



NOTICE

of

SERVICES COMMITTEE MEETING

*Pursuant to the provisions of Section 84(1) of the
Local Government Act 1999*

TO BE HELD IN

**COUNCIL CHAMBERS
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH**

ON

**TUESDAY, 10 APRIL 2018 AT THE CONCLUSION OF
THE STRATEGIC PLANNING COMMITTEE MEETING**

A handwritten signature in black ink, appearing to read "Mal Hemmerling".

**MAL HEMMERLING
CHIEF EXECUTIVE OFFICER**

Issue Date: Thursday, 5 April 2018

MEMBERSHIP

PRESIDING MEMBER – CR ANDREW CRAIG

Mayor Glenn Docherty

Cr Marilyn Baker

Cr Samantha Blake

Cr Denis Davey

Cr Joe Federico

Cr Shirley Halls

Cr Michael Joy

Cr Duncan MacMillan

Cr Dino Musolino

Cr Carol Muzyk

Cr Jane Onuzans

Cr Max O'Rielly

Cr Peter Rentoulis

Cr Adam Sherwood

Cr Gay Smallwood-Smith

CITY OF PLAYFORD STRATEGIC PLAN

1. Smart Service Delivery Program	
<p>This program is about continuing to provide for the changing needs and expectations of our diverse community, delivering the services they require. It means making the most of our community's existing strengths, talents and diversity, and working smarter to connect our community with each other to contribute to overall wellbeing and the economic life of the City.</p>	<p><i>Outcomes</i></p> <ul style="list-style-type: none"> 1.1 High quality services and amenities 1.2 Improved service delivery 1.3 Working smarter with our community 1.4 Enhanced City presentation, community pride and reputation
2. Smart Living Program	
<p>This program is about Council playing its part to make the City more liveable and connected. As our older suburbs age and our population and urban footprint expands, we will find innovative ways to renew and 'future proof' the liveability of our neighbourhoods. It also means ensuring our community has access to smart technologies.</p>	<p><i>Outcomes</i></p> <ul style="list-style-type: none"> 2.1 Smart development and urban renewal 2.2 Enhanced City presentation, community pride and reputation 2.3 Liveable neighbourhoods
3. Smart Jobs & Education Program	
<p>This program is about Council leading by example and advocating to other organisations to support the diversification of our local economy and improve the employment prospects for our community. This includes providing the right environment for investment and business attraction and connecting our community up with the right skills and education for the transitioning economy.</p>	<p><i>Outcomes</i></p> <ul style="list-style-type: none"> 3.1 Growth and diversification of local jobs matched with relevant education and training 3.2 Commercial and industrial growth 3.3 Sustainable economic transformation 3.4 International market connections
4. Smart CBD Program	
<p>This program relates to Council's long term strategy for the redevelopment and expansion of the Elizabeth Regional Centre. In the longer term Elizabeth can expect to be home to a number of facilities and services such as hospitals, a university, significant retail services, medium to high density commercial offices, peak business organisations and high density housing.</p>	<p><i>Outcomes</i></p> <ul style="list-style-type: none"> 4.1 Expanded range of local services 4.2 Growth and diversification of local jobs in the CBD 4.3 Greater housing choice 4.4 Increased social connections 4.5 Commercial growth
5. Smart Sport Program	
<p>This program is about Council's long term vision to create the Playford City Sports Precinct providing local community, state and national level sporting facilities. It will create a focus on healthy communities and promote greater participation in sport and physical activity. It will also support the renewal of adjoining suburbs.</p>	<p><i>Outcomes</i></p> <ul style="list-style-type: none"> 5.1 Enhanced community pride and reputation 5.2 Healthy and socially connected community 5.3 Access to elite sporting facilities
6. Smart Health	
<p>In the longer term the Playford will see expansion of the area around the Lyell McEwin Hospital into a key precinct with tertiary training, research, allied health facilities and residential accommodation. It will have potential links to advanced manufacturing in assistive devices in health, aged and disability. This program is about raising the profile and amenity of the precinct and facilitating new investment.</p>	<p><i>Outcomes</i></p> <ul style="list-style-type: none"> 6.1 Access to quality, local health services 6.2 Increased employment opportunities in health, disability and aged sectors



SERVICES COMMITTEE CHARTER

1 Role

1.1 The Committee's role is to:

- 1.1.1 Act in an advisory capacity to the Council regarding all high level operations.
- 1.1.2 Monitor the Operational performance of the Council as it relates to the delivery of services to standards.

2 Terms of Reference

2.1 The Committee's terms of reference are to consider all matters relating to the:

- 2.1.1 Review and develop operational aspects of Council business.
- 2.1.2 Review and develop the delivery of Council services.
- 2.1.3 Review and develop Council service standards assessed against community need.
- 2.1.4 Review and approve relevant policies where delegation permits.

