



AGENDA

FOR COMMUNITY WELLBEING AND SPORT COMMITTEE MEETING TO BE HELD ON

16 APRIL 2024 AT THE 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)
Deputy Mayor, Cr C Buchanan (Deputy Chairman)
Cr A Graham
Cr P Jensen
Cr M Mazzeo
Cr S McKell
Cr S Ouk

REQUIRED STAFF

Chief Executive Officer, Mr J Harry
A/General Manager Community Development, Ms C Giles
Deputy Chief Executive Officer, Mr C Mansueto
General Manager City Infrastructure, Mr J Devine
General Manager City Development, Ms M English
Manager Governance, Mr R Deco
Governance Support Officer, Ms K Boyd

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Community Wellbeing and Sport Committee Meeting held on 19 March 2024.

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QUESTIONS ON NOTICE

MOTIONS ON NOTICE

OTHER BUSINESS

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

CONFIDENTIAL ITEMS

5.4.1 Bridgestone Athletics Centre Management Model - Update

Recommendation

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

1. *Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
 - *it relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and*
 - *information the disclosure of which would, on balance, be contrary to the public interest.*
2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
 - *Non-disclosure of the matter and discussion of this item in confidence would protect confidential information relating to proposed commercial negotiations regarding Bridgestone Athletics Centre Management Model and Council's commercial position.*

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

5.4.2 Recommendations of the Confidential Salisbury Living Sub Committee meeting held on Monday 8 April 2024

Recommendation

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

1. *Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
 - *it relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and*
 - *information the disclosure of which would, on balance, be contrary to the public interest.*
2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
 - *Non-disclosure of this report at this time will protect Council's commercial position as public disclosure may provide third parties with a commercial advantage.*

*On that basis the public's interest is best served by not disclosing the **Recommendations of the Confidential Salisbury Living Sub Committee meeting held on Monday 8 April 2024** item and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

CLOSE



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

34 CHURCH STREET, SALISBURY ON

19 MARCH 2024

MEMBERS PRESENT

Cr D Hood (Chairman)
Mayor G Aldridge (ex officio)
Cr C Buchanan (Deputy Chairman)
Cr P Jensen (*via Teams VC*)
Cr M Mazzeo
Cr S McKell
Cr S Ouk

STAFF

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
Manager Governance, Mr R Deco
Governance Support Officer, Ms K Boyd
A/Manager Sport, Recreation and Community Planning, Mr B Hopkins
Social Policy and Sport Planner, Mr J Catterall
Manager People and Performance, Mrs K Logan

The meeting commenced at 6.48 pm.

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

APOLOGIES

An apology was received from Cr A Graham.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr S Ouk
Seconded Mayor G Aldridge

The Minutes of the Community Wellbeing and Sport Committee Meeting held on 20 February 2024, be taken as read and confirmed.

CARRIED

REPORTS

Administration

5.0.1 Future Reports for the Community Wellbeing and Sport Committee

Moved Mayor G Aldridge
Seconded Cr S Ouk

That Council:

1. Notes the report.

CARRIED

For Decision

5.1.1 Minor Capital Works Grants Program - Eligibility

Moved Cr C Buchanan
Seconded Cr P Jensen

That Council:

1. Approves in principle the eligibility criteria for the Minor Capital Works Grant Program as outlined below, subject to further clarification to be provided by the Administration for further consideration by Council at its March 2024 meeting.
 - a. To be eligible to apply for a Minor Capital Works Grant of any category, the applicant must be based in the City of Salisbury, record less than \$5m in annual revenue in the two years prior to application and be one the following:
 - i. An incorporated association or society under the *Associations Incorporation Act 1985* (the Act), or
 - ii. A Registered Charity with the Australian Charities and Not-for-profit Commission, or
 - iii. Operating under the auspices (via formal auspicing agreement) of either an incorporated association or a Registered Charity.
 - b. Approves the removal of the opportunity for hirers of Council facilities to apply for Category A and B grants.
 - c. Notes that the administration will provide further report to Council regarding projects eligible for Minor Capital Works Grants Program funding following the conclusion of the review into leases and licences in September 2024.

CARRIED

5.1.2 Minor Capital Works Grant Program Application - Mawson Lakes Golf Club Inc.

Moved Cr S McKell
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, in accordance with its delegated power set out in the adopted Terms of Reference, the allocation of funding from the 2023/24 Minor Capital Works Grant Program (MCWGP) budget as follows:
 - a. The Mawson Lakes Golf Club (MLGC) Incorporated in the amount of \$35,000 for the supply and installation of an external storage shed extension, at the facility located at MLGC, Mawson Lakes Boulevard, contingent on approval of variation of Development Application.

CARRIED

5.1.3 Grant No. 31/2023-24: The Big AL Foundation Grant Application

Moved Cr P Jensen
Seconded Cr S Ouk

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 March 2024 round of Community Grants as follows:
 - a. Grant No. 31/2023-24 The Big AL Foundation Community Grant Application: to the value of \$5,000 to assist with Emotional Fitness Coaches Aussie Rules Initiative training within sporting clubs.

CARRIED

5.1.4 Youth Sponsorship Applications - January & February 2024

Moved Cr C Buchanan
Seconded Cr P Jensen

That Council:

1. Notes that five (5) Youth Sponsorship Applications were assessed in January & February 2024, as included in this report (Item No. 5.1.4, Community Wellbeing and Sport Committee, 19 March 2024).

CARRIED

QUESTIONS ON NOTICE

There were no Questions on Notice.

MOTIONS ON NOTICE

There were no Motions on Notice.

OTHER BUSINESS

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

There were no Other Business items.

The meeting closed at 7.19 pm.

CHAIRMAN.....

DATE.....

ITEM	5.0.1
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	16 April 2024
HEADING	Future Reports for the Community Wellbeing and Sport Committee
AUTHOR	Hayley Berrisford, PA to General Manager 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
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: March 2024 Deferred to: August 2024 Reason: July Advisory Group not meeting whilst Bridgestone Licences under review (refer US-OB2).	Ben Hopkins
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	Ben Hopkins

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	Lauren Grant / Ben Hopkins
23/10/2023 5.4.1	Chapel of the Holy Family - End of Lease Arrangements This resolution is confidential Due: March 2024 Deferred to: June 2024 Reason Administration are still working through negotiations with the tender applicant and a report will be presented to Executive prior to provision to Council	Ben Hopkins
27/11/2023	Ongoing management of the St Kilda Community Hall on behalf of the Community 5 Approves the 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. Due: March 2024 Deferred to: June 2024 Reason: This piece of work will be included as part of a Master Plan for this site.	Amy Pokoney Cramey
27/11/2023	Community Grant Program Progress Update 2 Requests the Administration to review the new Community Grant Guidelines by June 2024. Due: June 2024	Chandler Giles

3. CONCLUSION / PROPOSAL

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

ITEM	5.0.2
	COMMUNITY WELLBEING AND SPORT COMMITTEE
HEADING	Recommendations of the Salisbury Living Sub Committee meeting held on Monday 8 April 2024
AUTHOR	Sharee Klein, Manager Strategic Development Projects, City Development
CITY PLAN LINKS	3.1 Salisbury's businesses are successful and part of our community 4.2 We deliver quality outcomes that meet the needs of our community 4.4 We plan effectively to address community needs and identify new opportunities
SUMMARY	The minutes and recommendations of the Salisbury Living Sub Committee meeting held on Monday 8 April 2024 are presented for Innovation and Business Development Committee's consideration.

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Salisbury Living Sub Committee Minutes of the meeting held on 08 April 2024 and that the following recommendations contained therein be adopted by Council:

SLSC1 Future Reports for the Salisbury Living Sub Committee

That Council:

1. Notes the report.

ATTACHMENTS

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

1. Minutes Salisbury Living Sub Committee - 8 April 2024 [↓](#) 



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

8 APRIL 2024

MEMBERS PRESENT

Cr M Mazzeo (*via Video Conferencing Teams*)
Mayor G Aldridge (ex officio)
Cr B Brug
Deputy Mayor, Cr C Buchanan
Cr K Grenfell (Deputy Chairman – *Cr K Grenfell as Deputy Chair presided over the meeting as Cr Mazzeo as Chairman attended via Video Conferencing Teams*)
Cr P Jensen

OBSERVERS

Dr D Hood

STAFF

Chief Executive Officer, Mr J Harry
General Manager City Development, Ms M English
General Manager City Infrastructure, Mr J Devine
A/General Manager Business Excellence, Ms K George
A/General Manager Community Development, Ms V Haracic
Manager Governance, Mr R Deco
Manager Community Experience, Ms C Kroepsch
Manager People & Performance, Ms K Logan,
A/Manager Sport, Recreation and Community Planning, Mr B Hopkins
Manager Strategic Development Projects, Ms S Klein
Manager Engineering Assets & Systems, Mr M Purdie

The meeting commenced at 6.33pm

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

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr B Brug
Seconded Cr P Jensen

The Minutes of the Salisbury Living Sub Committee Meeting held on 12 March 2024, be taken as read and confirmed.

CARRIED

REPORTS

SLSC1 Future Reports for the Salisbury Living Sub Committee

Moved Mayor G Aldridge
Seconded Cr P Jensen

That Council:

1. Notes the report.

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).

SLSC-OB1 Addition to Salisbury Living Sub Committee Membership

Moved Cr C Buchanan
Seconded Cr P Jensen

That Council:

Appoints Cr David Hood as an additional Member to the Salisbury Living Sub Committee.

CARRIED

ORDER TO EXCLUDE THE PUBLIC

SLSC2 Salisbury City Centre Land Facilitation Agreement and Concept Plan

Moved Cr P Jensen
Seconded Mayor G Aldridge

The Salisbury Living Committee orders that:

1. *Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) of the Local Government Act 1999, it is necessary and appropriate to exclude the public for the consideration of Agenda Item SLSC2 Salisbury City Centre Land Facilitation Agreement and Concept item with the exception of the following persons:*

- *Chief Executive Officer*
- *General Manager City Development*
- *General Manager City Infrastructure*
- *A/General Manager Business Excellence*
- *A/General Manager Community Development*
- *Manager Governance*
- *Manager Community Experience*
- *Manager People & Performance*
- *Manager Strategic Development Projects*
- *Manager Engineering Assets & Systems*

On the basis that:

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

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

2. *In weighing up the factors related to disclosure,*

- disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations

- Non-disclosure of this report at this time will protect Council's commercial position as public disclosure may provide third parties with a commercial advantage.

*On that basis the public's interest is best served by not disclosing the **Salisbury City Centre Land Facilitation Agreement and Concept Plan** item and discussion at this point in time.*

CARRIED

The meeting moved into confidence at 6.37pm.

The meeting moved out of confidence and closed at 7.25pm.

CHAIRMAN.....

DATE.....

ITEM	5.1.1
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	16 April 2024
HEADING	Youth Sponsorship Applications - March 2024
AUTHOR	Hayley Berrisford, PA to General Manager Community Development, Community Development
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 March 2024.

RECOMMENDATION

That Council:

1. Notes that 7 Youth Sponsorship Applications were assessed in March 2024, as included in this report (Item no. 5.1.1, Community Wellbeing and Sport Committee, 16 April 2024).

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 March 2024.

Funding per application	Event	Total Funding
1 @ \$350	Representing SA at the Core Bouldering and Core Climbing competition in Queensland	\$350
1 @ \$1250	Representing Tenpin Bowling Australia at the 23 rd Asian Junior Tenpin Bowling Championships in Malaysia	\$1250
1 @ \$350	Representing SA at the 2024 National Flag Football Competition in Brisbane	\$350
3 @ \$350	Representing SA at the 2024 Australian Athletics Championships in Adelaide	\$1050
1 @ 350	Representing SA at the Australian Gymnastics Championships in Queensland	\$350
TOTAL		\$3,350

4. CONCLUSION / PROPOSAL

- 4.1 The Youth Sponsorship Program annual funding budget for 2023/2024 was \$45,000. This budget was exceeded by \$1,600 in December 2023.
- 4.2 As approved in December 2023, a non-discretionary transfer from Minor Capital Works Grants Program Budget to the Youth Sponsorship Program of \$25k be included in the Quarter 2 Budget Review 2023/24 for the Youth Sponsorship grants.
- 4.3 Noting the applications approved from the additional \$25k (\$7,900 total) and taking into account the March 2024 applications outlined in this report, the remaining budget for youth sponsorship grants is \$13,750.

ITEM	5.1.2 COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	16 April 2024
HEADING	Community Event Sponsorship Grant Application - Salisbury Run 2024
AUTHOR	Raitchel Graves, Senior Events Coordinator, Community Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 4.1 Members of our community receive an exceptional experience when interacting with Council 4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	This report outlines the Community Event Sponsorship Program applications for consideration by the Community Wellbeing and Sport Committee.

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 following application of the Community Events Sponsorship Program as follows:
 - a. Grant No. 1/2024 - Northern Districts Athletics Club Inc, application for \$5,000.00 for its Salisbury.RUN.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 Two (2) applications have been received under the community event sponsorship program (ESP) for consideration at the 16 April 2024 meeting.
- 1.2 Events form an important part of the community, cultural and economic fabric of the City of Salisbury. They are designed to stimulate, and provide learning and healthy lifestyle opportunities. The City Plan 2035 contains the following commitment that we will:
 - Provide experiences that make our places lively and interesting; and
 - Celebrate our community's diversity.

2. GRANTS PURPOSE

- 2.1 The purpose of the CESP is to deliver outcomes in alignment with the Salisbury City Plan 2035. The program will assist in achieving the vision of ‘*A progressive, sustainable and connected community*”.
- 2.2 Furthermore, the CESP contributes to the critical action of ‘*from operational and site-specific projects that will have immediate impact, to strategic objectives that guide how and what Council achieves in the longer term*”.
- 2.3 The CESP aims to complement the City of Salisbury’s existing events calendar, whilst increasing the capacity of community organisations to deliver events thereby increasing participation and attendances.

3. ASSESSMENT CRITERIA

- 3.1 To secure funding, the organisation conducting the event will need to demonstrate:
 - Maturity around risk and organisation management
 - Significant community impact
 - Attraction to the broader community (not limited to membership of an organisation)
 - The event will be hosted in the City of Salisbury
 - Positive promotion of the City of Salisbury
- 3.2 All eligible applications will be assessed against the following criteria:
 - *Completion of the application in full;*
 - *Demonstrated need for the event;*
 - *Stakeholder endorsement and support for the event;*
 - *Consideration of, and with, existing events calendar and events;*
 - *Demonstrated multiple community, organisations or associations benefits;*
 - *Extent to which the project addresses strategic objectives and community needs;*
 - *Extent to which alternative, complementary sponsorship and funding sources have been explored or secured;*
 - *Adequate, comprehensive and value for money of event budget;*
 - *Extent to which the event meets the needs of the CESP;*
 - *Alignment with the priorities of the CESP;*
 - *Risk management considerations;*
 - *Extent to which the organisation has the financial capacity to meet its financial obligations with the City of Salisbury (e.g. does the organisation have any bad debt with the City of Salisbury); and*
 - *The number of other events that have been funded for the financial year (noting only eight (8) events will be sponsored for an amount up to \$5,000 each financial year).*

3.3 Due diligence is also undertaken in relation to the financial and governance credibility of the applicant organisations in line with the community grants program.

4. REPORT

4.1 The application that is presented in this report for consideration, for up to \$5,000 is:

Applicant: Northern Districts Athletics Club Inc
Event: Salisbury.RUN
Amount requested: \$5,000

4.2 Salisbury.RUN was born out of the previous Carisbrooke Classic event. The event involves strong participation across all age groups and abilities with a 2km, 5km, 10km and half marathon events.

