringe.



- 2.7 The below table outlines the proposed attractions/program for the two days including a number of additional attractions following Council's input in response to a briefing on 25 July 2023.

FRIDAY 23RD FEBRUARY - 6.00PM TO 9.30PM		
Activity	Activity added since 25 July 2023 Council meeting	Time
Ferris Wheel		6.00pm to 9.30pm
Tea Cup Ride	X	6.00pm to 9.30pm
Sizzler		6.00pm to 9.30pm
Safari Train		6.00pm to 9.30pm
Dodgem Cars	X	6.00pm to 9.30pm
Inflatable Obstacle Course	X	6.00pm to 9.30pm
Combo Jumping Castle	X	6.00pm to 9.30pm
Matt Tarrant – Mentalist/Illusionist		6.30pm to 7.30pm
Band – Face the Music		7.50pm to 8.50pm
Dragon Mill Fire twirlers		9.00pm to 9.20pm
Glitter tattoos		6.00pm to 9.30pm
Giant Games		6.00pm to 9.30pm
Ping Pong Toss	X	6.00pm to 9.30pm
Bubbles		6.00pm to 9.30pm
Circus Tent with various Comedy/circus acts	X	6.00pm to 9.30pm
FRIDAY CLOSE		9.30PM

SATURDAY 24 TH FEBRUARY - 12.00PM TO 9.30PM		
Activity	Activity added since 25 July 2023 Council meeting	Time
Ferris Wheel		12.00pm to 9.30pm
Tea Cup Ride	X	12.00pm to 9.30pm
Sizzler		12.00pm to 9.30pm
Safari Train		12.00pm to 9.30pm
Dodgem Cars	X	12.00pm to 9.30pm
Inflatable Obstacle Course	X	12.00pm to 9.30pm
Combo Jumping Castle	X	12.00pm to 9.30pm
Silent Disco (with sensory vests)		12.00pm to 4.00pm
Adult Silent Disco		5.00pm to 9.00pm
Stilt Walkers		3.00pm to 3.40pm 6.00pm to 6.40pm
Roving Stuntman		1.00pm to 5.00pm
Various Kids activities		12.00pm to 7.00pm
Ping Pong Toss		1.30pm to 7.30pm
Kids activity – Temp Tattoos		12.00pm to 7.00pm
Circus Tent with various comedy/circus acts	X	12.00pm to 9.30pm
Kids Act on stage		12.30pm to 1.30pm
Musician Troi Tyrell Acoustic Duo	X	3.00pm to 4.00pm
Musician RockZee	X	5.00pm to 6.00pm
Mahalia Barnes (headline act)		7.30pm to 8.45pm
Fire Twirler		9.00pm to 9.20pm
SATURDAY CLOSE		9.30pm

- 2.8 The proposed location of these attractions is depicted on the site plan included as Attachment 1 of this report.

- 2.9 A comparison of attractions/talent between the 2023 and 2024 Fringe Events is outlined in Attachment 2 of this report.
- 2.10 Given the time of year and competition with other events in Adelaide, deposits have been paid to some of the attractions/talent to secure as many of the proposed bookings as possible.
- 2.11 Securing larger amusements/rides requires significant lead time and providers often require a suite of amusements/rides to be hired (rather than offer individual/specific rides). To provide surety, it is recommended that a targeted procurement process be undertaken to source amusements/ride types for the next three Fringe events (2025-27). This may also deliver a more competitive price. The outcome of the procurement process will be reported to Council before progressing.

Food

- 2.12 A diverse range of cuisines have been catered for which includes:

- 2.12.1 Indian
- 2.12.2 Italian
- 2.12.3 Carnival Styled food
- 2.12.4 Vegetarian
- 2.12.5 Seafood
- 2.12.6 Sweets
- 2.12.7 Ice Cream; and
- 2.12.8 Baked potatoes.

A list of food vendors is detailed in Attachment 3 to this report.

Guest Services

- 2.13 A licensed area adjacent the stage will be utilised from 6:00pm–8:00pm on the Friday night.
- 2.14 The area utilised will be made available on Saturday as a licensed area open to the public. This will be in addition to the licensed area located in the ‘Tipi’ seating (the licensed areas are marked by a red line in the site map included as Attachment 1 to this report).
- 2.15 The capacity of the area is 200 people.