3 Definitions

Act for the purpose of this policy means the *Local Government Act 1999*.

Chief Executive Officer (CEO) means the Chief Executive Officer of a council and includes a deputy or other person acting in the officer of Chief Executive Officer.

Committee includes Section 41 Committees, other Committees and Panels established by Council.

Council Member means the Principal Member or a Councillor elected by the electors of a particular ward, as a representative of the ward in the City of Playford.

Executive Officer is a staff member appointed by the Chief Executive Officer to support a Section 41 Committee, other committee or advisory group.

Independent Members are members on a committee or panel who are not elected but have been appointed by the Council to undertake a similar role as Councillors on Council's Section 41 Committees or the Council Development Assessment Panel. They are external appointees.

Mayor is the person elected as the Principal Member of the Council to represent the local government area as a whole.

Staff includes Council staff, contractors, volunteers and all others who perform work on behalf of Council.

4 Delegations

- 4.1** The Committee has delegation for the following:
- 4.1.1 Approve Committee's Minutes as a true and accurate record of proceedings.
 - 4.1.2 Develop and approve the Committee's Work Plan.
 - 4.1.3 Appoint a Presiding Member from within the Committee.
 - 4.1.4 Consider and provide a response to LGA Circulars, or other business of an operational nature, in line with the Committee's role.
 - 4.1.5 Consider and approve relevant policies submitted to the Committee in line with the Committee's Role and Terms of Reference. Nothing in this clause prevents the Committee from referring the policy to Council for consideration.
- 4.2** Any other business referred to the Committee in accordance with its Role and Terms of Reference, or where the Committee does not hold the delegated authority, this business may be debated with a recommendation referred to the next Ordinary Council Meeting for consideration.
- 4.3** The Executive Officer in consultation with the Presiding Member may approve a deputation request for business that falls in-line with the Committee's Role and Terms of Reference. The Committee may resolve to seek further information on the business of a deputation, although no further resolution may be passed for the business of a deputation at the meeting the deputation was provided.
- 4.4** Petitions are not delegated to the Committee and are only to be presented to Council.

5 Meetings

- 5.1** The Committee Meeting will be held on the 3rd Tuesday of the month, starting at 7:00pm.
- 5.2** The Committee Meeting will be held in Council Chambers at the Playford Civic Centre, 10 Playford Boulevard, Elizabeth, unless otherwise determined by the Committee prior to the meeting.
- 5.3** Committee Meetings may be called, amended or cancelled by the Committee's Executive Officer of the Committee, in consultation with the Presiding Member.
- 5.4** The agenda will be prepared and distributed to all Committee Members on the Thursday prior to the meeting, with the preference being to distribute electronically.
- 5.5** Special Meetings of the Committee may be necessary from time to time and may be called in accordance with Section 82 of the Local Government Act 1999. Notice of a Special Committee Meeting may be at a minimum of four (4) hours notice, due to the urgency of the matters on the agenda.

6 Membership

- 6.1 The Committee shall comprise the Mayor and all Council Members.
- 6.2 The Presiding Member will be determined by the Committee.
- 6.3 The Term of the Presiding Member will be one (1) year, after which they may stand for re-election.
- 6.4 The term of the Council Committee Members' appointment will be for a period not exceeding the next General Election.

7 Role of the Presiding Member

- 7.1 Oversee the conduct of Committee Meetings in accordance with the Local Government Act 1999 and Code of Practice for Council, Special and Committee Meetings.
- 7.2 Ensure all Committee Members have the opportunity to participate in debate and discussions in an open and encouraging manner.
- 7.3 Where a matter has been debated significantly and no new information is being discussed the Presiding Member may call the meeting to order and ask for the debate to be finalised and a motion be put forward.

8 Role of Committee Members

- 8.1 Actively participate in debate and discussion in a professional manner at all times.
- 8.2 Ensure the Member is prepared and informed of meeting matters prior to the meeting.
- 8.3 Utilise the skills and experience of the Committee Members to effectively carry out the Committee's role.

9 Role of the Executive Officer and Administrative Support

- 9.1 The Executive Officer is appointed by the CEO to support the administration and operation of the Committee.
- 9.2 The Executive Officer and relevant staff may provide advice during the meeting in order to aid informed decision making.
- 9.3 The Committee is appointed a Minute Taker.

10 Reporting and Review

- 10.1 Council will assess the on-going role and effectiveness of the Committee as part of the Committee Review following a General Election or as required by Council.
- 10.2 As determined by the Committee, it may communicate with Council Members and staff on issues of importance to the Council. This communication may be delivered by the Presiding Member or Executive Officer in the form of a presentation to Council Members, a communiqué, a written memo or a report to Council.