4.3 The event provides a platform and positive environment to promote the Salisbury region, its livability, the natural environment and attractions and the businesses through their association with the event.

4.4 It provides a positive community connection regardless of age, gender, economics, race or physical ability.

4.5 The Salisbury.RUN starts and finished at Carisbrooke Park and utilises the Little Para trail for the running track.

4.6 The money committed to this application, if approved, is \$5,000. Based on the Administration's recommendations, the money committed to all Community Event Sponsorship applications received for April is \$10,000 (two applications in total).

4.7 The remaining balance of the Community Event Sponsorship Program funding if all applications received (two in total) for April are approved, based on the Administration recommendations is \$29,542

5. CONCLUSION

5.1 Two (2) applications have been received for Community Event Sponsorship Program for consideration at the 16 April 2024 meeting.

5.2 The application received is:

Applicant: Northern Districts Athletics Club Inc
Event: Salisbury.RUN
Amount requested: \$5,000

ITEM	5.1.3 COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	16 April 2024
HEADING	Community Event Sponsorship Grant Application - Adelaide Metropolitan Malayalee Association
AUTHOR	Raitchel Graves, Senior Events Coordinator, Community Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 4.1 Members of our community receive an exceptional experience when interacting with Council 4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	This report outlines the community event sponsorship program (CESP) applications for consideration by the Community Wellbeing and Sport Committee.

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 following application of the Community Events Sponsorship Program as follows:
 - a. Grant No. 2/2024 – Adelaide and Metropolitan Malayalee Association, application for \$5,000.00 for its All Australian Tug of War Competition and Food Festival.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 Two (2) applications have been received for the Community Event Sponsorship Program for consideration at the 16 April 2024 meeting.
- 1.2 Events form an important part of the community, cultural and economic fabric of the City of Salisbury. They are designed to stimulate, and provide learning and healthy lifestyle opportunities. The City Plan 2035 contains the following commitment that we will:
 - Provide experiences that make our places lively and interesting;
 - Celebrate our community’s diversity.

2. GRANTS PURPOSE

- 2.1 The purpose of the CESP is to deliver outcomes in alignment with the Salisbury City Plan 2035. The program will assist in achieving the vision of ‘*A progressive, sustainable and connected community*”.
- 2.2 Furthermore, the CESP contributes to the critical action of ‘*from operational and site-specific projects that will have immediate impact, to strategic objectives that guide how and what Council achieves in the longer term*”.
- 2.3 The CESP aims to complement the City of Salisbury’s existing events calendar, whilst increasing the capacity of community organisations to deliver events thereby increasing participation and attendances.

3. ASSESSMENT CRITERIA

- 3.1 To secure funding, the organisation conducting the event will need to demonstrate:
 - Maturity around risk and organisation management
 - Significant community impact
 - Attraction to the broader community (not limited to membership of an organisation)
 - The event will be hosted in the City of Salisbury
 - Positive promotion of the City of Salisbury
- 3.2 All eligible applications will be assessed against the following criteria:
 - *Completion of the application in full;*
 - *Demonstrated need for the event;*
 - *Stakeholder endorsement and support for the event;*
 - *Consideration of, and with, existing events calendar and events;*
 - *Demonstrated multiple community, organisations or associations benefits;*
 - *Extent to which the project addresses strategic objectives and community needs;*
 - *Extent to which alternative, complementary sponsorship and funding sources have been explored or secured;*
 - *Adequate, comprehensive and value for money of event budget;*
 - *Extent to which the event meets the needs of the CESP;*
 - *Alignment with the priorities of the CESP;*
 - *Risk management considerations;*
 - *Extent to which the organisation has the financial capacity to meet its financial obligations with the City of Salisbury (e.g. does the organisation have any bad debt with the City of Salisbury); and*
 - *The number of other events that have been funded for the financial year (noting only eight (8) events will be sponsored for an amount up to \$5,000 each financial year).*

- 3.3 Due diligence is also undertaken in relation to the financial and governance credibility of the applicant organisations in line with the Community Grants Program.

4. REPORT

- 4.1 The application that is presented in this report for consideration, for up to \$5,000 is:

Applicant: Adelaide and Metropolitan Malayalee Association
 Event: All Australian Tug of War Competition and Food Festival

Amount requested: \$5,000

- 4.2 Tug of War is a popular sporting event in Kerala, India, part of the Onam Festival. This event is expected to attract up to 20 competing teams, encouraging community connection and participation.
- 4.3 The event invites the community to participate in both the Tug of War competition and the multi-cultural food festival, with participation in sporting events promoting strong social bonds and encouraging physical activity.
- 4.4 The event promotes a positive connection for the 200 – 300 Malayalee families that have settled within the City of Salisbury and is open to all members of the wider community.
- 4.5 The All Australian Tug of War Competition and Food Festival will be held at Parafield Gardens High School.
- 4.6 The money committed to this application, if approved, is \$5,000. Based on the Administration's recommendations, the money committed to all Community Event Sponsorship applications presented at the 16 April 2024 meeting, is \$10,000 (two applications in total).
- 4.7 The remaining balance of the Community Event Sponsorship Program funding if all applications received (two in total) for April are approved, based on the Administration recommendations is \$29,542

5. CONCLUSION/PROPOSAL

- 5.1 Two (2) applications have been received for Community Event Sponsorship Program for consideration at 16 April 2024 meeting.

- 5.2 The application received is:

Applicant: Adelaide and Metropolitan Malayalee Association
 Event: All Australian Tug of War Competition and Food Festival

Amount requested: \$5,000

ITEM	5.1.4
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	16 April 2024
HEADING	Grant No. 32/2023-24: Para Hills Cricket Club Grant Application
AUTHOR	Hayley Berrisford, PA to General Manager 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 Cricket 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 April 2024 round of Community Grants as follows:
 - a. Grant No. 32/2023-24 Para Hills Cricket Club Community Grant Application: to the value of \$5,000 to assist with and end of season event and essential sporting equipment.

ATTACHMENTS

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

1. Para Hills Community Club Application_Redacted 
2. Community Grant Eligibility Criteria and Guidelines 

1. BACKGROUND

- 1.1 The Para Hills Cricket Club has applied for the April 2024 round of Community Grants to assist with items for their end of season event and essential sporting equipment for the next season.
- 1.2 The Para Hills Cricket Club is located in the suburb of Para Hills and has 220 members, with 85% residing in the City of Salisbury.
- 1.3 The Para Hills Cricket Club has not received prior Community Grant Funding.

2. REPORT

- 2.1 According to this grant application, the Para Hills Cricket Club is located in the suburb of Para Hills and has approximately 220 members, of which, 85% resides within the City of Salisbury LGA.

- 2.2 The Para Hills Cricket Club is celebrating its 60th season and subsequently the largest junior participation in any season.
- 2.3 The primary goal is bringing all of the clubs' members together to celebrate the 60th season and recognise member and volunteer efforts throughout the season.
- 2.4 Following a decision by the Council in December 2024 to increase the Community Grant Program Budget, the allocation for 2023/2024 is \$170,000.
- 2.5 The money committed to this application for the April 2024 round, if approved, is \$5,000. Based on the Administration's recommendations, the money committed to all grant applications received for the April 2024 round is \$5,000.
- 2.6 The remaining balance of the grant funding if this grant application received for the April 2024 round are approved based on the Administration recommendations is \$43,212.

3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Para Hills Cricket Club Community Grant Application: to the value of \$5,000 to assist with and end of season event and the purchase of essential sporting equipment for the club's next season.



Community Grants Program Application Form

Applications for Community Grants must be received by the 15th of each month to be assessed by the Community Wellbeing and Sport Committee the following month (providing the eligibility criteria is met).

Please ensure you have read and understood the City of Salisbury Community Grants Program Guidelines and Eligibility Criteria document prior to completing an Application.



**City of Salisbury
The Living City**

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Application Eligibility Checklist		
Is the Funding For:	Yes	No
• Money already spent?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Salaries (initial or ongoing)? <i>Payment of facilitator or contractor engaged specifically to deliver program / activity under the grant may be considered</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Recurrent administration costs or Public Liability Insurance?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Capital development (e.g. renovations or building changes that will be permanently part of the structure)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Upgrading facilities which belong to Local, State or Commonwealth Governments?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Application from Public / Private Schools?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• An organisation trading as a sole trader/individual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• A group that is a non-incorporated body and does not have a parent incorporated body or is not endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Groups/organisations that have previously received funding and NOT fulfilled reporting obligations, including provision of post event evaluation/report and financial acquittal?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Groups/organisations that have received Community Grants Program funding from the City of Salisbury within the past twelve (12) months (<i>with the exception of Defibrillator funding</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you have answered YES to any of these questions, this application may NOT be eligible for grant funding.

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information		
1. GROUP / ORGANISATION DETAILS		
Name:	<i>Para Hills Cricket Club</i>	
Address:	<i>Para Hills Oval - Murrell Road</i>	
Suburb:	<i>Para Hills</i> Postcode: <i>5096</i>	
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)		
Name:	<i>Mr Tyson Roling</i>	
Title (your role with the group/organisation):	<i>President</i>	
Address:	<i>PO Box 233, Para Hills, SA 5096</i>	
Phone:	Landline: Mobile: [REDACTED]	
Email:	[REDACTED]	
3. COMMUNITY GRANT RESPONSIBILITY		
Name of Person Responsible for the Grant:	<i>Other: Tyson Roling</i>	
Title (role with the group/organisation):	<i>President</i>	
4. GROUP / ORGANISATION MANAGEMENT DETAILS		
How is your group/organisation managed: <small>(ensure Committee/Board Meeting Minutes are attached)</small>	<i>Board of Management - Committee</i>	
Is your organisation:		
a) Incorporated:	Yes <input checked="" type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question b)
ASIC Registration Number:	<i>A4256</i>	
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>	Yes <input type="checkbox"/> (go to question c)	No <input checked="" type="checkbox"/> (go to question c)
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

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"/> <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:		
f) Purpose:		
g) Other (please specify):	Yes <input 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]	Financial Institution Name: [REDACTED]	
<i>*do not provide account or BSB numbers*</i>	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:	South Australia Cricket Association	
Referee's Contact Information:	[REDACTED]	

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> 3 7 3 3 5 8 1 3 9 9 2 ----- <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"/>
<p>NB: GST Registration</p> <p><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></p>		

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

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:	\$ 0
Organisation's contribution:	\$ 0
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):	\$ 0
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>The event will be supported and run by club volunteers</i>
EXPENSES <small>(specify the proposed expense budget by item:)</small>	\$ AMOUNT
<i>Trophies</i>	<i>\$ 2,400</i>
<i>Cricket Balls</i>	<i>\$ 880</i>
<i>TV with portable TV Stand</i>	<i>\$ 1,720</i>
TOTAL (including GST):	\$ 5,000

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 checked="" type="checkbox"/> Event <input type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>Event Support & Essential Equipment</i>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<i>Ongoing/One-off</i>
Total cost of Project/Event	<i>\$ 5,000</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?	
<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):	July 2022	
What amount of Grant funding was provided:	\$ 5,000	
When was the previous Grant acquitted (month & year):	March 2023	
Group/Organisation Information		
Group/Organisation Name	Para Hills Cricket Club	
Group/Organisation Description	Community Cricket Club	
Group/Organisation Registered Address	Number/Street: Murrell Road Suburb: Para Hills Postcode: 5096	
Is the Club Incorporated?	Yes	
Number of Members	220	
% of Membership that reside in the City of Salisbury	85 %	
Project/Event Details		
Project/Event Name	End of Season Event & Essential Equipment	
Project/Event Summary	To celebrate and recognise our members and volunteers for the season	
Date(s) of Project/Event	6 April 2024	
Location of Project/Event:	Number/Street: Murrell Road Suburb: Para Hills Postcode: 5096	
How will the Project/Event benefit the residents of the City of Salisbury?	This funding will recognise and celebrate our members and volunteers for their involvement this season with the majority residing in Salisbury	
How many individuals will benefit from the Project/Event?	220	
% of project/event participants that reside in the City of Salisbury	85 %	
If it is an Event, is it open to the public?	No	
How will the Project/Event be promoted?	Social Media, Email & Word of Mouth	

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>	
Trophies	\$ 2,400
Dozen Cricket Balls - Club Match	\$ 900
TV with portable stand	\$ 1,700
	\$
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	\$
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	\$
TOTAL (including GST):	\$ 5,000
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input 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

Provide a description of the proposed project or event:

The Para Hills Cricket Club is celebrating its 60th Season and subsequently our largest junior participation for any given season. We would like to celebrate and recognise all of our members and volunteers who have contributed to this successful season through rewards (trophies). We would like to invest in a new TV with a portable stand so we can play video's, promote fantastic highlights throughout the year and contribute towards making the event memorable. The TV will be an ongoing investment which can be used for many things such as:

- Club promotion
- Coaching tool for player development
- Virtual Club Development Sessions
- Improve our provisions to create a socially connected environment

The funding will also go towards cricket balls which is an essential and expensive piece of equipment to run our cricket programs. Funding support towards balls will enable us to keep fees as low as possible and not have to recoup these costs through player registrations.

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. Cricket Ball Costs
 2. TV Quotes
 3. Trophy Costs

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:

The objectives of this project are as follows:

- The event will aim to provide a platform to engage and celebrate with our members and enhance social connection
- Showcase our club in a positive light
- Recognise our volunteer coaches and administrators in front of their peers
- Promote that our club is building an exciting and fruitful future
- Support volunteers contribute towards player development by providing them with the tools to do so

All of the above will assist us in providing a sustainable and quality environment for our members and will have the following outcomes:

- Assist in reaching our player retention target of 80%
- Assist in providing greater access to tools to enhance player development
- Recognise volunteers who will be motivated to continue to provide exceptional service to our community cricket club

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><i>The project aims to bring all of our members together to celebrate our wonderful 60th season and our involvement within the City of Salisbury. With 85% of our members residing in Salisbury, this will have a direct community benefit and will encourage them to continue to play and be active within the City of Salisbury.</i></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><i>The one-off project will be managed by our club committee which is comprised of 8 volunteers. Our committee will achieve our objectives and intended outcomes through quality planning and promotion.</i></p>

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

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

- I acknowledge that I am authorised to make this application on behalf of the Organisation.
- I acknowledge that the information provided in this application is true and correct.
- 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.
- 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.
- 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 Para Hills Cricket Club (Group/Organisation)

<p style="color: red; font-weight: bold;">Tyson Roling / President</p> <p style="color: red; font-size: small;">(Name/Position)</p> <div style="background-color: black; width: 100px; height: 20px; margin: 5px auto;"></div> <p style="color: red; font-size: small;">(Signature 1)</p>	and	<p style="color: blue; font-weight: bold;">Stephen Green / Secretary</p> <p style="color: blue; font-size: small;">(Name/Position)</p> <div style="background-color: black; width: 100px; height: 20px; margin: 5px auto;"></div> <p style="color: blue; font-size: small;">(Signature 2)</p>
<p style="color: red; font-weight: bold;">10 February 2024</p> <p style="color: red; font-size: small;">(Date)</p> <p style="color: red; font-size: small;">Contact (phone number) XXXXXXXXXX</p>		<p style="color: blue; font-weight: bold;">10 February 2024</p> <p style="color: blue; font-size: small;">(Date)</p> <p style="color: blue; font-size: small;">Contact (phone number) XXXXXXXXXX</p>

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**



Declaration Where No Australian Business Number is Required

I hereby certify that I am not required under the New Taxation System to hold an Australian Business Number (ABN), as I am not carrying out an enterprise under the New Tax System definition.