Budget

- 2.16 The 2024 Fringe has a total budget allocation of \$188,000.
- 2.17 To date, the proposed services and attractions amount to \$165,000.
- 2.18 Final quotes for cleaning, energy generators and park lighting are yet to be finalised however are expected to expend the remaining budget.
- 2.19 The requirement for additional infrastructure at Carisbrooke Park compared to the City Centre contributes to a higher cost structure for the 2024 Fringe. This includes the provision of a three-bin waste solution, a larger stage, traffic management and energy generation.

2.20 An overview of the budget allocation, to date, is detailed below:

Activity	2023 Budget	2024 Budget
Musicians	\$6,100	\$17,750
Rides/Major Acts	\$18,000	\$53,500
Activities/games	\$11,100	\$19,230
Hosting/Guest Services	\$2,700	\$7,286
Marketing	\$14,100	\$10,300
Services	\$10,070	\$17,215
Staging/Furniture/Other	\$32,100	\$49,400
TOTAL	\$94,170	\$174,681

3. CONCLUSION

- 3.1 The Salisbury Fringe Carnival event is scheduled to take place on Friday 23 February from 6pm–9:30 pm and Saturday 24 February 2024 from 12pm-9:30pm at Carisbrooke Park.
- 3.2 Planning for the event is well progressed with major acts and amusements secured.
- 3.3 As a major attractor, Mahalia Barnes has confirmed availability as the ‘headline’ act for the Saturday night.
- 3.4 Recognising the popularity of rides and to minimise queues, the proposed 2024 Fringe program builds on rides at the 2023 Fringe, adding:
 - 3.4.1 Safari Train
 - 3.4.2 Dodgem Cars
 - 3.4.3 Jumping Castle
 - 3.4.4 Inflatable obstacle course.
- 3.5 Additional proposed entertainment includes:
 - 3.5.1 Silent Disco with sensory vests to support increased accessibility.
 - 3.5.2 Matt Tarrant – consecutive winner of the People’s Choice of the Adelaide Fringe award as a mentalist/illusionist/magician.
 - 3.5.3 Fire twirlers
 - 3.5.4 Continuous circus, magic and performances in the Rastelli Tent for the duration of the 2024 Fringe
- 3.6 A licensed area (max 200 people) adjacent the stage will be utilised for guest services and be made available on Saturday as a licensed area open to the public (in addition to the licensed area located in the ‘Tipi’ seating).

- 3.7 The 2024 Fringe has a total budget allocation of \$188,000.
- 3.8 It is recommended that Council approve the proposed 2024 Fringe program.
- 3.9 It is further recommended that a targeted procurement process be undertaken to source amusements/ride types for the next three Fringe events (2025-27). This may deliver more competitive pricing and provide greater surety of amusements/ride types for future Fringe events. The outcome of the procurement process will be reported to Council before progressing.



Item 5.2.1 - Attachment 1 - 2024 Fringe Site Plan

Salisbury Fringe Carnival
2023 – 2024 Comparison

Fringe Comparison	2023	2024
Performers/ Other Acts	<ul style="list-style-type: none"> • Circus Workshop • Nitro Nat • Twins Trip Act • Roving Juggler/Circus • Stilt Walkers • MC 	<ul style="list-style-type: none"> • Roving Stunt Man (4 hours) • Kid stage Performance – Boom Stars • MC <p>Additions for 2024 event;</p> <ul style="list-style-type: none"> • Adult and Kids Silent Disco with Sensory Vests • Matt Tarrant Mentalist/Illusionist • Fire Twirlers (Fri and Sat) • 2 sets of 2 x Stilt Walkers • Bamboozled Prod – Rastelli Tent with continuous fringe Acts for duration of event
Activities	<ul style="list-style-type: none"> • Balloon Artist • Face Painter • Donut Eating Competition • Yarn and Craft • Totem Tennis • Blue Brick Road • Chalk Artist 	<ul style="list-style-type: none"> • Glitter Tattoos • Ping Pong Toss Game • Bubbles activation • Totem Tennis • Temporary Tattoos • Craft Table
Musicians	<ul style="list-style-type: none"> • 3 x Cover Bands (Friday Night) • 4 x Cover Bands (Saturday Night) 	<ul style="list-style-type: none"> • Cover Band (Friday Night) • 2 x Support Bands (Saturday Night) <p>Additions for 2024 event;</p> <ul style="list-style-type: none"> • Mahalia Barnes (Saturday Night Headliner) • Atmospheric Music All Day