11 Supporting Documentation

- [Local Government Act 1999](#)
- [Code of Practice for Council and Committee Meetings](#)
- [Code of Practice for Public Access to Meetings and Associated Meeting Documents](#)
- [Code of Conduct for Council Members](#)

12 Approval and Change History

Approval Date	Approval by	Change
27 Nov 2012	Council Resolution	Scheduled review.
16 Dec 2014	Council Resolution No. 2008	Alignment to Council Elections 2014, Name change from Assets & Services to Services Committee, change to common format, meeting day changed to second Tuesday of month and other minor amendments
28 Jun 2016	Council Resolution No. 2604	Template & Committee Structure Review

**City of Playford
Services Committee Meeting**

AGENDA

**TUESDAY, 10 APRIL 2018 AT THE CONCLUSION OF
THE STRATEGIC PLANNING COMMITTEE MEETING**

1 ATTENDANCE RECORD

1.1 Present

1.2 Apologies

Cr Samantha Blake

1.3 Not Present

2 CONFIRMATION OF MINUTES

RECOMMENDATION

The Minutes of the Services Committee Meeting held 20 March 2018 be confirmed as a true and accurate record of proceedings.

3 DECLARATIONS OF INTEREST

4 DEPUTATION / REPRESENTATIONS

Nil

5 STAFF REPORTS

Matters to be considered by the Committee and referred to Council

Matters which can be delegated to a Committee or Staff but the Council has decided not to delegate them.

5.1 Community Development Grant Review (Attachments).....10

6 INFORMAL DISCUSSION

Nil

7 INFORMAL ACTIONS

8 COMMITTEE WORKPLAN

8.1 Services Committee Work Plan (Attachment).....25

9 CONFIDENTIAL MATTERS

Nil

10 CLOSURE

STAFF REPORTS

MATTERS TO BE CONSIDERED BY THE COMMITTEE AND REFERRED TO COUNCIL

***Matters which can be delegated
to a Committee or Staff but the
Council has decided not to
delegate them.***

5.1 COMMUNITY DEVELOPMENT GRANT REVIEW

Responsible Executive Manager : Ms Sam Hellams

Report Author : Ms Amy Matthews

Delegated Authority : Matters which can be delegated to a Committee or Staff but the Council has decided not to delegate them.

Attachments :

1. Community Development Grant Policy
2. Rationale for Budget and Funding Limits
3. Rationale for New Policy

PURPOSE

This report presents the final recommendations to Community Development Grants Program for consideration of Council.

STAFF RECOMMENDATION

1. Endorse the new Community Development Grants Policy, effective 1 July 2018, as per attachment 1.
2. Endorse the revised grant categories and funding limits, effective 1 July 2018 as per attachment 2.

EXECUTIVE SUMMARY

The Community Development team undertook a review of Council's Community Development Grants Program in 2016 and 2017. As a result of the review, it is recommended that changes be made to the Community Development Grants program to better align the program with community need. This report comprehensively lists the findings of that review and the key changes, cost implications and the development of a new Community Development Grants Policy.

1. BACKGROUND

City of Playford has delivered a Community Development Grants Program since amalgamation in 1997. A review of the grants program was undertaken in August 2005 and again in July 2011.

In May 2013, Council Members requested that the Community Development Grant eligibility guidelines be reviewed. At that time, as well as the eligibility, staff took the opportunity to undertake a minor review of the whole Community Development Grant guidelines.

Since then, Council has seen a number of changes to the types of funding requests from community, clubs and organisations, as well as advancements in technology providing non-paper based options for applying for funding (eg online portals). This grant review has been prompted by these changes. The grant categories and funding limits were also included in the review as these have not been assessed for many years.

The following methodology was used in conducting the review of our current Community Development Grants Program:

- Survey of recent grant recipients to obtain feedback on their experience of the current grant application process, including the acquittal process;
- Review of the format of the current grant application forms and guidelines in relation to the needs of the community;
- Review and analysis of trends and requests for assistance from the community over the last 6 years; and
- Discussions with several metropolitan Councils in relation to their own community grant programs.

2. RELEVANCE TO STRATEGIC PLAN

1: Smart Service Delivery Program

Outcome 1.1 High quality services and amenities

Outcome 1.2 Improved service delivery

Outcome 1.3 Working smarter with our community

Outcome 1.4 Enhanced City presentation, community pride and reputation

Although this report links to Council's Smart Service Delivery Program, this specific decision will have no significant impact on its progress.