I am providing my services as:

	Yes	No
A private recreational pursuit or hobby	<input type="checkbox"/>	<input type="checkbox"/>
As an individual without a reasonable expectation of profit or gain	<input type="checkbox"/>	<input checked="" type="checkbox"/>

As such the Council is not obliged to withhold 48.5% from payments made to me.

I confirm that the above declaration is valid for all payments made by Council to our organisation. Should the situation change and I am required to hold an Australian Business Number, I will notify Council immediately.

(Group/Organisation)

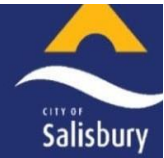
(Name/Position)

(Signature)

(Date)

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

Effective 23 August 2021



Community Grants Program

Guidelines and Eligibility Criteria



live it up

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City of Salisbury Community Grants Program Guidelines and Eligibility Criteria

This document sets out the application process for organisations and groups wanting to apply for a Community Grant with the City of Salisbury. Applicants should review these Guidelines and Eligibility Criteria document carefully before submitting the organisation or group's application form. By submitting an Application Form your organisation or group agrees and acknowledges that it is bound by these Guidelines and Eligibility Criteria.

Applications must not be lodged unless all the eligibility criteria are met. The organisation or group must notify the Community Grants Program if it becomes aware that any of the criteria will not be met subsequent to the application being lodged.

If the organisation or group becomes aware that the application form is incorrect or requires updating the application form must be resubmitted with the correct and updated information.

The organisation or group acknowledges that it places no reliance on, and the Community Grants Program have not made any promise or statement, in association with the organisation or group's chances of receiving a Community Grant.

If you require any assistance in completing your application, please phone 8406 8352 and a City of Salisbury staff member will be happy to help you.

1. Introduction

- 1.1. The City of Salisbury, through its Community Grants Program, aims to encourage, develop and support community projects and events that provide a service to residents of the City of Salisbury, which foster opportunities for community participation and development.
- 1.2. The guidelines contained within this document outline the types of projects and events that will be considered for community grant funding. Eligible organisations or groups are invited to apply for up to \$5,000 to assist with projects and events:
 - Community Grants are bound to an upper limit of **\$5,000.00**;
 - For new groups an establishment grant may be available which is limited to a maximum of \$2,500 for an unincorporated (not-for-profit) group and \$5,000 for an incorporated group.
 - Up to \$2,000 funding towards the purchase of a Defibrillator.
- 1.3. The Community Wellbeing and Sport Committee may choose to allocate funding at an amount less than the maximum at its absolute discretion.
- 1.4. The Community Grants Program is open for applications year round and applications are submitted monthly.

Community Grants Program Guidelines and Eligibility Criteria - Page 3 of 18

2. Submitting an Application

- 2.1. A new application form is required every funding round and the **current** *Community Grant Application Form* must be accessed from the City of Salisbury website. The form can be downloaded from the City of Salisbury website:
www.salisbury.sa.gov.au/Council/Grants_and_Awards/Grants/Community_Grants.
- 2.2. The application form can be completed by:
 - Downloading the *Current Community Grant Application Form - Print & Complete [Handwriting Version]* form, print the form and complete by hand; **or**
 - Downloading the *Current Community Grant Application - Fillable PDF Form [Electronic Version]* form, save to your computer, complete electronically and print the completed form for submission or email direct using the email button.
- 2.3. Organisations or groups may request a hard copy application form to be posted by telephoning the Community Grants Program on 8406 8352.
- 2.4. Applicants are encouraged to submit their completed application via email to:
city@salisbury.sa.gov.au.
- 2.5. Where email is not possible applications can be:

Faxed to:	8281 5466
Posted to:	City of Salisbury Community Grants Program PO Box 8 SALISBURY SA 5108
Delivered in Person to:	City of Salisbury 34 Church Street SALISBURY SA 5108
- 2.6. To assist applicants a *Guide to completing the City of Salisbury Community Grant Application* is also available from the City of Salisbury website.
- 2.7. If assistance is required with completing your application, please call the Community Grants Program on 8406 8352 and a City of Salisbury staff member will be happy to help you.

3. Community Grants Program Aim and Objectives

Aim

- 3.1. The Community Grants Program aims to uphold and improve community participation and development by providing financial assistance for activities, services and projects that support activities and services that sustain and/or enhance health and wellbeing, community participation and sport and recreation.

Objectives

- 3.2. The objectives of the Community Grants Program are to:
 - Increase opportunities for social activity and community participation: *increases in engagement, trust, respectfulness or collaboration; capacity to get involved in community groups or networks;*
 - Improve health behaviours and support healthy choices: *increases in improved mental health, physical activity, resilience and optimism and nutrition;*
 - Provide funds for one off projects or events that have a benefit for residents of the City of Salisbury: *better connected community, safer community, resourcefulness and interaction.*

4. Funding Rounds Opening and Closing Dates

- 4.1. The Community Grants Program funding rounds are open on an ongoing, rolling basis and are assessed monthly. Applications can be submitted at any time and will be processed in the next funding round.
- 4.2. Application forms must be properly completed and successfully received by the 15th of each month to be assessed by the Community Wellbeing and Sport Committee the following month (i.e. an application received by the 15th of February will be assessed at the March Meeting). Due to the timing and assessment process applications will take a minimum of five (5) weeks. It is the responsibility of the Applicant to ensure the application form is properly completed and successfully submitted before the deadline.

5. Community Grants Program Categories

Community Grants Program funding is available under the following categories:

- Community Grant
- Community Grant – Establishment of a new group
- Community Grant - Event (*applicants must organise public liability insurance*)
- Community Grant - Project
- Community Grant Event - Christmas Carols
- Community Grant - Defibrillator

Community Grants Program Guidelines and Eligibility Criteria - Page 5 of 18

6. Types of Community Grants and Amount of Funding

Different levels of funding are available to eligible organisations under the following categories:

- Community Grant – Event: up to \$5,000 per year
- Community Grant Event – Christmas Carols: up to \$5,000 per year
- Community Grant – Project: up to \$5,000 per year
- Community Grant – Defibrillator: one-off funding up to \$2,000 (*conditions apply*)
- Community Grant: up to \$5,000 per year
- New Establishment Grant for Non-incorporated, Not for Profit, organisations: up to \$2,500
- New Establishment Grant for Incorporated organisations: up to \$5,000

7. Eligible Areas

- Health
- Establishment of a new group
- Education and Training
- Sport / Recreation
- Environment
- Culture / Arts
- Disability
- Youth
- Crime Prevention
- Aged
- Event

Community Grants Program Guidelines and Eligibility Criteria - Page 6 of 18

8. Eligibility to Apply

Eligible Organisations

- 8.1. The Community Grants Program will only provide funds to eligible organisations and groups that have not-for-profit objectives:
- Non-Government, Incorporated community organisation or group;
 - Non-incorporated organisations endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission. DGR status must be maintained until such time as the community grant is acquitted and evidence must be provided with the community grant application.
 - The group/organisation must be established as a legally constituted incorporated organisation or can demonstrate they are auspiced by an incorporated organisation who will take legal and financial responsibility for any grant monies received from the City of Salisbury*.
 - The group/organisation has a satisfactory management structure (e.g. President, Secretary, Treasurer). Evidence must be provided by way of meeting minutes that the group/organisation's committee has endorsed submission of the Community Grant Application.
 - Where applicable, the group/organisation has not received a Community Grant from the City of Salisbury within twelve months of submitting this application.
 - The organisation or group must hold a current bank account in South Australia in its name (i.e. the name of the organisation or group applying for the Community Grant must have their bank account in the same name).

** Legal entity details are checked with the Australian Business Register (ABR) website. If the organisation or group's legal entity is not clearly listed on the ABR website the Community Grants Program will request a copy of the legal entity's Certificate of Incorporation or Registration.*

Non-Eligible Organisations

- 8.2. Funding will not be considered for the following:
- An organisation trading as a Sole Trader or Individual including applications placed by organisations on behalf of individuals;
 - An organisation that is a non-incorporated body and is not auspiced by a parent incorporated body or is not endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission;
 - Organisations that are seeking commercial gain from the project (either directly or indirectly);
 - Organisations that have any outstanding acquittals and associated documents for any previous Community Grants Program funding;
 - Money already spent or funding of existing debts or shortfalls;
 - Salaries (initial or on-going);

Community Grants Program Guidelines and Eligibility Criteria - Page 7 of 18

- Recurrent administration or ongoing costs;
 - Capital development (e.g. renovations or building changes, which will be permanently part of the structure);
 - Upgrading facilities which belong to Local, State or Commonwealth Governments;
 - Educational programs in schools and other formal educational institutions;
 - Employment and training programs which are the core responsibility of State and Commonwealth Governments;
 - Applications from Public or Private Schools (unless the application is for assistance with a Community event);
 - Organisations receiving Local, State or Federal Government funding either directly or indirectly via a third party for the same purpose;
 - Organisations located outside of South Australia.
- 8.3. An organisation is assessed as a whole business entity when determining eligibility, rather than broken down into different locations or operations - for example, an organisation that receives Community Grants Program funding for the provision of services, a project or event may not receive a second source of Community Grants Program funding for similar services, project or event, regardless of its operation or location, within twelve (12) months of receipt of their previous Community Grant.
- 8.4. An eligible organisation may apply for one-off Community Grants Program funding for up to \$2,000 to assist with the purchase of a defibrillator. Organisations may apply for defibrillator funding regardless of any Community Grants Program funding received within twelve (12) months however the previous funding must have been acquitted in full. The following conditions apply for Defibrillator funding:
- Active recreation or sport clubs or community organisations whose purpose is the delivery of active recreation or sport programs and services in South Australia are encouraged to apply for defibrillator funding through The Office of Recreation, Sport and Racing's Active Club Program – Program and Equipment funding category;
- It is recommended that organisations register the availability of their AEDs to increase public awareness and availability of AEDs in emergency situations. SA Ambulance and St John Ambulance Australia manage separate voluntary registration platforms that organisations can utilize to register their AEDs availability for public use.
- The SA Ambulance register is only used by 000 emergency operators during suspected SCA episode to direct callers to the nearest public use AED location. The registration website can be accessed via <http://www.saambulance.com.au/NewsPublications/AEDRegister.aspx> The St John AED registration website can be accessed via <https://data.aed.stjohn.org.au/registration.aspx> and will be made available to the public via a website map or phone app.
- Applicants are encouraged to contact the Community Grants Program to discuss the process for defibrillator funding prior to submitting an application.*

Community Grants Program Guidelines and Eligibility Criteria - Page 8 of 18

9. Eligible Items

Funding will be considered for the following:

9.1. *Equipment*

- 9.1.1. Funding may be considered for equipment purchases that are integral to a project or event providing the application demonstrates how the equipment will support delivery of the program or event. All items must be justified and be relevant to the project/event.

9.2. *Administration and Organisational Costs*

- 9.2.1. An organisation or group's start-up administration costs, including:

- capital equipment (e.g. computers, office furniture, machinery, tools, sport equipment etc.);
- consumables;

All items must be justified and be relevant to starting up the organisation or group.

9.3. *Replacement Items*

- 9.3.1. Consideration will be given to replacing items previously funded through the Community Grants Program after a reasonable period of time has elapsed and where sufficient justification for replacement is provided.

9.4. *Public Events and Tournaments*

- 9.4.1. Funding may be considered for eligible items related to the costs associated with exhibitions, fairs, festivals, entertainment, sport and leisure events. Eligible items include costumes and accessories, sport uniforms and equipment, hall hire, bus hire, marquee & furniture hire, trophies, medals, musical instruments, public address equipment.
- 9.4.2. Applicants must organise public liability insurance and provide evidence of insurance with the grant application.

9.5. *New Establishment Grant*

- 9.5.1. Applications to establish a new organisation or group must address the sustainability of the service or program and must include evidence that the program and the organisation will have sufficient resources or foundation to maintain the program once the Community Grants Program funds have been expended.

9.6. *Defibrillator*

- 9.6.1. Funding may be considered to assist with the purchase of a defibrillator. All other eligibility criteria applies, with the exception that eligible organisations may apply for Defibrillator Funding if they have received Community Grants Program funding for a project or event within twelve (12) months, providing the funding has been acquitted in full.

Community Grants Program Guidelines and Eligibility Criteria - Page 9 of 18

10. Ineligible Items

Funding will not be considered for the following:

10.1. *Projects or items not deemed consistent with the Community Grants Program Aim and Objectives*

- 10.1.1. Funding for projects that support activities that are not consistent with the City of Salisbury's Aim and Objectives will not be considered.

10.2. *Existing Projects*

- 10.2.1. Projects or events that have already commenced with the exception of those considered to be a significant new direction or enhancement of an existing project.

10.3. *Expenses*

- Accommodation costs;
- Personal transportation costs such as fuel expenses and maintenance;
- Vehicle acquisition.

10.4. *Administration and Organisational Costs*

- 10.4.1. An organisation's **ongoing business**, administration or **day-to-day** running costs, including:

- capital equipment (e.g. computers, office furniture, machinery, tools etc.);
- vehicles (used for business or administration purposes);
- fundraising activities (for commercial, competition and/or event door prizes);
- consumables (e.g. paper, toner, stationery, equipment etc.);
- maintenance and repairs;
- service charges (including additional warranties, service agreements and maintenance).

However, some administrative costs may be considered if directly and exclusively associated with the establishment of the project.

10.5. *Wages and Salaries*

- 10.5.1. Wages, salary payments or consideration of any type (e.g. payment to presenters/trainers/instructors including gifts for services/guest speakers etc.).

10.6. *Memberships and Fees*

- 10.6.1. Memberships and fees (e.g. physical fitness centre memberships, club memberships, entrance fees).

Community Grants Program Guidelines and Eligibility Criteria - Page 10 of 18

10.7. Existing Debts and Shortfalls

- 10.7.1. Reimbursement of expenses incurred by the organisation prior to grant funds being approved.

10.8. Other Exclusions

- 10.8.1. Equipment and services that are not supported by a program of activities and services.
- 10.8.2. Public Liability Insurance.

10.9. Prior Funding Received for Defibrillators

- 10.9.1. Defibrillator Applications will not be considered for organisations that have already received prior (one-off) Community Grants Program funding for the purchase of a defibrillator.

11. Application Process

- 11.1. An acknowledgement letter will be posted within ten (10) working days of receiving the application. Community Grants Program Staff may contact you via post or email to seek further information. Community Grants Program Staff will contact both signatories to verify the application (application will not proceed until verification has occurred).
- 11.2. Applications that are incomplete or do not contain all essential documentation may be considered ineligible or result in deferral to a subsequent round to enable an assessment to be made pending receipt of the incomplete/additional information. Applicants are requested to submit additional information within the timeframe for submission to the next round. Should the additional information not be received within three (3) months of receipt of the original application the application will be deemed ineligible and the organisation or group must submit a new application should it wish to proceed with applying for Community Grant funding.
- 11.3. Any changes in circumstances with regard to the Application must be made in writing; such as: resignation of the person responsible for the Grant, contact person details, change of address, change of ABN or any other variation to that listed on the Application. Receipt of the variation will be acknowledged in writing and the organisation or group may be asked for further information or to resubmit their Application.

Assessment of Applications

- 11.4. All applications are submitted to and assessed by the Community Wellbeing and Sport Committee at their monthly meeting.
- 11.5. A copy of Community Grant applications and any other relevant document(s) are presented to the Community Wellbeing and Sport Committee in its entirety as an attachment to the Committee Report. This means that all information contained within the application forms part of a public document and as such can be inspected by anyone. Reports presented to the Community Wellbeing and Sport Committee is also accessible via the City of Salisbury website.