Amusement Rides	<ul style="list-style-type: none"> • Sizzler • Ferris Wheel • Tea Cups 	<ul style="list-style-type: none"> • Sizzler • Tea Cups • Ferris Wheel <p>Additions for 2024 event;</p> <ul style="list-style-type: none"> • Safari Train • Dodgem Cars • Jumping Castle • Inflatable Obstacle Course
VIP Component	<ul style="list-style-type: none"> • Catering • John Harvey Comm Hall • Cocktail tables and Stools 	<ul style="list-style-type: none"> • Catering <p>Additions for 2024 event;</p> <ul style="list-style-type: none"> • Tepee Tent with lighting • Lounge Furniture with Bar
Resourcing	<ul style="list-style-type: none"> • Marketing • Staffing (Actual Paid Overtime) • Security • Cleaning Staff 	<ul style="list-style-type: none"> • Marketing • Staffing (Actual Paid Overtime) • Security • Cleaning Staff
Infrastructure	<ul style="list-style-type: none"> • Traffic Management • Furniture • Stage with cover • Liquor Licence • AV, Stage Lighting and Sound • First Aid • Green Room Level 1 Rooms • 1 x Generator • Light Tower 	<ul style="list-style-type: none"> • AV, Stage Lighting and Sound • First Aid • Liquor Licence • Light Towers <p>Additions for 2024 event;</p> <ul style="list-style-type: none"> • Curved Stage Cover • Park Lighting • Green Room – Atco Hut • Portable Toilets • Destination Seating – Tepees • Domed Silent Disco Marquee with LED Bench • 5 generators • Upmarket Furniture for Tepees • Park decoration

Food Vendors – Fringe Carnival 2024

Site Name	Infrastructure	Days
Miss Dagwood Dog	Food Truck	Fri - Sat
Cuppaginos	Coffee Van	Fri - Sat
Maxine's Baked Potatoes	Food Truck	Fri - Sat
Beyond India	Food Truck	Fri - Sat
Fairy Floss Galore	3 x 3 Marquee	Fri - Sat
Bar - TBC		Fri - Sat
Norms Ice Creams	Food Truck	Fri - Sat
Doughballs	Pizza Trailer	Fri - Sat
Yiros	Food Truck	Fri - Sat
Humpty Dumplings	Food Truck	Fri - Sat
Squid Squad	Food Truck	Fri - Sat

ITEM	5.2.2
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	12 December 2023
HEADING	Events - 2023 & 2024
AUTHOR	Andrew Hamilton, Manager Sport, Recreation & Community Planning, Community Development
CITY PLAN LINKS	1.3 People are valued and they feel safe, included and connected 4.2 We deliver quality outcomes that meet the needs of our community 1.2 The health and wellbeing of our community is a priority
SUMMARY	The City of Salisbury deliver a program of events across the City each year. Importantly, these events strengthen the cultural and economic interests, provide important social and entertainment opportunities, and celebrate a range of important events, interests and places. A draft calendar of events for 2024 has been developed building on the successes and insights gathered through delivery of the 2023 events calendar.

RECOMMENDATION

That Council:

1. Approves the draft 2024 Events Calendar as outlined in Attachment 2 to this report (Item 5.2.2, Community Wellbeing and Sport Committee, 12 December 2023).
2. Approves the consolidation of the Lights @ Mawson event to be delivered over one weekend to improve the quality and impact of the event.
3. Notes the intention to develop a framework for the improved evaluation of larger events in the City of Salisbury (both Council and community sponsored events over \$10k).

ATTACHMENTS

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

1. Mawson Lakes Yacht Club - Feedback
2. Draft 2024 Events Calendar

1. BACKGROUND

- 1.1 At a CEO briefing on 12 July 2023, Elected Members suggested an opportunity to review the 2024 event calendar.
- 1.2 A further CEO briefing was held on 4 December 2023.

2. REPORT

- 2.1 Events form an important part of the cultural and economic fabric of the City of Salisbury providing opportunities for people to engage with their community and surrounds, as well as support their wellbeing.
- 2.2 To support these important outcomes, Council deliver a program of events each year which includes both local and regional activations.