3. PUBLIC CONSULTATION

There is no requirement to consult the community on this matter.

4. DISCUSSION

Council Staff undertook a review of the current Community Development Grant program using the methodology outlined earlier in this report. From the research undertaken, it is evident that Council is currently incorporating some elements of best practice of grant management in our community grants program. However, during the review process a number of areas were identified where improvements could be made in our grant delivery process (key changes and minor amendments/formatting changes as well as to the categories and maximum amounts available to community under the program). A summary of the key recommended changes are listed below.

All eligible community organisations will have fair and equitable access to Council grants in accordance with the policy and guidelines.

4.1 Community Development Grants Policy

At present Council does not have a Grants policy. A Grants policy is one of the areas considered best practice in grants management as a policy will establish a consistent framework for the administration of all grants and sets the foundation for the formation of the guidelines.

A draft Community Development Grants Policy is attached for endorsement. Its intent is that it will provide clear direction and ensure that a more streamlined and efficient process is undertaken and best practice standards are met by Council. It is recommended that the draft Community Development Grants Policy be adopted.

4.2 Cost

There are no financial implications to Council associated with changing the format of the Community Development Grants program. Changes will not require an increase to the recurrent budget except including a CPI increase of 2.3%.

The 2018/19 budget allocation for Community Development Grants is \$87,568 (including CPI increase on the 2017/18 amount).

Attachment 2 provides an overview of the budget.

4.3 Proposed New Categories

The following new categories are recommended:

Equipment Grants (\$7,468 with an upper limit of \$1,000 per grant)

- In the last 6 years, the numbers of Minor Grant applicants have dropped significantly (from 18 successful recipients in 2011/12 financial year to 2 in 2015/16 financial year). However, requests for equipment have been steadily growing and 50% of successful Major Project and Minor grant recipients in the past 18 months have received funding for equipment such as uniforms, musical instruments, audio visual equipment etc. As such, this new category is recommended to cater for increasing community demand.

Grassroots Community Project Grants (\$5,000 with an upper limit of \$2,500 per grant)

- This grant category will be available to community organisations, groups and associations whose request for funding falls outside of the grant criteria or timelines for the other defined categories yet whose proposed project or activity meets a strong community need.

Club Participation Sponsorship (\$5,000 with an upper limit of \$200 per grant)

- Establishment of the Club Participation Sponsorship Grants will provide limited funding to assist young people up to the age of 17 years to receive a one-off discount on joining fees to a City of Playford based club.
- The purpose of this program is to reduce the cost of initial joining fees of clubs to young people who find cost a barrier to participation.
- Grants will be open all year and will be assessed by the Grants Officer and the Manager Community Development.
- The Community Development team will work closely with the Sport and Property team to ensure seamless communication and management of the program.

4.4 Key Changes to Current Categories

Innovation and Development Grants (\$57,000 with an upper limit of \$5,000 per grant and a minimum limit of \$500)

- Major Project Grant and Community Event Grant categories have been incorporated under one category called Innovation and Development Grants.
- Funding amounts and upper limits have been revised. Currently, all Community Event Grants are eligible for the same amount of funding, regardless of whether there will be 50 people or 5,000 people in attendance. To better reflect current participation costs and to recognise that bigger events require more funding, funding will be calculated on predicted attendance numbers as detailed in the Community Development Grant Policy (attachment 1).

Outstanding Achievement Grants (\$11,000 with an upper limit of \$400 per grant)

- Name change from Academic, Sporting and Cultural Achievement Grants to Outstanding Achievement Grants to better reflect the types of grants available.
- Current Outstanding Achievement Grant (previously named Academic, Sporting and Cultural Assistance Grants) funding limits have not changed in ten years and should better reflect current participation costs. Further they do not align with other South Australian Councils. In some cases, City of Playford funding amounts are half of what other Councils are providing. To ensure consistency with other Council's across the state, and to meet community need, grants will have an upper limit of \$400 per grant with a total yearly budget of \$11,000.

Application Submissions

The current application process is quite complex and feedback from applicants is that it is time consuming. As a result, a number of applicants continue to submit incomplete grant applications, requiring considerable staff time and costs to remedy.

To assist in the efficiency of the application process for both applicants and Council, the application forms have been streamlined and an additional option for submitting applications online will be explored and made available to applicants if feasible.

City of Marion, City of Tea Tree Gully, City of Port Adelaide Enfield, City of Charles Sturt, Adelaide City Council and Adelaide Hills Council all use an online portal and City of Port Adelaide Enfield has noted that the quality of applications have improved and the number of applications have doubled (in their heritage grants) since making an online portal available.