- 11.6. Applications received that are identified ineligible against the funding guidelines are submitted to the Community Wellbeing and Sport Committee for information. A copy of the application and any other relevant document(s) is presented to the Community Wellbeing and Sport Committee in its entirety as an attachment to the Committee Report as outlined in paragraph 11.4.
- 11.7. Applications are assessed on merit and a comparative assessment made of all applications to establish priority for funding. Funding should not be anticipated or believed to be automatic.
- 11.8. Final decisions on all applications are at the discretion of Community Wellbeing and Sport Committee.
- 11.9. Applications in excess of available grant funds may result in some applications not being approved, being approved for a reduced amount or being deferred to a subsequent funding round even though they meet the eligibility requirements.

12. Funding Criteria

The following criteria are examined when assessing applications:

12.1. *Aim and Objectives*

- 12.1.1. The project must meet the Aim and Objectives of the Community Grants Program.

12.2. *Target Group*

- 12.2.1. The primary target group for projects and events must be the City of Salisbury community.

12.3. *Project Outcomes*

- 12.3.1. The project must provide one or more of the following outcomes for the City of Salisbury community:
 - promote and enhance healthy lifestyles, particularly nutrition, physical activity and mental wellbeing;
 - encourage involvement in community activities;
 - reduce social isolation;
 - encourage supportive and safe communities;
 - address gaps in local services;
 - Social Connectedness; and
 - Mental Wellness.

12.4. *Contribution*

- 12.4.1. Organisations and groups are expected to contribute towards the project. This can be financial or in-kind (such as the provision of volunteer labour costs).

12.5. *Value for Money*

- 12.5.1. Grant funds requested must be proportional to the benefits provided and the number of members/residents targeted by the project.

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13. Community Grant Application

- 13.1. Applicants must address the following points in their application for Community Grants Program funding:

Target Group

- 13.2. Applications must identify the target group in the City of Salisbury that is the subject of the project. Where possible it is advantageous to provide evidence that the target group:

- is the focus of the project or event;
- has been consulted about and is involved in the project or event;
- is committed to actively participating in the project or event in significant numbers; and
- has expressed support for the project or event.

- 13.3. The application must outline details of the relationship of the applicant to the target group.

Project or Event Plan

- 13.4. Provide a Project/Event Plan which details the activities and services that will be facilitated. The Project/Event Plan should include:

- details of the proposed program of activities and services including frequency and duration (this refers to the activities that will be supported by the project, or the items or services to be purchased with grant funds);
- timeframes and how the project will be implemented, facilitated, and monitored;
- details of the benefits/outcomes that the target group will derive from the project; and
- details of how the project will meet any of the Community Grants Program Aim and Objectives.

Budget Plan

- 13.5. Provide a Budget Plan with details of the items/services to be purchased or works to be undertaken for the project. The Budget Plan must be reasonably costed and include:

- total cost of the project or event;
- the amount of grant funds requested;
- funds committed to the project by the applicant (this contribution can be financial or in-kind);
- funds committed to the project from other sources, such as donations, funding from other stakeholders, funding from other grant sources; and
- one quotation for each item requested.

- 13.6. Note that quotations must include GST and be sufficiently formal to clearly identify the proposed supplier and the items requested.

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Evaluation Plan

- 13.7. Provide an Evaluation Plan appropriate to the complexity of the project and the level of funding requested. This must include details of:
- measures that will be taken to gather information to evaluate the project;
 - criteria that will be used to measure the success of the project; and
 - how information gathered for evaluation will be used to enhance/direct the project.
- 13.8. The Evaluation Plan is essential to the application and will form the basis of the Project Evaluation that must be provided as part of the grant acquittal at the conclusion of the project.

Other Requirements

- 13.9. In addressing the above points, applications must provide a level of detail that is in proportion to the amount of funds requested and the complexity of the project. Organisations applying for funding must demonstrate, where applicable:
- a capacity to provide infrastructure, administrative and operating costs;
 - an ability to support the project beyond the grant period; and
 - the availability of volunteer support for the ongoing viability of the project.

14. Referees

- 14.1. Referees listed on the application may be contacted regarding their support and should be informed of their inclusion prior to the application being submitted. Members of the Management Committee cannot be a referee. Written evidence is not required of the referees support.

15. Financial Information

- 15.1. The organisation or group must hold a current bank account in South Australia in its name. The account name (the organisation or group, not the type of account – i.e. savings, cheque), financial institution name (the name of the bank or credit union) and the location (city/suburb of where the account is held) is the only information required. BSB and account numbers are not required to be submitted on the application.

16. Application Outcome

- 16.1. All applicants will receive written notification via post regarding the outcome of their application.

Unsuccessful Applicants

- 16.2. If applicants are unsuccessful they are encouraged to phone or request an appointment with the Community Grants Program staff to receive feedback about the decision and where applicable aspects of the application that may be improved should the applicant wish to resubmit.

17. Expenditure of Community Grants Program Funds

Successful Applicants - Contractual Obligations

- 17.1. Successful applicants will receive a notification letter and Acceptance of Community Grant – Form 1 which is a legally binding agreement detailing the terms and conditions of funding. The Acceptance letter contains obligations which include agreed project or event outcomes and timeframes, acquittal, reporting and evaluation requirements. Agreements will be in place for a six (6) month period.
- 17.2. Organisations or groups that are awarded a community grant must only use their community grant to implement their project or event as outlined in their application form and spent in accordance with the conditions of the agreement.
- 17.3. Any proposed change to the project or expenditure of grant funds must be requested in writing to the Community Grants Program.
- 17.4. Organisations or groups must spend their Community Grant within six (6) months of receipt of Community Grant funding or they may be asked to return all or part of the funding. Unspent Community Grant funds must be returned to the City of Salisbury at the end of the project/event period. An unspent amount less than \$10.00 is not required to be returned.
- 17.5. Checks are undertaken to ensure that all information provided can be substantiated and that the Community Grant funding was spent on eligible items. All tax invoices and/or receipts submitted with the acquittal documentation must contain the business name, date of transaction, contact details and ABN number listed (where applicable) of the supplier. All items must be clearly identifiable and listed separately.
- 17.6. Where valid tax invoices or receipts cannot be produced the organisation or group will be requested to complete a statutory declaration, declaring that the Community Grant funding was used to purchase eligible items. Failure to provide valid tax invoices or receipts may result in the organisation or group's ineligibility for any future Community Grants regardless of completion of a statutory declaration. Failure to complete a statutory declaration will result in the organisation or group being requested to return the applicable Community Grant funding.

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18. Goods and Services Tax (GST)

- 18.1. If the organisation or group is registered for GST and the application for Community Grant funding is successful, a tax invoice must be provided with the Acceptance of Community Grant Form before payment can be made. Furthermore, the Grant will be subject to GST and the organisation or group will be liable to remit the GST component to the Australian Taxation Office.
- 18.2. The Tax Invoice must clearly state the words **TAX INVOICE, Business Name, ABN and the approved Grant funding amount including GST.**

ABN Declaration

- 18.3. If the organisation or group does not have an ABN, an ABN Declaration must be completed as part of the application process.
- 18.4. Furthermore, if the organisation or group does not have an ABN, the City of Salisbury may be obliged to withhold tax from Grant payments at the highest marginal tax rate (currently 48.5%) unless a "Statement by a Supplier" is completed to justify the City of Salisbury not withholding from the payment. This document is contained within the Community Grants Program Application Form "Declaration Where No Australian Business Number is Required".
- 18.5. For more details, contact the Australian Tax Office on **132 866**.

19. Presentation of Community Grants Program Cheques

- 19.1. Successful applicants will receive payment by bank cheque made out to the organisation submitting the application form. The presentation of Community Grant cheques will take place at a quarterly Ceremony held on the fourth Wednesday of the month in March, June, September and December. Successful applicants are invited to attend a Community Grants Program Cheque Presentation Ceremony on the 4th Wednesday of the relevant quarter at the City of Salisbury Municipal Offices.
- 19.2. Requests for early disbursement of funds must be made in writing. Approval is at the discretion of the Chairman of the Community Wellbeing and Sport Committee and the relevant General Manager.

20. Accountability and Reporting Requirements

- 20.1. The reporting and acquittal requirements are specified in the Acceptance of Community Grant Letter. This legally binding agreement must be signed and returned within seven (7) days of receipt of the Acceptance Letter.
- 20.2. All organisations and groups approved for Community Grants Program funding will be required to:
 - Measure the impact of the project or event and report the results in a Project/Event Evaluation;
 - Acknowledge the City of Salisbury as the funding body where applicable;
 - Provide valid tax invoices/receipts (*the organisation or group should maintain financial records in accordance with the generally accepted accounting principles and comply with the relevant laws in force in South Australia*);
- 20.3. These documents are due within six (6) months of receiving the grant funding and is detailed in the Acceptance of Community Grant Offer letter.
- 20.4. The Community Grants Program requires organisations and groups to comply with reporting requirements for past completed projects and events to be eligible to receive future community grants funding for another project or event. Failure to comply will result in the organisation or group being ineligible for future community grant funding.

Recognition of Community Grants Program Funding

- 20.5. Organisations must acknowledge the City of Salisbury's financial contribution to the project or activity where appropriate, e.g. through recognition of the grant in publicity and/or marketing material (use of the City of Salisbury Corporate Logo is prohibited without consent from the City of Salisbury Marketing Department).

21. Repayment of Community Grant

- 21.1. The City of Salisbury may take action to recover the Community Grant paid to the organisation or group if:
 - The organisation or group does not use the Community Grant as set out in the City of Salisbury Community Grants Program Guidelines and Eligibility Criteria and/or the Acceptance of Community Grant Agreement;
 - If applicable, the organisation or group does not have Deductible Gift Recipient (DGR) status at the time of acquittal;
 - The organisation or group does not provide documentation as required under these guidelines by the times specified.

ATTACHMENT A – Community Grants Program Documents

- 1. Documents relating to the Community Grants Program**
 - 1.1. Application form for the City of Salisbury Community Grants Program;
 - 1.2. A Guide to completing the City of Salisbury Community Grant Application;
 - 1.3. The Acceptance of Community Grant Offer – Form 1 letter
- 2. Documents relating to the Acquittal of successful Community Grant funding**
 - 2.1. Acquittal – Form 2
 - 2.2. Tax Invoice/Receipt
 - 2.3. Project Evaluation Report (refer to Attachment D).

Community Grants Program Application Guidelines and Eligibility Criteria – Attachment A
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ATTACHMENT B - Likely Funded Project and Event Examples

Project/Event examples likely to be funded through the Community Grants Program

Project/Event	Grant funds can assist to:
Community Christmas Carols	Purchase of candles, booklets, stage hire, children's entertainment (i.e. face painting, jumping castle); fireworks, catering, advertising).
New Group	Purchases to establish the group such as computer equipment, launch catering, costs associated with inaugural Annual General Meeting, forums and workshops – i.e. seal, venue hire, stationery, promotional materials, letterhead, envelopes and stamps.
Volunteer Lawn Mowing Service	Purchase of mowing equipment and garden tools appropriate to the project.
Fitness classes	Purchase equipment appropriate to the project (<i>a fitness trainer is not eligible as this is deemed a salary</i>).
Dance Club Competition	Purchase uniforms, material, costumes and related accessories.
Craft Groups	Purchase equipment and supplies appropriate to the project (<i>i.e. purchase of wool and knitting needles to knit knee rugs for the needy</i>).
Men's Shed	Purchase equipment and furniture for woodworking, metalworking and social activities.
Sporting Club	Purchase training equipment and uniforms; bus hire to transport team to an event.
History Group	Purchase computer and scanning equipment for scanning of books.

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment B
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ATTACHMENT C – Unlikely Funded Project and Event Examples

*Examples of projects/events and items **unlikely** to be funded through the Community Grants Program*

Project/Event	Items
<ul style="list-style-type: none"> Projects or events held outside the City of Salisbury region. 	<ul style="list-style-type: none"> Gifts for any purpose (i.e. judges, MC's, presenters).
<ul style="list-style-type: none"> Capital equipment that is stored at a residential address (e.g. computers, office furniture, machinery, tools etc.). 	<ul style="list-style-type: none"> Capital equipment (e.g. computers, office furniture, machinery, tools etc.) unless for the establishment of a new group.
<ul style="list-style-type: none"> Project that requests the purchase of a vehicle. 	<ul style="list-style-type: none"> Website Development.

*Examples of items **ineligible** for funding through the Community Grants Program*

<ul style="list-style-type: none"> Salaries, wages or compensation – i.e. payment for competition judges, trainers, presenters, umpires including gifts for service. 	<ul style="list-style-type: none"> Vehicle acquisition.
<ul style="list-style-type: none"> Payments to volunteers. 	<ul style="list-style-type: none"> Consumables.
<ul style="list-style-type: none"> Payments for fuel expenses/vehicle maintenance. 	<ul style="list-style-type: none"> Maintenance and repairs.

Community Grants Program Application Guidelines and Eligibility Criteria – Attachment C
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ATTACHMENT D - Project Evaluation Requirements

1. An evaluation of the project must be undertaken at the completion of the grant period as detailed in the Acceptance of Community Grant letter.
2. Where applicable, the Project Evaluation must detail the following:
 - 2.1. Introduction – *outline the project, its purpose and overall achievements.*
 - 2.2. People assisted (target group) – *provide details about the people assisted by the project. This could include families, individuals, age groups, type and level of needs/issues.*
 - 2.3. Number of people assisted by the project (*and outlining the number of residents of the City of Salisbury*).
 - 2.4. Assistance provided – *describe what was provided for the target group in terms of programs, activities, other actions or strategies, such as:*
 - 2.4.1. *Assistance to meet general and basic needs;*
 - 2.4.2. *Group programs, courses, activities and training;*
 - 2.4.3. *Improving resources/facilities/equipment or other initiatives.*
 - 2.5. Outcomes achieved by target group – *describe what the target group achieved through participation in the project, such as:*
 - 2.5.1. *Improvement in knowledge, skills, self-esteem, social contacts/networks, motivation, confidence, community participation, quality of life, empowerment and personal development;*
 - 2.5.2. *Enhanced healthy lifestyles, particularly physical activity and mental well-being;*
 - 2.5.3. *Reduction in social isolation.*
 - 2.6. Other achievements – *describe other achievements of the project, such as:*
 - 2.6.1. *Existing programs expanded or enhanced;*
 - 2.6.2. *Improvement in facilities or services;*
 - 2.6.3. *New programs or services established;*
 - 2.7. Any other comments or information relevant to the project or event, such as *newspaper articles, media releases, internal newsletters, etc.*

ATTACHMENT E – Frequently Asked Questions

About applying for a City of Salisbury Community Grant

1. Will late applications be accepted?

- 1.1. Applications for Community Grants must be received by the 15th of each month to be assessed by the Community Wellbeing and Sport Committee the following month (i.e. an application received by the 15th of February will be assessed at the March Meeting). Applications received after the 15th of the month will be submitted for the following round, without exception (i.e. an application received on the 16th of February will be assessed at the April meeting as it has missed the March deadline).

2. When will organisations or groups know if their application is successful?

- 2.1. All applicants will be advised in writing about the outcome of their application within ten (10) days of the relevant Community Wellbeing and Sport Committee meeting.