Events

- 2.3 In 2023 Council delivered 16 events ranging in size from the Starlight Cinema, attracting 200 participants, to the City's largest event, the Salisbury Fringe Carnival, attracting approximately 12,500 attendees.
- 2.4 In addition, Council provided in-kind support to an additional 12 events, which are run by external parties (e.g. Salisbury Business Association Christmas Parade).
- 2.5 Collectively, Council's three largest events attracted approximately 20,000 attendees and included:
 - 2.5.1 Australia Day - Carisbrooke
 - 2.5.2 Salisbury Fringe Carnival – City Centre
 - 2.5.3 Lights @ Mawson – Mawson Lakes

Salisbury Fringe Carnival

- 2.6 In 2023, the Salisbury Fringe attracted a record attendance, achieving a 50% increase in participation (estimated 12,500 attendees in 2023 compared to 8,372 attendees in 2022).
- 2.7 The growth in attendance can be attributed, in part, to:
 - 2.7.1 An additional amusement ride.
 - 2.7.2 A larger and more diverse range of food vendors.
 - 2.7.3 A higher quality of targeted performances for youth.



Pictured above: Saturday Crowds at the Salisbury Fringe

Australia Day

- 2.8 Previously Australia Day was held in the City Centre however in 2023 it was held at Carisbrooke Park.
- 2.9 Australia Day incorporated the Australia Day Awards, Citizenship Ceremony and a broad range of community activities and music acts.
- 2.10 Participation grew significantly in 2023 to 5,000 attendees from 1,500 in 2021 (noting that the event was cancelled in 2022 due to COVID-19).
- 2.11 Positive feedback regarding the event included:
 - 2.11.1 *‘How great it was for low income families to be able to access such events’.*
 - 2.11.2 Positive reflections on the choice of venue, noting the open space and shaded areas for families to sit and enjoy the entertainment.
- 2.12 Opportunities for improvement with catering of the free BBQ breakfast have been considered and addressed for next year’s event to avoid the long lines and extended wait times experienced at the 2023 event.

Lights @ Mawson

- 2.13 The Lights @ Mawson was a new event delivered in 2023, through a partnership between Council and Nylon Zoo who supplied 6 large illuminated animals to the lake precinct at Mawson Lakes.
- 2.14 As an inaugural event, it attracted an estimated 2,000 attendees.
- 2.15 Feedback from local traders expressed increased levels of trade over the weekends when the Lights @ Mawson installations were in place.
- 2.16 The event was also supported by the Mawson Lakes Model Yacht Club, who sailed their radio-controlled boats adorned with lights on the lake during the evenings. A report from the club is included in Attachment 1 to this report thanking Council for *‘this gem of a community event’*.
- 2.17 The overall response from the Mawson Lakes community at and post the event was positive, highlighting the value of activating the lake precinct.

Other Events

- 2.18 A range of other smaller events included:
 - 2.18.1 3 Community Fun Days held at Ingle Farm Recreation Centre, Unity Park, Fairbanks Reserve
 - 2.18.2 ‘Nature Day’ at Carisbrooke
 - 2.18.3 2 Starlight Cinemas at Kentish Green.
- 2.19 Additional ceremonial events were also delivered recognising a diversity of interests ranging from asbestos victims to International Women’s Day.

Exhibitions

- 2.20 Council delivers a range of exhibitions each year promoting various local artists.
- 2.21 In 2023, a major 'travelling exhibition', Hexadeca, was brought to the City of Salisbury and displayed in the John Harvey Community Hall at the Salisbury Community Hub from 17 – 29 January 2023.
- 2.22 Hexadeca had previously been a very popular attraction in the Adelaide CBD as part of the Adelaide Festival and WOMADelaide.
- 2.23 The Hexadeca exhibition provided improved access to a major attraction for the northern suburbs community and sought to underpin the City's visitor economy.
- 2.24 The exhibition, which was in place for approximately two weeks, cost \$55,000.
- 2.25 An additional 2,600 people attended the Hub whilst Hexadeca was on display. In particular, the exhibition attracted increased attendance from the 0-11years and 31-50years age cohorts.

Opportunities

- 2.26 Feedback received in relation to the 2023 events program and the overall growth in participation suggests that the timing, nature and location of events were well received.
- 2.27 However, a few improvements are suggested to be incorporated in the 2024 program. These include:
 - 2.27.1 Lights @ Mawson was delivered across two weekends. Whilst the event was considered highly successful, the requirement to establish the event on two separate weekends introduces additional cost. Consideration could be given to consolidating the event in 2024 to one weekend and redirecting the costs to a higher quality display. This has the potential to increase both local and external participation and enable a higher quality experience.
 - 2.27.2 The evaluation of events relies largely on observation and feedback. There is an opportunity to improve the evaluation process through the adoption of data collection tools such as the use of QR codes that lead participants to surveys. This would also provide an additional opportunity to direct attendees to other Council communications and activations e.g. Discover Salisbury. It is intended to trial the use of QR codes/surveys as part of the 2024 event program.