Application Eligibility

Every effort has been made to ensure that current groups or individuals will remain eligible through the implementation of the revised grant program. As indicated in the table below, applicants from the current grant categories will still be eligible and in some cases, may have more opportunities to apply for funding.

New Grant Category	Current Grant Category
Innovation & Development Grant	<ul style="list-style-type: none"> •Major Grants •Minor Grants •Community Event Grants
Grassroots Community Project	<ul style="list-style-type: none"> •Major Grants •Minor Grants •Community Event Grants
Equipment Grant	<ul style="list-style-type: none"> •Major Grants •Minor Grants
Outstanding Achievement Grant	<ul style="list-style-type: none"> •Sporting, Cultural & Academic Grants
Club Participation Sponsorship Grant	<ul style="list-style-type: none"> •Major Grants •Minor Grants •Sporting, Cultural & Academic Grants

5. OPTIONS

Recommendation

1. Endorse the new Community Development Grants Policy, effective 1 July 2018, as per attachment 1.
2. Endorse the revised grant categories and funding limits, effective 1 July 2018 as per attachment 2.

6. ANALYSIS OF OPTIONS

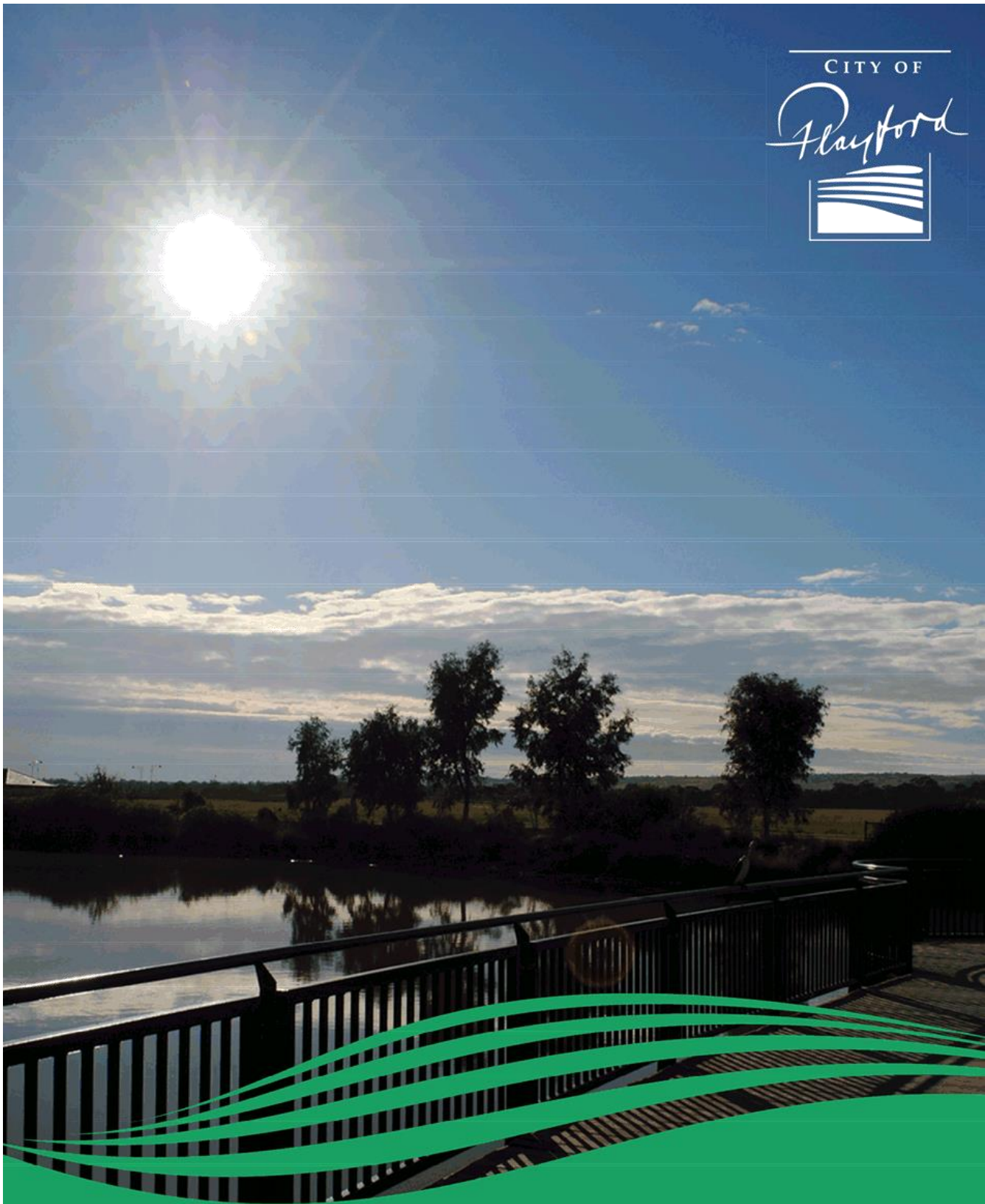
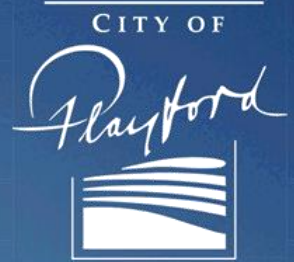
6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