3. How do organisations and groups apply for Community Grants?

Applications can be submitted in the following ways:

- 3.1. A new application form is required every funding round and the current Community Grant Application Form must be accessed from the City of Salisbury website. The form can be downloaded from the City of Salisbury website: www.salisbury.sa.gov.au/Council/Grants_and_Awards/Grants/Community_Grants.
- 3.2. The form can be saved to a computer, completed electronically and then printed for submission or printed and completed by hand for submission.
- 3.3. Organisations or groups may request a hard copy application form to be posted by telephoning the Community Grants Program on 8406 8352.
- 3.4. Applicants are encouraged to submit their completed application via email to: city@salisbury.sa.gov.au.

4. What if our organisation or group doesn't have access to the internet or email?

4.1. Where email is not possible applications can be:

Faxed to: 8281 5466
Posted to: City of Salisbury
Community Grants Program
PO Box 8
SALISBURY SA 5108

Delivered in
Person to: City of Salisbury
34 Church Street
SALISBURY SA 5108

5. Can I speak to someone about our organisation or group's Community Grant Application if I deliver it in person?

5.1. While City of Salisbury staff endeavour to make themselves available at short notice this is not always possible and therefore Applicants are encouraged to phone the Community Grants Program to make an appointment should they wish to speak to staff when submitting their Application.

6. Can our organisation or group get assistance to complete the Community Grant application?

6.1. To assist applicants a *Guide to completing the City of Salisbury Community Grant Application* is also available from the City of Salisbury website.

6.2. If assistance is still required with completing your application, please call the Community Grants Program on 8406 8352 and a City of Salisbury staff member will be happy to help you. Staff are unable to provide personal advice however will guide you as to the information required in the application.

7. Do documents need to be included with the application?

7.1. Yes. All relevant documents requested must be provided with your Application. Failure to provide the documents required will result in a delay with processing your application to the Community Wellbeing and Sport Committee; or the Application may be deemed ineligible.

- 8. Can organisations and groups submit more than one application per round?**
- 8.1. No. Organisations and groups that receive community grant funding will not be eligible to apply for funding for a period of twelve (12) months from the date of funding receipt. Furthermore community grant funding already provided for a project/event is not eligible to apply for further funding to assist with that same project/event regardless of when the funding was received.
- 8.2. Organisations may apply for one-off Defibrillator Funding regardless of having received Community Grants Program funding within twelve (12) months, providing the funding has been acquitted in full (*subject to conditions outlined in section 8.4*).
- 9. Who assesses the Community Grants Program Applications?**
- 9.1. The Applications are assessed initially by the Community Grants Program Team and the General Manager Community Development who make recommendations to the Community Wellbeing and Sport Committee based on the Community Grants Program Eligibility Criteria.
- 9.2. The Community Wellbeing and Sport Committee have delegation to authorise funding and make the final decision on offering grants.
- 10. How are the Community Grants Program Applications assessed?**
- 10.1. Applications are assessed on merit based on the following criteria:
- The level and type of need, evidence of the need provided and geographic area;
 - The benefit to the target group, specifically residents of the City of Salisbury;
 - Proposals that represent value for money;
 - Relevance to Community Grants Program Aims and Objectives and/or the City of Salisbury Strategic Plan;
 - New organisations or groups that can demonstrate sustainability and do not require ongoing funding to succeed;
 - Proposals that have secured in-kind support to reduce the project or event cost;
 - Proposals that demonstrate a level of community engagement;
 - The extent to which the applicant has the infrastructure, support or resources to successfully carry out the project or event;
 - The extent to which the application estimates, and proposes to measure, the impact of the project or event.

11. Can organisations and groups apply for another round if they are unsuccessful in a previous round?

11.1. Yes. Organisations and groups that are unsuccessful in a round can apply for another round providing the eligibility criteria has been met. An organisation or group that has been declined funding for a project or event can submit an application for a separate project or event (i.e. another application cannot be made for the same project or event that was declined). The application can be made at any time (the organisation or group doesn't need to wait twelve (12) months).

12. Our organisation/group's name on the application is different from our ABN and/or that registered with ASIC, are we eligible to apply?

12.1. No. The organisation or group applying for the Community Grant must have the same name registered with ASIC and the ASIC registration must be in the same name as the ABN registration. The only exception is where an organisation or group is auspiced by an incorporated organisation who will take legal and financial responsibility for any grant monies received from the City of Salisbury.

13. If successful, when will our organisation receive the Community Grant cheque?

13.1. Successful applicants will receive payment by bank cheque made out to the organisation submitting the application form. The presentation of Community Grant cheques will take place at a quarterly Ceremony held on the fourth Wednesday of the month in March, June, September and the second Wednesday of the month in December, commencing at 6.30 pm. The table below outlines the cheque presentation schedule:

Application Received:	Application submitted to the Community Wellbeing and Sport Committee held in:	Successful Applicants - Community Grants Program Cheque Presentation Ceremony to be held in:
16 November to 15 December	January	March
16 December to 15 January	February	March
16 January to 15 February	March	June
16 February to 15 March	April	June
16 March to 15 April	May	June
16 April to 15 May	June	September
16 May to 15 June	July	September
16 June to 15 July	August	September
16 July to 15 August	September	December
16 August to 15 September	October	December
16 September to 15 October	November	December
16 October to 15 November	December	March

ITEM	5.1.5 COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	16 April 2024
HEADING	Minor Capital Works Grant Application - Wat Khmer Santipheap Association of SA Inc
AUTHOR	Ben Hopkins, A/Manager Sport, Recreation & Community Planning, Community Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 3.3 Our infrastructure supports investment and business activity 4.4 We plan effectively to address community needs and identify new opportunities
SUMMARY	An application from the Wat Khmer Santipheap Association of SA Inc has been received for funding to support the upgrade of their kitchen and toilets. The application was not received in time for it to be properly assessed before the Community Wellbeing and Sport Committee meeting on 16 April 2024.

RECOMMENDATIONThat Council:

1. Notes that an application for Minor Capital Works Grant funding has been received from the Wat Khmer Santipheap Association of SA Inc.
2. Notes that staff will prepare a further report for consideration by Council on 22 April 2024.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 An application has been received from Wat Khmer Santipheap Association of SA Inc. for funding to support works at their facility located at 172 Burton Road, Paralowie SA. Specifically, the funding sought will be directed towards the upgrade of their kitchen and toilet facilities.
- 1.2 The application was not received in time for it to be properly assessed by staff against all criteria associated with the Minor Capital Works Grants Program.
- 1.3 Staff will seek further information regarding this application in order to conduct a thorough assessment. Further information in relation to this application will be provided to Council at its meeting on 22 April 2024.

2. EXTERNAL CONSULTATION / COMMUNICATION

- 2.1 Nil

3. DISCUSSION

3.1 Nil

3.2 Financial There is no financial impact resulting from this report.

4. CONCLUSION

4.1 The application for Minor Capital Works Grant funding received from the Wat Khmer Santiheap Association of SA Inc will be assessed by staff in accordance with Minor Capital Works Grants criteria.

4.2 Further information will be provided to Council for consideration at its meeting on 22 April 2024.

ITEM	5.1.6
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	16 April 2024
HEADING	Bagster Road Community Centre Children's Services Update
AUTHOR	Chandler Giles, Manager Community Participation & Partnerships, 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 4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	This report outlines the limitations of delivering a high-quality child care service at Bagster Road Community Centre and proposes that to leverage the site, priority should be given to the delivery of affordable children's programs and services by both third-parties and Council.

RECOMMENDATION

That Council:

1. Notes the information regarding the limitations of the Bagster Road Community Centre in delivering high-quality, modern childcare services as outlined in paragraph 3.4 of this report (Community Wellbeing and Sport Committee, 16 April 2024, item no 5.1.6).
2. Notes to leverage the site, the Administration will prioritise a range of affordable children's programs and services at Bagster Road Community Centre.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 State Governments have the primary responsibility for the health, safety, wellbeing and educational outcomes of children and as such, child care services operate under National Law through the National Quality Framework (NQF), which sets the rules for how education and care is delivered to children, and providers must be approved to deliver under the NQF.
- 1.2 Until late 2023, the Bagster Road Management Committee operated twice weekly an occasional care child service at the Bagster Road Community Centre servicing around 7 – 10 families.
- 1.3 In South Australia, occasional care is sessional in nature and generally offered for babies, toddlers and children under school age through government preschools and in some childcare centres. The Bagster Road service fitted into the latter.

- 1.4 At the 27 November Council meeting, Council requested the Administration;
 - 1.4.1 *to undertake further investigation on identifying partnerships and opportunities to continue running a childcare service through a third-party operator and provide a report to the Community Wellbeing and Sport Committee by March 2024. (0539/2023)*
- 1.5 On the 1 January 2024, Council assumed the management of Bagster Road Community Centre and work to update the children's area and playground has been completed including painting, new blinds, minor repairs and the purchasing of new furniture.
- 1.6 To date, the Administration has received a very small number of inquiries for childcare. However, there have been a number of inquiries for children-related services to be delivered on site such as playgroups, school holidays programs, family reunifications and toy collections.
- 1.7 Since January 2024, the Administration has undertaken consultation and research with providers and community to help inform this report.

2. EXTERNAL CONSULTATION / COMMUNICATION

- 2.1 Education Standards Board
- 2.2 Lake Windemere Children's Centre

3. DISCUSSION

- 3.1 The Administration recognises that for the families, who were using the childcare service at Bagster Road prior to 2024, the service was valuable and the cessation had a negative impact.
- 3.2 However, given the Administration has only received a very small number of inquiries since January, it is likely that alternative arrangements at one of the other local occasional childcare services have been found by these families.
- 3.3 These include Lake Windemere Children's Centre for Early Childhood Development and Parenting and Oasis Community Children's Centre, who both currently have vacancies.
- 3.4 Through engagement with the Education Standards Board and local third-party operators, the Administration received feedback that;
 - 3.4.1 the site is limited in its functionality mainly due to its age;
 - 3.4.2 the site is too small to provide economies of scale to remain financially viable and given the previous demand this would be probable;
 - 3.4.3 whilst the space has been updated, it is not modern and arguably does not meet contemporary standards or customer expectations; and
 - 3.4.4 a third-party operator would need to supply the required equipment making the opportunity less appealing.
- 3.5 Further to this, the Royal Commission into Early Childhood Education and Care, led by the Hon Julia Gillard AC, was established in 2022 to investigate how families are supported in the first 1000 days of a child's life.

- 3.6 The Royal Commission outlined 43 recommendations that the State Government have made a commitment to, and one of the goals that is relevant to this report is a commitment to become the first Australian State to provide up to 30 hours of pre-school each week for the most vulnerable three and four-year olds.
- 3.7 It is likely that future funding to provide this service locally will be prioritised to existing providers and as such any potential future demand for Bagster Road would likely decrease.
- 3.8 Because of these reasons, the Administration proposes that Council leverage the site for affordable programs and services by both third-parties and Council for the delivery of children's programs, playgroups and other identified needs.

4. CONCLUSION

- 4.1 The Bagster Road Community Centre through the Management Committee provided occasional child care for a number of years to a small group of local families. Whilst a valuable service for those families over many years, the demand has remained low and due to the building's footprint, growth of any childcare service will always be limited.
- 4.2 Through consultation with Education Standards Board, providers and community the Administration proposes to best leverage this site, Council prioritise programs and services by both third-parties and Council for the delivery of children's programs, playgroups, toy collections and other identified needs.

ITEM	5.1.7
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	16 April 2024
HEADING	Salisbury Commonwealth Home Support Program services up to June 2027
AUTHOR	Vesna Haracic, Manager Community Health & Wellbeing, 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 Aged Care sector in Australia is undergoing a significant reform process that started in 2020 and will continue over the next decade. The Commonwealth Home Support Program (CHSP) will be subsumed into a new funding program (detail yet to be finalised) from 1 July 2027. This report provides a summary of the ongoing changes and the proposed approach for continuing City of Salisbury services using CHSP funding into the future.


RECOMMENDATION

That Council:

1. Notes the – “Analysis of performance of current CHSP services” on the future directions for CHSP funding (Attachment 1, Item No 5.1.7, Community Wellbeing and Sports Committee, 16 April 2024) and approves the recommendations contained therein, to:
 - a. Continue to provide all the current services to 30 June 2027 - Transport, Meals, Domestic Assistance, Home Maintenance, Social Support Individual and Social Support Groups services
 - b. Undertake reviews of:
 - Transport services model
 - Meals Services model
 to ensure it meets current needs and can be delivered within budget.
 - c. Withdraw from the provision of Home Modifications when CHSP is transferred to the new SAH Program from 1 July 2027.
 - d. Undertake other monitoring and improvements as identified in the recommendations (Attachment 1) for each service type.
 - e. Continue monitoring changes to Commonwealth Aged Care funding over the next two years, with the aim of presenting a final report for Council decisions regarding service delivery beyond 2027.

ATTACHMENTS

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

1. Analysis of performance of current CHSP services [↓](#) 

1. BACKGROUND

- 1.1 The City of Salisbury has been a leader in the provision of home and community services for over three decades. Our role is to support community health and wellbeing, support older members of the community to have the opportunity to live in a supportive environment, have access to services and community connections, and have a voice in the issues that affect their lives.
- 1.2 The Community Health and Wellbeing (CH&W) division has kept up with the latest information and responding to the continuous changes in the sector since 2012, including transforming the way we deliver services, engagement with consumers and ensuring staff and volunteers have the appropriate skills and knowledge to provide services in a new aged care environment. It is recognised for its excellent work in delivering programs and services to older people, advocating for the delivery of appropriate initiatives within the region, and for providing a welcoming and supportive environment.
- 1.3 Salisbury Home and Community Service is the Council's largest externally recurrent funded program with over \$2.7 million per annum external funding. In the period of 1 July 2022 to 30 June 2023 the program supported over 2,500 people to remain living independently at home and actively participating in the community.
- 1.4 Our Senior Centers hold memberships with about 1000 people. In 2022-23:
 - 1.4.1 Almost 950 older people attended over 77,000 hours of activities at the Jack Young Centre, Para Hills Seniors Centre and Pine Lakes Centre.
 - 1.4.2 Over 600 older people were provided with almost 12,300 dine in meals and 3,850 frozen meals.
 - 1.4.3 About 140 people were assisted with transport to attend the Seniors Centers
- 1.5 In 2022-23, Home Assist supported:
 - 1.5.1 Almost 460 older people with over 8,800 hours of domestic assistance;
 - 1.5.2 Over 1050 older people with over 4,700 hours of home maintenance assistance, which includes gardening, gutter and window cleaning and minor home maintenance tasks;
 - 1.5.3 46 older people were supported with minor home modifications, such as grab rails, hand held showers, door magnets etc; and
 - 1.5.4 About 330 older people were assisted with transport to access medical appointments and shopping and social activities in the community
- 1.6 The Community Health and Wellbeing division employs 31 staff, engages 30 local businesses/independent contractors and 120 volunteers who support the delivery of Salisbury Home and Community Services. This engagement strategy supports linkages to and employment for local people and expands our service delivery skill base.

- 1.7 The Age Friendly Salisbury Strategy 2022-2027 provides clear direction for the Council in ensuring that older residents of Salisbury have the opportunity to live in a supportive environment, have access to services and community connections and have a voice in the issues that affect their lives.