Draft 2024 Event Calendar

- 2.28 A proposed calendar of events for the 2024 calendar year is included as Attachment 2 to this report.
- 2.29 Programming for 2024 is consistent with 2023, noting:
 - 2.29.1 Carisbrooke Park has been programmed for the location of Australia Day and Salisbury Fringe as per Council Resolution.
 - 2.29.2 The Lights @ Mawson has again been scheduled for the July school holidays and reduced to one weekend.

2.29.3 Suggested themes and locations for the 2024 Community Fun Days include:

- ‘The Great Outdoors’ (Cobbler Creek – pending approval from the Department for Environment, Water and Natural Resources).
- Science Day (Salisbury Community Hub).
- ‘Inflatables’ (Parafield Gardens Recreation Centre).

2.30 A fourth Community Fun Day (proposed for June) is suggested to be themed around an obstacle course and fun run. A suitable venue is under investigation.

Key exhibitions booked for 2024 include;

2.30.1 2023 Australian Geographic Nature Photographer of the Year (February).

2.30.2 Walking Through a Song Line (June/July) (noting this exhibition is in high demand and it has taken Council two years to receive it).



2.30.3 Diwali Exhibition (October).

2.31 Regular exhibitions such as Watershed Creative Art Prize and SALA Festival will be on display in the Hub during the year.

3. CONCLUSION

- 3.1 Events form an important part of the cultural and economic fabric of the City of Salisbury providing opportunities for people to engage with their community and surrounds, as well as support their wellbeing.
- 3.2 To support these important outcomes, Council delivers a program of events each year which includes both local and regional activations.
- 3.3 A draft 2024 Events Calendar has been developed and is included as Attachment 2 to this report.

REPORT ON MAWSON LIGHTS EVENT JULY 2023 – FROM MLMYC

Oh what a great idea! Thankyou to Salisbury Council for this gem of a community event!

As a Community based Club the MLMYC was invited to be involved in this event.

The plan was to sail our radio controlled boats, with lots and lots of little lights on the sails and on the hulls to the Promenade for the public to enjoy.

After the first night, we decided that we were better displayed in the darker area by the footbridge.

The local families started near the main promenade section to view the lit inflated characters.

They then walked along the lake to the footbridge to return to where they began and, surprise, surprise, there were these pretty yachts and motor boats circulating near the bridge.

I have never before seen this much traffic on that footbridge!

I even saw the silhouettes of home owners sitting on their balconies taking in this pretty sight.

Parents, grandparents, children alike, were all amazed with these little lit boats.

After 6 nights of the general public appreciation, we formed a static display near the pathway which brought even more people. They were amazed to see these boats up close out of the water.

We explained the general sailing techniques and they were fascinated.

The lights added to the bridge in the second week were perfect and with someone selling glowing items near the bridge, it made the whole area bright and festive.

We did think the Eastern side of the lake was a little dark and the water's edge not clearly defined –

this was a little concerning especially to the parents trying to keep their young ones safe. Perhaps Council could give some thought to this problem for the event next year (I am sure it will be back)

It was a shame we did not connect with either of the event photographers. Many people took photos of the boats sailing under lights. We would like to have had some professional photos taken as a

Promotion in a future Salisbury Aware. Our group did take some shots although a phone camera can not do what a good quality photographer's unit can.

Thankyou again to our Council for putting this event together for the local Community. It was well received and I feel sure locals will be looking towards the next one! WELL DONE!

The MLMYC have been thinking of the next event of this kind and would be happy to be involved in some aspects of the planning if we were invited.

Our next AFTER DARK SAIL will be on Friday 29th September and we look forward to entertaining the locals once more.

G Kouwenhoven, Treasurer, MLMYC

2024 DRAFT EVENT CALENDAR					
January	February	March	April	May	June
Starlight Cinema Australia Day	Fringe	International Women's Day Starlight Cinema (moved from October) Harmony Day	Community Fun Day	Watershed Exhibition Opening Salisbury Run Sorry Day	Community Fun Day
July	August	September	October	November	December
Lights @ Mawson	Community Fun Day Vietnam Veterans Day		Community Fun Day	Asbestos Victims Ceremony	Christmas Carols