The recommended option will ensure that a more streamlined and efficient process is undertaken by Council staff. Feedback and research from the review process has been considered and the guidelines have been amended to further improve the Community Development Grants program.

6.1.2 Financial Implications

There are no financial or resource implications.



COMMUNITY DEVELOPMENT GRANTS

playford.sa.gov.au



Community Development Grants

This policy is set by Council for use by the community and council administration

ECM Document Set No.: TBA

Version No.: 1

Date of Current Version 21 March 2018

Responsible Team Community Development

Other Key Internal Stakeholders Marketing, Sports & Recreation

Initial Date of Adoption TBA

Last Reviewed N/A

Authorised By Samantha Hellams

Resolution No.: TBA

Legal Requirement No

Date of Next Review 2020

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1. Purpose

A policy to outline the assessment and approval tools used to assess applications for the City of Playford Community Development grants program.

2. Scope

Applicants can apply for funding from one of the following categories using the relevant application form:

- Innovation and Development Grant (minimum \$500; maximum \$5,000)
- Equipment Grant (maximum \$1,000)
- Grassroots Community Project Grant (maximum \$2,500)
- Outstanding Achievement Grant (maximum \$400)
- Club Participation Sponsorship Grant (maximum \$200)

All amounts are exclusive of GST.

3. Legislation and References

There is no legislative requirement for Council to have a policy relating to this area.

The following legislation applies to this Policy:

- Local Government Act 1999 – Section 137 states that subject to this or another Act, a Council may expend its funds as the Council thinks fit in the exercise, performance or discharge of its powers, functions or duties under this or other Acts.
- Local Government Act 1999 – Section 7 subsections c and h state that the functions of a council include:
 - To provide for the welfare, wellbeing and interests of individuals and groups within its community
 - To establish or support organisations or programs that benefit people in its area or local government generally

Other References:

- Council's Strategic Plan

4. Definitions

Councillor is a person appointed or elected by the electors of a particular ward, as a representative of the ward in the City of Playford.

Employee is a person employed by the Organisation on an ongoing or fixed term full time, part time and/or long-term casual basis

Mayor is the person elected as the Principal Member of the Council to represent the local government area as a whole.

Organisation is the local government entity known as City of Playford.

5. Policy

City of Playford Community Development Grants Program offers financial support to non-profit community organisations, groups and associations for projects, events, exhibitions and/or performances which contribute to the City as a vibrant and stimulating place for people to live, work or visit. Grants are also offered to individuals who are residents of the City of Playford who have made an outstanding achievement in their chosen field of endeavour and young people who find cost a barrier to participating in club or organised sport to encourage sport and social recreation.

Within the Community Development Grants program, *Innovation and Development* grants offer financial support to non-profit community organisations, local groups and associations for proposals which:

- Activate community spaces
- Deliver innovative, creative or new opportunities for the Playford community to become involved in their local community
- Encourage and support Arts, Cultural Development, physical activity, health and wellbeing
- Demonstrate collaboration between organisations and the local community and maximise community benefit
- Develop and initiate locally based events, exhibitions and/or performances open to the whole community, which make a positive contribution to community and cultural life in the City of Playford

Grassroots Community Project grants are available to community or grassroots organisations, residents or neighbourhood groups and associations to undertake innovative placemaking or, community development or wellbeing and connectedness activities that meet strong community need.

Equipment Funding grants are available to community organisations, groups and associations to build upon and support current projects, programs and activities.

Outstanding Achievement grants offers financial support to assist residents to achieve their goals in national or international academic, sporting and cultural competitions and national and international leadership and personal development opportunities.

Club Participation Sponsorship grants are available to assist young people up to the age of 17 years to receive a one-off discount on the direct costs associated with joining a City of Playford club (eg membership fees, registration fees, uniforms and/or equipment etc). The purpose of this program is to reduce the cost of initial joining fees of clubs to young people who find cost a barrier to participation.