Aged Care reforms:

- 1.8 Reform of the Commonwealth funded aged care system commenced in 2021 following the delivery of the final report of the Royal Commission into Aged Care Quality and Safety, commonly known as the Aged Care Royal Commission (ACRC). Considerable changes have been made already with further reform scheduled for next 5 to 10 years
- 1.9 The reforms to date that impact on community aged care programs including CHSP are the introduction of new assessment arrangements, a proposed risk proportionate regulatory system, proposed new standards, and changed funding arrangements for residential and community aged care.
- 1.10 The new assessment arrangements should streamline eligibility and assessment processes and close some of the gaps for clients, which in turn should make it easier to support clients' access appropriate services and transition between different levels of care. Risk proportionate regulation should reduce the compliance load in terms of reporting and standards monitoring on domestic assistance, home maintenance, transport and possibly meals. The extent of this reduction will depend on the final design of the Support at Home Program. At the present time the proposed model has one-on-one and centre based social support services in a category which will be subject to an audit
- 1.11 The proposed funding changes present the greatest main challenge for the City of Salisbury. The changes will amalgamate current community care funding, including the CHSP, into one, new Support at Home Program (SAH) which may be based solely on individualized funding. The potential move away from block funding will challenge the business model for CHSP services as an annual budget will not be "guaranteed" with an annual contract.
- 1.12 The SAH was originally scheduled to start from 1 July 2023 but has been continually delayed, which has created uncertainty. Further, growth funding has been paused during this time, further putting pressure on existing services as demand grows.
- 1.13 In the meantime, while waiting for the final shape of the SAH to be confirmed, the SHCS Leadership Team conducted an analysis of existing services levels, costs, and alignment with Council goals and consumer demand to ascertain which services are viable into the future. This information will place Council in a good position to prepare for the forthcoming changes.
- 1.14 Timelines:
- Commencing 1 July 2025 – new Support at Home Program bringing together Home Care Packages, Short Term Restorative Care and respite programs;
 - Commencing 1 July 2027 – CHSP to be amalgamated into the Support at Home Program.

2. DISCUSSION

- 2.1 City of Salisbury has been considering implications of the current aged care reforms on the sustainability of their operations, in particular, the amalgamation of CHSP funding into the SAH Program from 1 July 2027.
- 2.2 The challenge facing the City of Salisbury is to decide what services it should and would like to continue to deliver and how to maintain quality service delivery up to 30 June 2027, and assuming council decides to remain a provider, what service to provide under the SAH Program.
- 2.3 The Community Health and Wellbeing Division has undertaken a detailed analysis of current service delivery under the CHSP with respect to meeting Council aims, client and community expectations and viability (Attachment 1).
- 2.4 This analysis found:
 - a. Council should continue to provide Transport, Meals, Domestic Assistance, Home Maintenance, Social Support Individual and Social Support Groups services
 - b. Continue to provide Home Modification services until 30 June 2027, and then withdraw from the provision of Home Modifications when CHSP is transferred to the new SAH Program from 1 July 2027
 - c. Undertake other monitoring and improvements as identified in the recommendations for each service type.
 - d. Council should continue to monitor changes to Commonwealth aged care funding over the next 2 years with a view to a final decision regarding service delivery in 2027

3. CONCLUSION

- 3.1 Council is asked to adopt the proposals recommended in the Analysis of performance of current CHSP service (Attachment 1).
- 3.2 The Administration will provide future reports as information is received from the Commonwealth, regarding the CHSP and related aged care reform.



Analysis of performance of current CHSP services March 2024

1 Introduction

This Report presents service data and analysis from the Community Health & Wellbeing Management Team with respect to the City of Salisbury's Commonwealth Home Support Program (CHSP) funded services. The Report will inform recommendations for the future of these services up to 1 July 2027 and the amalgamation of CHSP funding into the proposed Commonwealth Support At Home Program.

2 Background

Reform of the Commonwealth funded aged care system commenced in 2021 following the delivery of the final report of the Royal Commission into Aged Care Quality and Safety, commonly known as the Aged Care Royal Commission (ACRC). Considerable changes have been made already with further reform scheduled for next 5 to 10 years.

The reforms impacting on community aged care include the introduction of a new assessment arrangements, a risk proportionate regulatory system, new standards; and changed funding arrangements for residential and community aged care.

The detail of these changes is not finalised. However, from the information available, there are potential benefits for the City of Salisbury CHSP services, including:

- (a) Commencing 1 July 2024:
 - A new Aged Care Act which will set the regulatory and funding arrangements for aged care going forward, including regulatory models that use a risk proportionate approach
 - New assessment processes for all aged care funded services, in particular, amalgamation of assessment agencies into one agency and a new, better targeted assessment tool
 - New quality standards.
- (b) Commencing 1 July 2025 – new Support at Home Program bringing together Home Care Packages, Short Term Restorative Care and respite programs
- (c) Commencing 1 July 2027 – CHSP to be amalgamated into the Support at Home Program.

The new assessment arrangements should streamline eligibility and assessment processes and close some of the gaps for clients, which in turn should may make it easier to support clients' access appropriate services and transition between different levels of care. Risk proportionate regulation should reduce the compliance load in terms of reporting and standards monitoring on domestic assistance, home maintenance, transport and possibly meals. The extent of this reduction will depend on the final design of the Support at Home Program. At the present time the proposed model has one-on-one and centre based social support services in a category which will be subject to an audit.

The proposed funding changes present the greatest main challenge for the City of Salisbury. The changes will amalgamate current community care funding, including the CHSP, into one, new Support at Home Program (SAH) which may be based solely on individualized funding. The potential move away from block funding will challenge the business model for CHSP services as an annual budget will not be “guaranteed” with an annual contract.

The SAH was originally scheduled to start from 1 July 2023 but has been continually delayed, which has created uncertainty. Further, growth funding has been paused during this time, further putting pressure on existing services as demand grows.

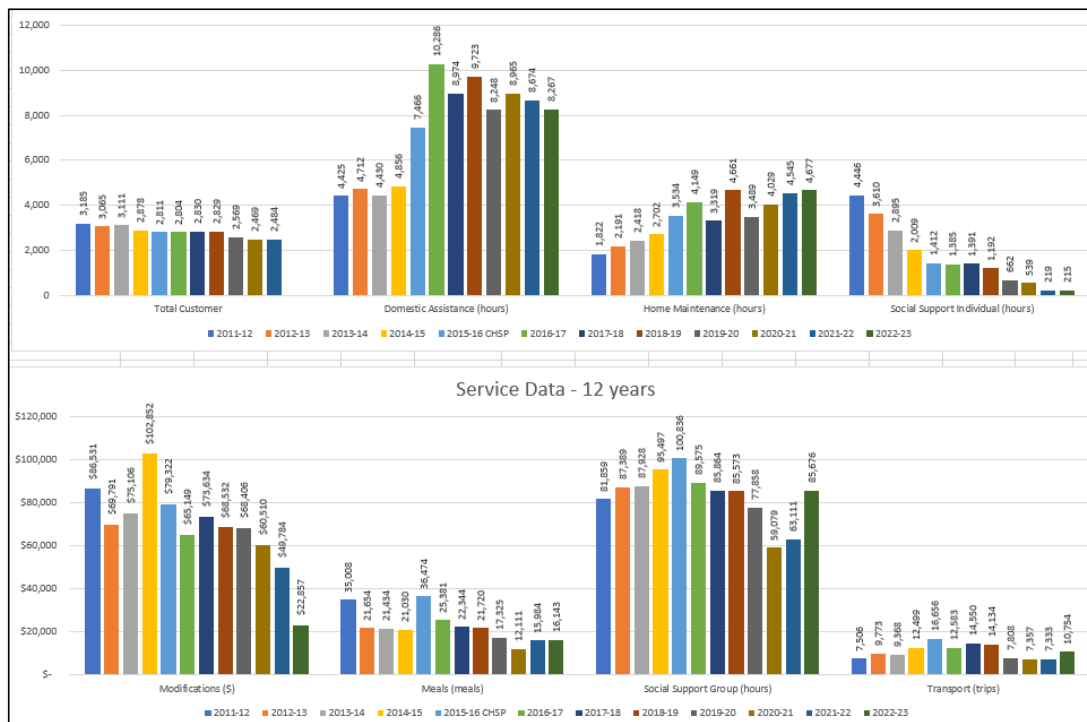
In the meantime, while waiting for the final shape of the SAH to be confirmed, the SHCS Leadership Team conducted an analysis of existing services levels, costs, and alignment with Council goals and consumer demand to ascertain which services are viable into the future. This information will place Council in a good position to prepare for the forthcoming changes.

3 Current CHSP Services

3.1 Overview

The CHSP service types delivered by the City of Salisbury are Transport; Meals; Home Modifications; Domestic Assistance; Home Maintenance; Social Support Individual; and Social Support Groups. Service Data over the past 12 years (refer Graph 1) demonstrated changes in service use of time, including the impact of the COVID19 restrictions (2020 to 2023). In this section, we consider outputs, unit costs and service level feedback for each of the service types.

Graph 1: Service Data for 12 years



3.2 Transport

Graph 2: Transport Service Data for 12 years

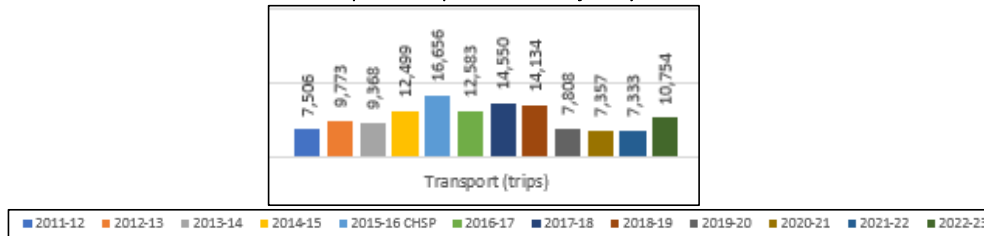


Table 1 Transport Unit Costs compared with CHSP Grant Unit Price –2022/23 and 2023/24

	2022/23		2023/24
CHSP Grant Unit Price	Actual Unit Cost	Actual Unit Cost after client contribution	CHSP Grant Unit Price
\$28.43	\$34.34	\$30.94	\$31.56

Key points:

- While outputs have fluctuated, particularly during COVID19 restrictions, outputs have improved in 2022/23
- The 2022/23 actual cost after client contribution was less than 2023/24 Unit price
- Client contributions are essential for meeting costs for this service (fees range from \$5 to \$20 per 2-way trip, based on the purpose of the transport and distance range)
- Transport has always delivered more than contracted outputs
- The cost analysis includes Council’s contribution of \$100,000 in addition to CHSP funding towards this service to support all older people to access the senior centres. This contribution is used to fund internal hire of vans and 0.4 FTE level 3 labour.

Discussion:

Clients use this service for getting to and from medical appointments, places of interest, shopping centres and group programs (eg at Salisbury centres). Services are provided by a mix of volunteer drivers, contractors (eg taxis) and occasionally external bus hire with drivers (for trips).

The value of this service is:

- It provides opportunities for clients to socialise and make connections. Access to transport is explored as part of the onboarding process for CHSP services for this reason.
- Enables people to get out into the community and can be seen as promoting independence eg not having to rely on family or others.
- Using local contractors eg taxi services, supports local business. It also enables clients to get to know those local businesses and potentially use them independently.
- It is an “entry” service type from which clients can be linked into other Council services, including the programs and activities provided by the Centres.

Challenges facing this service type:

- (a) Increasing costs – An increase in the CHSP Unit Cost was negotiated for 2022/23 to meet rising costs but increases of this kind cannot be guaranteed going forward
- (b) CHSP unit costing changes – There is a suggestion that the “unit” cost may change from per trip to per kilometre, which will change the ways costs are calculated.
- (c) Continuing demand – Demand continues to outstrip contracted CHSP outputs against the annual grant funding. Additional demand has been met by the City of Salisbury \$100,000 annual budget allocation and reliance on volunteer drivers.
- (d) Accessing volunteers – It is getting harder to find drivers who are willing to provide this service. Volunteers also cannot or do not want to take certain types of trips e.g. to the city, particularly if they will be required to wait for people to be ready for the return trip. Continuation of the current transport outputs is not achievable without volunteers. Driving places a significant level of responsibility on the driver for client safety and, on trips, sometimes requires a degree of supervision or facilitation to ensure a pleasant experience for passengers.
- (e) Taxi concessions – it has been suggested that people who are eligible for SA Government taxi concessions do not use these as the Council Transport system is less expensive, increasing the load on Council
- (f) Potential unintended consequences – Are clients disempowered or less independent when we always offer transport rather than encouraging other options? Eg Clients look for a service rather than engaging their natural networks, such as friends who are going to the same group, using taxi concessions, or using public transport. These aspects of the service could be better handled at the assessment level through My Aged Care and the Regional Assessment Agencies.
- (g) Administration – This service has a high administration load. Some components of this may be lightened with the introduction of the new Customers Management System (CMS).

Despite these challenges, it was agreed that this is a necessary part of Council’s CHSP service provision because it addresses a real need for older Salisbury residents. However, the business model needs to be reviewed to address the identified challenges set out above.

Recommendations:

1. Continue to provide CHSP transport services.
2. Review the transport service model to ensure it is effectively targeted and efficiently managed, including use of volunteers and contractors
3. Maintain Council funding at least at current levels

3.3 Meals

Graph 3: Meals Service Data for 12 years

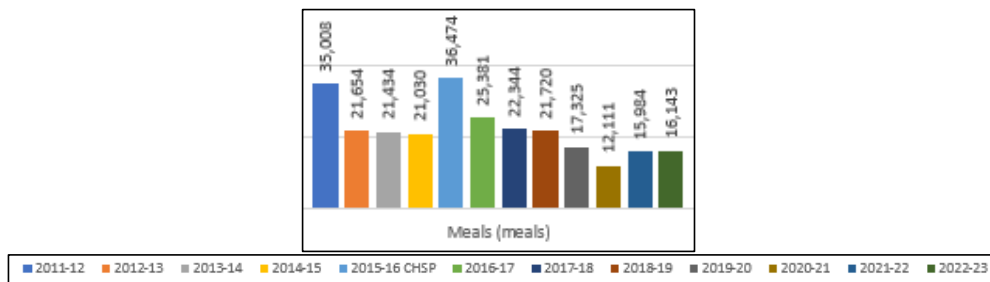


Table 2 Meals Unit Costs compared with CHSP Grant Unit Price –2022/23 and 2023/24

2022/23			2023/24
CHSP Grant Unit Price	Actual Unit Cost	Actual Unit Cost after client contribution	CHSP Grant Unit Price
\$13.00	\$24.00	\$17.00	\$13.65

A 2023 survey of clients, as part of the Review of Centre Based Services, found that 44.3% of respondents who came to the Centres used the dine-in meal service and 22.9% used the frozen/take away meals. Usage varied across the Centres:

Table 3 Percentage of clients using meals services

Meals Service	Jack Young Centre	Para Hills	Pine Lakes
Dine-in	50.8%	21.8%	69.2%
Take away	30.6%	10.3%	N/A

Of respondents who attended group programs at the Centres, over a third (36.6%) also used the dine-in and/or take away meals services. Of those using the meals services, nearly 2/3 used the dine-in service only and 3/10 used both dine-in and takeaway. Some had meals regularly and others only occasionally.

Key points

- Meals services cost more to deliver than the funding received, even taking into account client contributions.
- Demand for this service has been reducing over time.
- The meals service meets less than half the contracted outputs.
- The data suggest a connection between the group activities and the meals service for some clients.

Discussion

The meals service operates from Jack Young Centre, Para Hills Seniors Centre and Pine Lakes Seniors Centre. It provides fresh, cooked on site meals and frozen meals to:

- provide nutritious food to those who want/need a meal
- provide the opportunity to have a meal in a social setting
- create a connection to/attraction to other centre based services.

The way in which meals are prepared and served, and the resourcing supporting the service varies across the Centres.

The value of this service, as indicated by the Survey results, is that there appears to be a connection between the meals services and attendance at group programs, although it is not clear whether the meals are attracting the clients to the centres or whether meals are convenient as a complement to the centres' programs.

There are a number of challenges presented by the current meals services.

- (a) Cost – The service costs more to provide than the funding received. Part of this cost is driven by staffing eg:
 - ⇒ Jack Young Centre has the same staffing levels in 2023 as in 2015/16 when it was delivering twice the number of meals
 - ⇒ At Para Hills Centre, we primarily rely on volunteers to provide meal services. However, we face challenges in finding skilled volunteers to prepare meals.
- (b) Style of service – The Review of Centre Based Services, which included feedback from clients, potential clients and staff, identified a number of concerns about the meals programs, particularly at the Jack Young Centre including:
 - ⇒ Lack of flexibility in the service style, eg three course meals, sit down; pre-ordering by 11.30 am
 - ⇒ There are areas for improvement around menu offerings and the way in which the food is presented.
 - ⇒ Not responsive to specific dietary requests
 - ⇒ Lack of lighter, snack or café style offerings
 - ⇒ Lack of opportunities for “coffee and cake”, casual eating and socialisation
 - ⇒ Dining area at Jack Young Centre needs to be rethought in terms of its use and appearance.
- (c) Funding and other guidelines around meals services – There are numerous standards and guidelines related to food services that are becoming more challenging.

In summary, while the meals service appears to be valued by clients, it is not viable in its current form and there are identified problems with the way in which the service is being provided.

Recommendations

1. Continue the meals services for 12 months but take action to increase outputs and reduce cost over that period.
2. Review the meals program including:
 - how it fits into the aim of increasing social connection
 - client perspective and preferences
 - style (formal/less formal)
 - flexibility and responsiveness of the menu
 - staffing and other costs
 - alternatives eg sub-contracting

3.4 Home Modifications

Graph 4: Home Modifications Service Data for 12 years

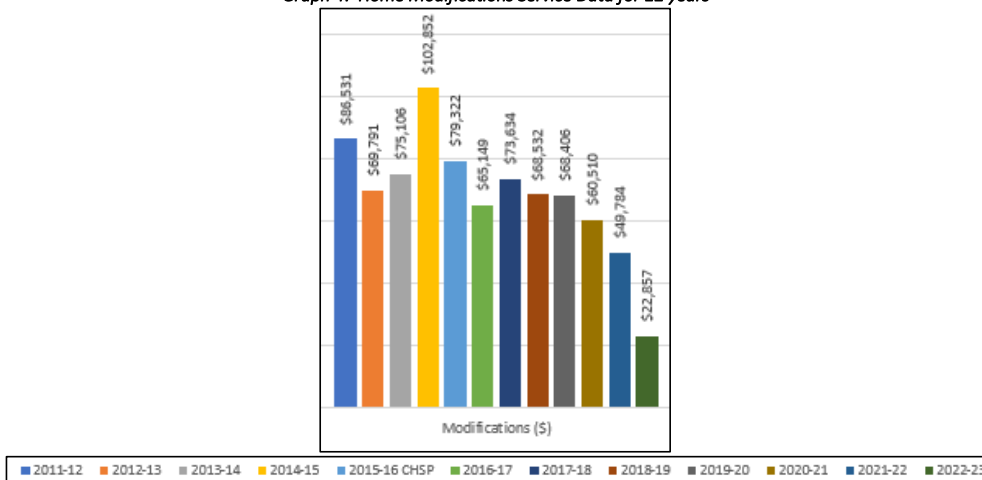


Table 4 Home Modifications Unit Costs compared with CHSP Grant Unit Price –2022/23 and 2023/24

CHSP Grant Unit Price	2022/23		2023/24
	Actual Unit Cost	Actual Unit Cost after client contribution	CHSP Grant Unit Price
\$ for \$ - \$110,984.02	Total expenditure \$58,565.57	\$48,565.52	\$ for \$ - \$73,535.92

Key points:

- Since the transition to CHSP from HACC in 2025 have not meet the contracted CHSP outputs.
- This has continued to decrease from the peak of over \$100,000 in 2014/15 to \$22,857 in 2022/23.
- In negotiating the 2023-24 CHSP contract was able to successfully transfer 25% of the funding to the cost other service types.

Discussion

There are many challenges with this service type:

- Occupational Therapy (OT) assessments – CHSP funding requires an OT assessment before any work can be done but there are long delays in getting these done due to OT availability. The NDIS pays much high prices for OT work than is possible through CHSP funding. Private OT assessments are expensive (eg \$450 for an assessment for a grab rail).
- Subcontracting – The actual work is predominately done by sub-contractors, not SHCS Council staff.
- Administrative load – This program is very administratively heavy in terms of liaising with different players. The funding requirements, including OT assessments, have become more complex overtime.

- (d) Reputation risk – The delays between when a referral is accepted and getting the work completed, largely for reasons outside Council control due to My Aged Care referrals and delays for OT assessments, represent a reputational risk for Council, as the end users perception is that the delay is due to council processes.

The changes in the way this program is delivered overtime, particularly OT assessments and use of specialised contractors, means it is no longer a service that Council should provide. Other providers eg, Specialised modification contractors used extensively by CHSP providers (not just councils) across Adelaide, are better placed to do this work.

Recommendations

1. Withdraw from the provision of Home Modifications when CHSP is transferred to the new SAH Program from 1 July 2027

3.5 Domestic Assistance

Graph 5 Domestic Assistance Service Data for 12 years

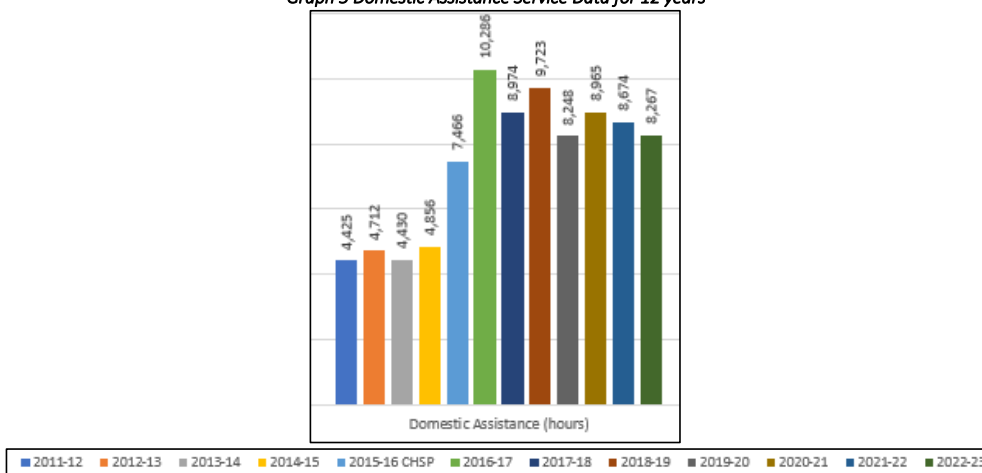


Table 5 Domestic Assistance Unit Costs compared with CHSP Grant Unit Price –2022/23 and 2023/24

	2022/23		2023/24
CHSP Grant Unit Price	Actual Unit Cost	Actual Unit Cost after client contribution	CHSP Grant Unit Price
\$57.79	\$62.56	\$ 49.02	\$61.26

Key points

- While service levels have reduced a little over time, they have consistently exceeded our contracted outputs both before and since the transition to CHSP.
- While the actual cost is more than the CHSP Unit price, it is under that price after client contribution are taken into account.

Discussion

This service is delivered by a mix of Council and contract staff. Community Support Workers undertake the initial service assessment and provide the first 3 to 6 visits. After that, services are delivered by providers on the SHCS panel of independent contractors, with Council staff available to cover shifts as needed. Domestic assistance is provided on an on-going or short-term basis.

The strengths of this service are:

- (a) Our mixed staff approach allows time for the client to adjust to the service and work Council staff can work with the client, using a wellness and reablement approach to determine what they can do themselves and when and how they need assistance. It also gives staff additional information they need when briefing the independent contractor. The CHW Leadership Team are confident that this is a good model both for Council and for clients.
- (b) It is an “entry” service type from which clients can be linked into other CHSP and Council services, including the programs and activities provided by the Centres.
- (c) Clients are very positive about the service, with lots of good feedback, which in turn reflects well on Council.
- (d) The service is viable provided workforce is available.

Demand for this service is high and, if we had more funding, we could provide more services. There is an expectation from the community that we will continue the service.

Other Councils are deciding to stop providing Domestic Assistance, which is a point of difference. However, these Councils typically are providing short-term assistance instead of or as well as long term assistance, which impacts on complexity of service delivery and cost. They also sub-contract all elements to one provider whereas we have a mixed model and independent contractors.

The challenges for this service type relate primarily to workforce:

- Independent contractors rates increase in line with CPI which was quite significant in recent year. In addition, there are workforce shortages across aged care, both in terms of availability and skills which is proving to be a challenge in securing additional independent contractors.
- SHCS panel of contractors is predominately local independent sole contractors or small businesses. This supports local employment and businesses and amplifies the community benefit of grant funding. Smaller business also have greater motivation for undertaking this work in our area. While this approach may appear to be more risky than using larger companies, this has not been our experience. This model of a panel of independent contractors is definitely financially sustainable. Larger companies who have expressed an interest to be on the contractor panel have not been successful due to their rates being almost as much as or higher than the CHSP grant unit cost.
- Council procurement practices support an open expression of interest process for continuous registration of independent contractors as approved by the executive. With the support of the procurement team a comprehensive expression of interest package and evaluation process has been developed and implemented. The contracts have been designed to be specific to CHSP service division and compliance. The biggest challenge in this model is the perception that independent contractors are a high risk, despite SHCS using this model for decades.

In summary, this is a high value service for clients which is viable under current arrangements and reflects well on Council. Workforce availability is the main area of concern.

Recommendation

1. Continue to provide CHSP Domestic Assistance, while monitoring workforce arrangements for any changes.

3.6 Home Maintenance

Graph 6 Home Maintenance Service Data for 12 years

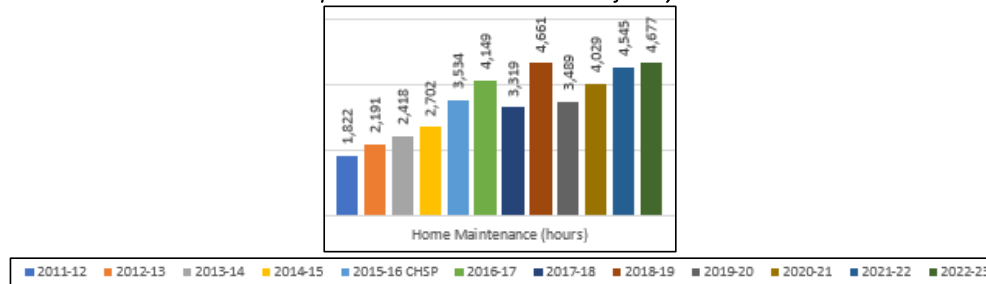


Table 6 Home Maintenance Unit Costs compared with CHSP Grant Unit Price –2022/23 and 2023/24

	2022/23		2023/24
CHSP Grant Unit Price	Actual Unit Cost	Actual Unit Cost after client contribution	CHSP Grant Unit Price
\$68.44	\$99.62	\$82.47	\$78.75

Key Points

- Demand for this service keeps growing.
- CHSP outputs for first quarter of 2023/24 were at 40%
- Viability is marginal as the CHSP Unit Price is too low – the actual cost is higher than the CHSP Unit price, even when client contributions are taken into account.

Discussion

This is a high demand service and providers struggle to meet the demand eg in Dec 2023, most providers were closed on My Aged Care for this service.

Most of the services provided under Home Maintenance are gardening, gutter cleans and general management of outside spaces. Home Maintenance tends to be one of the first areas for which people seek support.

Council delivers the service with a 0.5 FTE Garden Maintenance worker, a range of independent contractors and a small group of volunteers

The strengths of this service type are:

- (a) Reputation - Clients place high value on Council delivering this service because they trust Council to “vet” the people providing the service.
- (b) It is an “entry” service type from which clients can be linked into other Council services, including the programs and activities provided by the Centres.
- (c) Client wellbeing – Having a well maintained home contributes to dignity and pride. This service fits well into Council’s aims.

The main challenge with this service is cost. As noted above, the client contribution is necessary to keep within the CHSP Unit price. Client contributions can vary eg in the last months of 2023, the client contribution total was lower than expected, possibly impacted by bigger jobs where costs were higher and the contribution relative lower. Costs are also impacted by contractor rates. Some long-term contractors have increased their rates due to high CPI and increased cost of fuel and materials.

In summary, this is a high value service which would be a loss to overall CHSP program if it was discontinued, as well as a loss for Salisbury residents. However, costs need to be managed if it is to remain viable, which would likely include increasing the client contribution

Recommendations:

1. Continue to provide Home Maintenance services, while monitoring costs.
2. Monitor existing contract arrangements.

3.7 Social Support Individual

Graph 7 Social Support Individual Service Data for 12 years

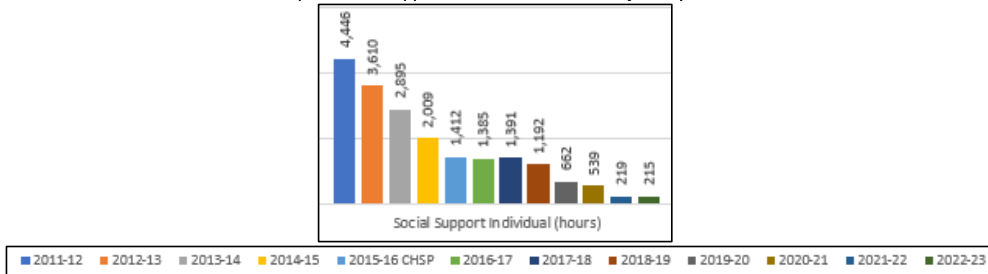


Table 7 Social Support Individual Unit Costs compared with CHSP Grant Unit Price –2022/23 and 2023/24

CHSP Grant Unit Price	2022/23		2023/24
	Actual Unit Cost	Actual Unit Cost after client contribution	CHSP Grant Unit Price
\$50.25	\$117.74	\$109.74	\$63

Key points

- Service outputs are always low

- Flexibility provisions have seen Social Support Individual (SSI) outputs used to support other service types, such as domestic assistance and home maintenance
- Funding for SSI services were renegotiated in the 2022-23 CHSP contract by reducing the funding and outputs for SSI and transferring funding to domestic and home maintenance services
- The actual cost is significantly higher than the CHSP Unit price, even taking client contributions into account. However, the high cost is associated with low outputs and fixed labour costs.

Discussion

The majority of SSI services are for taking people shopping. It is also available for linking people to community activities, however referrals for this are non-existent. The service is provided by Council Community Support Workers or volunteers. Contractors are only occasionally used.

The currently allocation is small but is potentially useful, provided the challenges can be overcome. These challenges are:

- (a) Lack of referrals – Regional Assessment Agencies are not referring clients to Council for SSI, despite efforts to promote the service to RAS. Some suggestions are that the increase in the number of Home Care Packages has impacted on demand for this service type. Also, prior to the introduction of My Aged Care in 2013 and CHSP in 2015, clients used to come directly to Council. The new system can be a barrier, particularly for SSI support.
- (b) Costs – Unit costs are high because of the fixed labour costs and low outputs. If more referrals were received, unit costs would reduce.

One suggestion to address these challenges would be to advocate for SSI referrals to support clients to navigate into different service types (eg SSI referral to support client to access centre-based services and after a period of time transition to Social Support Group service referral) where appropriate. Overall, this was seen as an important service type to retain, at least for the time being, particularly given the uncertainties around the new Support At Home Program.