Innovation and Development, Grassroots Community Project and *Equipment* grants must be a not for profit community group or organisation and legally constituted or can demonstrate that they are auspiced by an legally constituted organisation such as an incorporated organisation who will agree to take legal and financial responsibility for any Grant monies received from the City of Playford. City of Playford may at its discretion provide direct support to suppliers or equivalent for grassroots community projects in order to assist in the facilitation of local projects.

Innovation and Development grants, *Grassroots Community Project* and *Equipment* grants offer financial support to non-profit community organisations, local groups and incorporated associations. Groups can consist of as little as 2 people to larger, non-profit organisations and must involve the local community, including residents, shops, businesses etc.

All applications will be assessed against the eligibility criteria detailed in the guidelines for each grant category as published on the City of Playford website.

Applications will be viewed as incomplete and will be ineligible for funding if applicants fail to submit all relevant information as detailed in the guidelines.

The provision of Community Development Grant funding remains at the absolute discretion of the City of Playford.

Innovation and Development grant applications will be assessed by a Grant Panel of staff and approved via a Council report.

Grassroots Community Project grant applications will be assessed and approved by the City of Playford's General Manager City Services. The application shall detail how the proposed project or proposal meets strong community need.

Equipment grant applications, *Outstanding Achievement* grant applications and *Club Participation Sponsorship* grant applications will be assessed and approved by the City of Playford's Grants Officer and Manager Community Development.

City of Playford is to be formally acknowledged as a sponsor on all publicity and promotional material. Successfully funded organisations will be provided with a copy of the logo and a style guide to ensure appropriate application.

Grant Categories

Innovation and Development Grant (Minimum \$500; Maximum \$5,000)

- Applications up to the value of \$5,000 can be submitted; however City of Playford will endeavour to support as many proposals as possible. Applications must be for a minimum of \$500. Funding provided to applicants for one-off community events will be calculated on predicted attendance numbers as follows:
 - 0 – 200: \$500 (maximum)
 - 201 – 1,000: \$1,000 (maximum)
 - Over 1,001: \$2,000 (maximum)
- Groups can consist of as little as two people to larger, non-profit organisations and must involve the local community (eg residents, community groups and organisations, shops, businesses etc)
- Applications can be submitted throughout the year but will be assessed twice a year during the assessment round process;
 - Round 1 will formally open in July for 6 weeks and is assessed by Council at the October Services and Council meetings
 - Round 2 will formally open in January for 6 weeks and is assessed by Council at the April Services and Council meetings
- Applications must be submitted using the application form published by the City of Playford on its website or by such other means as detailed in the guidelines published on the website

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- Funding is available every second year in any category i.e. if an organisation received funding in Round 1 of 2016 they will be eligible for funding in Round 1 of 2018. Council may decide in exceptional circumstances to fund the same project, activity or event over 2 consecutive years if after the first year an acquittal has been returned and that the original application was for a new, pilot program, activity or event and requires additional funding to make it sustainable into the future. Applicants must contact Council before submitting an application in the subsequent year
- Projects or initiatives provided funding under the *Innovation and Development* grants must be completed and funding acquitted within 12 months. Any funding that has not been acquitted within the allocated timeframe will make that group or organisation ineligible for any future funding in any grant category

Grassroots Community Project Grant (maximum \$2,500)

- This grant category is open all year and is assessed by General Manager City Services within 6 weeks of the application form being received by the City of Playford
- Applications up to the value of \$2,500 can be submitted; however City of Playford will endeavour to support as many proposals as possible
- Groups can consist of as little as two people to larger, non-profit organisations and must involve the local community (eg residents, community groups and organisations, shops, businesses etc)
- Funding is available every second year in any category i.e. if an organisation received funding in Round 1 of 2016 they will be eligible for funding in Round 1 of 2018
- Projects or initiatives provided funding under the *Grassroots Community Project* grants must be completed and funding acquitted within 12 months. Any funding that has not been acquitted within the allocated timeframe will make that group or organisation ineligible for any future funding in any grant category
- City of Playford may at its discretion provide direct support to suppliers or equivalent for grassroots community projects in order to assist in the facilitation of local projects

Equipment Grant (maximum \$1,000)

- Applications up to the value of \$1,000 can be submitted; however City of Playford will endeavour to support as many proposals as possible
- The aim of these grant is to provide support for the purchase of equipment and to build and support current projects, programs and activities
- Funding is available every second year in any category i.e. if an organisation received funding in Round 1 of 2016 they will be eligible for funding in Round 1 of 2018
- This grant category is open all year and is assessed by the Grants Officer and Manager Community Development within 4 weeks of the application form being received by the City of Playford
- Projects or initiatives provided funding under the *Equipment* grants must be completed and funding acquitted within 6 months. Any funding that has not been acquitted within the allocated timeframe will make that group or organisation ineligible for any future funding in any grant category

Outstanding Achievement Grant (maximum \$400)

- There are 2 streams of grants available to individuals who are residents of the City of Playford within the Outstanding Achievement category:
 - Competition grants are provided to individual applicants representing the State or Country in academic, sporting and artistic or cultural competitions such as spelling, English, writing, mathematics, science singing, art and sports including football, netball, baseball, hockey, bowling, dancing, , gymnastics etc There is no age limit.
 - Leadership and personal development grants are provided to individual applicants who have been selected to develop their leadership/personal development skills

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such as youth parliament, debating teams, club leadership, scout leadership etc.
There is no age limit.