Recommendation

1. Continue to provide Social Support Individual services.

3.8 Social Support Groups

Graph 8 Social Support Group Service Data for 12 years

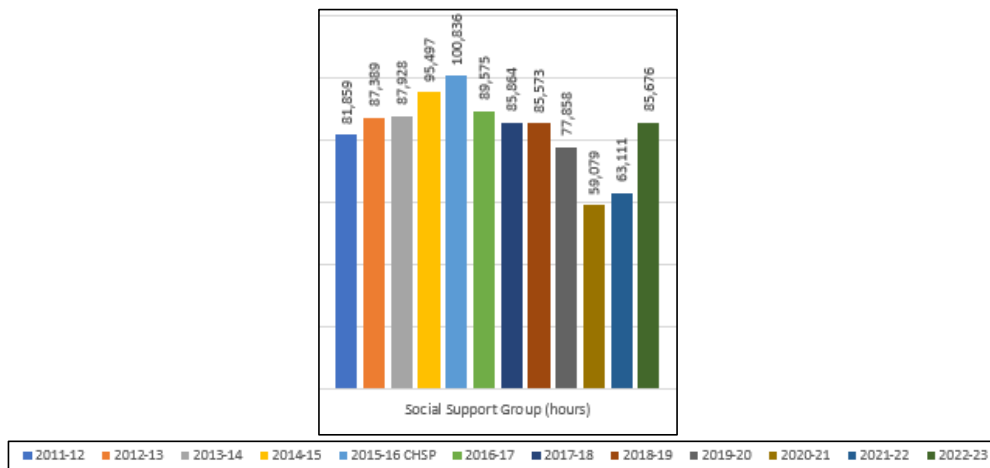


Table 8 Social Support Group Unit Costs compared with CHSP Grant Unit Price –2022/23 and 2023/24

2022/23		2023/24	
CHSP Grant Unit Price	Actual Unit Cost	Actual Unit Cost after client contribution	CHSP Grant Unit Price
\$17.00	\$16.72	\$15.51	\$18.70

Key points

- Outputs have trended downwards for some time and were badly impacted by COVID19 but are improving, particularly in the first part of 2023/24
- The 2023/24 Unit price has improved the financial situation and the service is viable if compliance with the contracted outputs can be achieved.

Discussion

Social Support Groups services are delivered through the Seniors Centres. A Review of Centres Based Services was conducted in 2023, which found that the current services are contributing to positive ageing for residents. The programs are largely in alignment with clients’ needs and preferences but can be improved by changes aimed at increasing flexibility and responsiveness. Actions are needed to overcome the image of the Centres as places for “old people” rather than centres of positive ageing. Client engagement in all aspects of service delivery will contribute to achieving change.

Recommendations

1. Continue to provide Social Support Individual Groups
2. Implement the recommendations of the Review of Centres Based Services 2023.

3.9 Areas for improvement

Several general areas for improvement in the management and delivery of CHSP funded services were identified during the discussion around each service types.

- Recording participation – There is a need to keep better records around participation eg in virtual activities (Facebook); for groups that use Council facilities (eg Senior Citizens Group); and for people outside the CHSP age range (50 to 65 years) or who are not CHSP eligible.
- CHSP registration processes – The practices and processes for encouraging people to register with CHSP need to improve.
- Fees – Membership gives a sense of belonging. It does not necessarily give a benefit in reduction in fees, particularly when compared with CHSP client contributions, which are very similar. There is some complexity around the fees structures which adds administrative burden. Balancing this burden with client outcomes is the key.

4 Conclusion

The current age care reform process presents a number of challenges for Council, specifically which, if any, services it should continue to provide up to the commencement of the new SAH Program on 1 July 2027.

The analysis of the current performance of CHSP funded services finds that:

- Council should continue to provide Transport, Meals, Domestic Assistance, Home Maintenance, Social Support Individual and Social Support Groups services
- Reviews should be undertaken of:
 - ⇒ Transport services model
 - ⇒ Meals Services model to ensure it meets current needs and can be delivered within budget
- Continue to provide Home Modification services until 30 June 2027, and then withdraw from the provision of Home Modifications when CHSP is transferred to the new SAH Program from 1 July 2027
- Undertake other monitoring and improvements as identified in the recommendations for each service type.
- Council should continue to monitor changes to Commonwealth aged care funding over the next 2 years with a view to a final decision regarding service delivery in 2027

ITEM	5.1.8
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	16 April 2024
HEADING	Social Worker in Libraries Partnership Opportunity
AUTHORS	Lauren Grant, Senior Social Planner – Community Safety & Homelessness, Community Development Chandler Giles, Manager Community Participation & Partnerships, Community Development Kia Logan, Manager People & Performance, Business Excellence
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 4.4 We plan effectively to address community needs and identify new opportunities
SUMMARY	Council has an opportunity to partner with Sonder to deliver a Social Worker in Libraries trial for 12 months at the Salisbury Community Hub. The aim of the pilot is to enhance the support to our community and address some of the cost of living pressures that our community members are currently facing.

RECOMMENDATIONThat Council:

1. Approves a partnership to trial the co-location of a full-time social worker employed by Sonder for 12 months to be primarily based in the Salisbury Community Hub delivering the Social Workers in Libraries pilot.
2. Approves a budget bid of \$100k for the delivery of the Social Worker in Libraries Pilot for consideration as part of the 2024/25 Business Plan and Budget process.

ATTACHMENTS

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

1. Budget Bid  

1. BACKGROUND

- 1.1 Public libraries have long been safe public spaces, accessible for all members of the community. Increasingly, libraries are being called on to support users with a range of complex needs through the provision of tailored resources, spaces and services.
- 1.2 In recent times, the City of Salisbury's library services, in particular the Salisbury Community Hub, have also experienced situations with customers that present with complex needs, and often library staff are not experienced in managing these situations.

- 1.3 A review of incident data from City of Salisbury indicates;
 - 1.3.1 The highest frequency of incidents involving interactions with members of public are situated at the Salisbury Community Hub; and
 - 1.3.2 Workers are periodically exposed to psychosocial hazards associated with threatening, aggressive, violent and or anti-social behavior.
- 1.4 These situations are known to be universal challenging for public libraries both interstate and overseas. Because of this, a range of libraries, including the City of Melbourne and City of Fremantle, have implemented a social work model within the library to provide support services to library users and to assist library staff in working with their communities in these ways. Examples of this model have also been successful in the United States.
- 1.5 At its meeting in June 2023, Council considered the Annual Library Services update in which Council:
 - 1.5.1 *Noted the Partnership opportunities as outlined in paragraphs 4.23 of the report (Item 5.1.10, Community Wellbeing and Sport Committee, 20 June 2023)*
- 1.6 *Paragraph 4.23 referred to;*
 - 1.6.1 *Increasingly libraries are being called on to support users with high psycho-social needs through the provision of tailored resources, spaces and services. Because of this, a range of libraries, including the City of Melbourne, have begun employing Social Workers, who work within libraries to provide such services to library users, and to assist library staff in working with their communities in these ways. As such, the Administration is investigating a range of partnership and funding opportunities to potentially deliver a new model such as this within our service.*
- 1.7 The Administration have since undertaken engagement across a range of sectors seeking partnership and funding opportunities to deliver this model in Salisbury.
- 1.8 From this engagement, Sonder have committed to entering into a partnership with the City of Salisbury to deliver the Social Worker in Libraries pilot in 2024/2025.
- 1.9 Sonder provides services to support mental health, alcohol and other drug use, homelessness, disability, employment, Aboriginal health and chronic disease, and within this proposed partnership, Sonder would employ and manage the social worker, who would be based at the hub.
- 1.10 Concurrently, the City of Adelaide have also considered the role of libraries being safe spaces for a range of people and have recently adopted a policy position to include a social work service within their City Library. It is intended that their service will commence from July 2024.
- 1.11 The implementation of a pilot social work program by the City of Salisbury and the City of Adelaide can deliver learnings and outcomes that benefit public libraries across South Australia. To leverage this opportunity, both councils have applied to the Libraries Board of South Australia Innovation Fund, for an amount of \$25k per library.

1.12 The City of Salisbury has requesting funding for the development a Social Worker in Libraries toolkit and staff training, including covering topics such as libraries in a changing world and the need to adapt, what can library social work achieve (success stories) and resilience building.

1.13 The City of Adelaide has requested funding to lead the evaluation of the pilot sites.

2. EXTERNAL CONSULTATION / COMMUNICATION

2.1 City of Adelaide

2.2 Sonder

2.3 Northern Adelaide Local Health Network (NALHN)

2.4 Leanne Mitchell Consulting

3. DISCUSSION

3.1 As a public library service, the City of Salisbury has a responsibility to provide a safe, accessible and welcoming space for our community and staff. However, sometimes the range of needs that people present with are beyond the capacity for library employees to adequately respond to. Some of these needs may include mental health conditions, cost of living pressures, homelessness or antisocial behavior.

3.2 This can cause distress not only to the community and library users, but also to our staff. Providing additional services to support staff is important for ensuring a safe workplace.

3.3 Currently, the City of Salisbury provides security services to respond to these particular issues as they arise. While this is valuable in dealing with issues on the spot, complementing this with a proactive, supportive service can enhance the wellbeing outcomes for our community as well as staff health and safety.

3.4 The purpose of the social worker is to meet the needs of our community, who are already attending our facility and to better coordinate support and/or services for them.

3.5 The pilot will not be limited to those only with complex issues such as homelessness, but it will ensure that it has a broad reach within our community to be able to support those who are experiencing other stressors such as cost of living issues.

3.6 Feedback indicates that the model works best when the social worker is embedded as part of the library team. As such, it is not envisaged that this pilot will deliver a traditional support service model. It will also not be widely promoted and would not encourage other users to attend specifically for social work services.


3.7 The social worker will work within the library team and will be required to perform a range of library and customer service related tasks in their day-to-day role. It is envisaged that through performing these tasks the social worker will be able to effectively engage and support our community.

- 3.8 The proposed partnership would deliver one full-time social worker employed for 12 months by Sonder, who are experienced in delivering social work services, and located at the Salisbury Community Hub.
- 3.9 Further to this, the social worker will be able to guide staff on trauma-informed practice, investigate alternative options for addressing changing patron needs, and provide ongoing peer support to build resilience.
- 3.10 The City of Salisbury and City of Adelaide have sought to leverage the Libraries Board funding opportunity to complement the pilot with the training for library staff, a toolkit to assist other Councils with implementing such a model and evaluation of the pilot project. Funding for wages was not eligible within this grant program, so it is necessary that the Councils fund these roles.
- 3.11 It is important that the social worker is employed in a full-time capacity to ensure that they have the ability and sufficient time to;
 - 3.11.1 build trust and rapport with staff and community;
 - 3.11.2 develop relationships with service sectors for cross-referrals;
 - 3.11.3 learn internal processes and library functions;
 - 3.11.4 establish any internal processes, forms and systems;
 - 3.11.5 are available to provide support across the majority of library opening hours; and
 - 3.11.6 appropriately evaluate the pilot.
- 3.12 **Financial Overview**The partnership requires a contribution of \$100k by Council to be paid to Sonder to provide the social work service. This contribution includes the direct employment of 1 full-time social worker including on costs for 12 months based at the Hub. In kind contributions would be made by Sonder as the employer, including training and development, technology and office space as necessary.
- 3.13 It is proposed that Council consider a budget bid of \$100k for the delivery of the Social Worker in Libraries Pilot for consideration as part of the 2024/25 Business Plan and Budget process. See Budget Bid attached.
- 3.14 Funding to the undertake training of staff, the development of a Social Work in Public Libraries Toolkit and an evaluation of the trial has been sought from the Libraries Board of South Australia. The outcome of this grant will be communicated by June 2024.
- 3.15 Given the intention is for this pilot to be appropriately evaluated, it will be at that time that future funding will need to be considered.
- 3.16 In the meantime, the Administration will continue to seek further funding opportunities through the Local Government Risk Services and any other identified opportunities as needed.

4. CONCLUSION

- 4.1 An opportunity exists for the City of Salisbury to trial a new approach to supporting users with complex needs, addressing some of the cost of living pressures that community members are facing, and support the wellbeing of our front facing staff.

- 4.2 The proposal is to deliver a Social Worker in Libraries pilot at the Salisbury Community Hub, with an evaluation to test the effectiveness of the model for Council to consider funding beyond the 12 months.
- 4.3 An application has been made to the Libraries Board of South Australia Innovation Fund to support the pilot with staff training, a Social Work in Public Libraries Toolkit and an evaluation of the pilot, in conjunction with the City of Adelaide.

2024/25 Financial Year		OPN001284
		Social Work in Libraries Pilot
Id Number:	36983	
Department:	Community Development	
Key Direction:	A welcoming and liveable City	
Financial Year:	2025	
Executive Summary:	The Social Work in Libraries Pilot is a cross-sector partnership with Sonder to deliver social work services for 12 months within the Salisbury Community Hub.	
Scope:	<p>The proposed 12-month pilot would deliver;</p> <ol style="list-style-type: none"> 1. A partnership with Sonder for 1.0 FTE Social Worker employed by Sonder and located at the Salisbury Community Hub delivering the Social Workers in Library pilot 2. Staff training 3. Social Workers in Libraries Toolkit 4. Evaluation <p>The contribution from Council (\$100k) is only sought for the partnership and will be paid directly to Sonder to provide the social work service as outlined above. In kind contributions would be made by Sonder as the employer, including training and development, technology and office space as necessary.</p> <p>Funding for the staff training, toolkit and evaluation will be sourced from grant funding.</p>	
Justification:	<p>In general, libraries across the world are increasingly being called on to support users with high psycho-social needs through the provision of tailored resources, spaces and services.</p> <p>In recent times, the City of Salisbury's library services, in particular the Salisbury Community Hub, have also experienced situations with customers that present with complex needs, and often library staff are not experienced in managing these situations.</p> <p>Review of incident data from City of Salisbury indicates;</p> <ul style="list-style-type: none"> • highest frequency of incidents involving interactions with members of public are situated at the Salisbury Community Hub; and 	

	<ul style="list-style-type: none"> workers are periodically exposed to psychosocial hazards associated with threatening, aggressive, violent and or anti-social behavior. <p>Because of this, a range of libraries have begun employing Social Workers, who work within the library to provide support services to library users and to assist library staff in working with their communities in these ways.</p> <p>An opportunity now exists for the City of Salisbury to trial a new approach by partnering with Sonder to deliver a Social Work in Libraries pilot in 24/25. This pilot will be evaluated and at that time, future funding beyond year 1 will be considered.</p>
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Project Stakeholders	
Manager:	Chandler Giles
General Manager:	Amy Pokoney Cramey
Asset Owner:	Chandler Giles
Elected Member:	

Budget Bid Financial Summary					
	2025	2026	2027	2028	Total
Capital Expenditure	0	0	0	0	0
Capital Income	0	0	0	0	0
Transfer From Reserves - Capital	0	0	0	0	0
Operating Expenditure (Excl Depn)	100,000	0	0	0	100,000
Operating Expenditure - Depreciation	0	0	0	0	0
Operating Income	0	0	0	0	0
Transfer From Reserves - Operating	0	0	0	0	0
Net Budget Bid	100,000	0	0	0	100,000

Budget Bid Projects					
	2025	2026	2027	2028	Total
Social Work in Libraries Pilot	100,000	0	0	0	100,000
Income	0	0	0	0	0
Expenses	100,000	0	0	0	100,000
				Total	100,000