- Grant category is open all year and assessed by the Grants Officer and Manager Community Development within 4 weeks of the application form being received by the City of Playford

Club Participation Sponsorship Grant (maximum \$200)

- One-off payment of up to \$200 per individual for initial costs of joining a City of Playford club. These costs may include membership fees, registration fees, uniforms and/or mandatory equipment
- Clubs include but are not limited to sporting clubs, cheerleading and dance clubs, scouts etc
- Grant category is open all year and assessed by the Grants Officer and Manager Community Development within 4 weeks of the application form being received by the City of Playford

Caretaker Period

Council will not approve any Community Development grants requiring Council assessment during this period.

6. Responsibilities

Community Development team will be responsible for implementing the policy.

7. Relevance to Strategic Plan

1: Smart Service Delivery Program

Outcome 1.1 High quality services and amenities

Outcome 1.2 Improved service delivery

Outcome 1.3 Working smarter with our community

Outcome 1.4 Enhanced City presentation, community pride and reputation

8. Accessibility

This policy and supporting documentation can be found on ECM and the City of Playford website.

9. Feedback

We invite your feedback on this policy which can be directed to Manager Community Development at playford@playford.sa.gov.au

10. Approval and Change History

Version	Approval Date	Approval by	Change

Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Rationale for Budget and Funding Limits

Grant Category	Current Budget	Recommended Budget	Recommended Budget Rationale
Innovation and Development (previously Major Project \$53,600 and Community Event \$14,400)	\$68,600	\$57,000	Council expends Major Project funding each year in its entirety. Cost has been rounded to provide funding to a minimum of 11 applicants at the maximum amount of \$5,000. Incorporated into this category are Community Event Grants and opportunities for placemaking (activate community spaces through local community groups leading projects for and with their community)
Grassroots Community Project	\$0	\$5,000	New grant category will be available to community organisations, groups and associations whose request for funding falls outside of the grant criteria or timelines for the other defined categories yet whose proposed project or activity meets a strong community need
Club Participation Sponsorship	\$0	\$5,000	New grant category will provide up to \$200 per young person who find cost a barrier to participating in clubs to encourage sport and social recreation in young people. Grant category aligns with Council's Smart Sport program
Equipment (previously Minor)	\$7,500	\$7,468	Applications for equipment have been significantly increasing, while Minor Grant applications have been decreasing over the last five years. Equipment grants will meet community need
Outstanding Achievement (previously Academic, Sporting & Cultural)	\$8,000	\$11,000	Funding requests such as attendance at youth parliament are regularly requested. Funding amounts will better reflect participation costs and best-practice
Advertising & Sundry Expenses	\$2,100	\$2,100	Advertising and promotional costs and costs associated with grant presentations to successful recipients
Total	\$85,600	\$87,568 (Incl CPI)	

Rationale for New Policy



Community Development Grants Policy	
Approving Body	Ordinary Council
Rationale for New Policy	
<p>At present Council does not have a Grants policy. A Grants policy is one of the areas considered best practice in grants management as a policy will establish a consistent framework for the administration of all grants and sets the foundation for the formation of the guidelines.</p> <p>Policy was developed by formalising elements of the Community Development grant guidelines.</p> <p>The intent of the policy is to provide clear direction and ensure that a more streamlined and efficient process is undertaken and best practice standards are met by Council.</p> <p>Policies that will be revoked by adoption of this policy:</p> <ul style="list-style-type: none"> • There are no policies which will need to be revoked 	

COMMITTEE WORKPLAN

8.1 Services Committee Work Plan

Attachments : 1. Services Committee Work Plan

Presenter: Ms Samantha Hellams

Purpose: To provide notice of upcoming reports.

Duration: 5 Minutes

**City of Playford
Services Committee
WORKPLAN**

Meeting Date	Topic	Report Type
15/05/18	Revoking of Control of Election Signs Policy	Decision Report
	2017/18 Quarterly Organisational Performance Report – Quarter 3	Information Report
19/06/18	Enforcement Policy	Decision Report
17/07/18	Nil	