



NOTICE

of

POLICY REVIEW COMMITTEE MEETING

Pursuant to the provisions of Section 88(1) of the Local Government Act 1999

TO BE HELD IN

**COMMITTEE ROOM
PLAYFORD CIVIC CENTRE
10 PLAYFORD BOULEVARD, ELIZABETH**

MEMBERS MAY PARTICIPATE BY ELECTRONIC MEANS

ON

TUESDAY, 11 AUGUST 2026 AT 5:30 PM

A handwritten signature in blue ink, appearing to read "S. Green".

**SAM GREEN
CHIEF EXECUTIVE OFFICER**

Issue Date: Thursday, 6 August 2026

MEMBERSHIP

MAYOR GLENN DOCHERTY – PRESIDING MEMBER

Mr Sam Green

Ms Janey Mitson

Cr Misty Norris

Cr Jane Onuzans

Cr Tanya Smiljanic

**City of Playford
Policy Review Committee Meeting**

AGENDA
TUESDAY, 11 AUGUST 2026 AT 5:30 PM

1 ATTENDANCE RECORD

1.1 Present

1.2 Apologies

Cr Misty Norris

1.3 Not Present

2 CONFIRMATION OF MINUTES

RECOMMENDATION

The Minutes of the Policy Review Committee Meeting held 1 June 2026 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 cannot be delegated to a Committee or Staff

5.1 Community Support and Grant Program Policy and Procedure Review
(Attachments)6

5.2 Community Engagement Policy and Procedure Review (Attachments).....114

6 INFORMAL DISCUSSION

6.1 Community Support and Grant Program Policy and Procedure Review164

7 INFORMAL ACTIONS

8 CONFIDENTIAL MATTERS

Nil

9 CLOSURE

STAFF REPORTS

MATTERS TO BE CONSIDERED BY THE COMMITTEE AND REFERRED TO COUNCIL

***Matters which cannot be
delegated to a Committee or Staff***

5.1 COMMUNITY SUPPORT AND GRANT PROGRAM POLICY AND PROCEDURE REVIEW

Responsible Executive Manager : Tina Hudson

Report Author : Amy Godfrey

Delegated Authority : Matters which cannot be delegated to a Committee or Staff

- Attachments :**
1. Community Support and Grant Program Policy - Proposed
 2. Community Support and Grant Program - Community Development Grant Procedure - Proposed
 3. Community Support and Grant Program - Community Participation Grants Procedure - Proposed
 4. Community Support and Grant Program - Community Spaces Support Procedure - Proposed
 5. Community Support and Grant Program - Financial Support Procedure - Proposed
 6. Community Support and Grant Program - Program and Event Support Procedure - Proposed
 7. Community Support and Grant Program Policy - Tracked Changes
 8. Community Support and Grant Program - Community Development Grant Procedure - Tracked Changes
 9. Community Support and Grant Program - Community Participation Grants Procedure - Tracked Changes
 10. Community Support and Grant Program - Community Spaces Support Procedure - Tracked Changes
 11. Community Support and Grant Program - Financial Support Procedure - Tracked Changes
 12. Community Support and Grant Program - Program and Event Support Procedure - Tracked Changes

PURPOSE

For Council to endorse the proposed Community Support and Grant Program Policy (Attachment 1) and associated Procedures (Attachments 2, 3, 4, 5 and 6).

STAFF RECOMMENDATION

1. Council endorse the proposed:

- Community Support and Grant Program Policy (Attachment 1);
- Community Support and Grant Program – Community Development Grant Procedure (Attachment 2);
- Community Support and Grant Program – Community Participation Grants Procedure (Attachment 3);
- Community Support and Grant Program – Community Spaces Support Procedure (Attachment 4);
- Community Support and Grant Program – Financial Support Procedure (Attachment 5); and
- Community Support and Grant Program – Program and Event Support

Procedure (Attachment 6).

2. Council endorse the Chief Executive Officer to make further minor amendments to the Community Support and Grant Program Policy (Attachment 1) and associated Procedures (Attachments 2, 3, 4, 5 and 6) that do not alter the intent of the documents.

EXECUTIVE SUMMARY

The Community Support and Grant Program is established to strengthen community wellbeing, inclusion and participation by providing accessible funding and in-kind support to individuals, groups and organisations that deliver positive social outcomes for Playford residents.

The Community Support and Grant Program Policy and the associated Procedures aim to ensure that the Community Support and Grant Program is delivered in a fair, consistent, equitable and transparent manner by establishing clear and accountable processes to guide assessment and decision-making.

The Community Support and Grant Program Policy and associated Procedures have been reviewed in accordance with Council's Policy Governance Framework and updated with consideration to community feedback, internal audit recommendations and continuous improvement.

1. BACKGROUND

Council creates and maintains a suite of policies to set strategic direction and support effective decision making. Council's policies play an important role in communicating Council's intention and obligations in setting roles and responsibilities in decision making.

The Community Support and Grant Program is established to strengthen community wellbeing, inclusion and participation by providing accessible funding and in-kind support to individuals, groups and organisations that deliver positive social outcomes. It supports a commitment to building a strong, connected and resilient community by investing in initiatives and partnerships that empower individuals and organisations to thrive.

While there is no legislative requirement for Council to have a grants policy and procedure, it is considered best practice in Local Government grants management to do so as they establish a consistent and transparent framework for the administration of grants. Additionally, they help set the foundation for the guidelines which are the community facing documents that include additional detail on eligibility criteria and priorities for assessment considerations.

The Community Support and Grant Program Policy and associated Procedures aim to ensure that the Community Support and Grant Program is delivered in a fair, consistent, equitable and transparent manner by establishing clear and accountable processes to guide assessment and decision-making.

The current Community Support and Grant Program Policy and associated Procedures were endorsed by Council in May 2024 (resolution 5868).

2. RELEVANCE TO STRATEGIC PLAN

Community Theme 3: Fostering collaboration and connection to each other

The Community Support and Grant Program provides funding and support to community groups, organisations and residents to deliver initiatives that bring people together, strengthen social networks and build a greater sense of belonging. The grants and support offered encourages collaboration, community participation and inclusive opportunities that help connect people across the City of Playford.

Community Theme 4: Activating and facilitating welcoming community spaces and events

The Community Support and Grant Program enables community-led activities, events and projects that activate local places and create welcoming, accessible environments for residents and services. Through this support, Council helps foster vibrant community spaces and experiences that encourage participation, inclusion and community pride.

The Community Support and Grant Program Policy and associated Procedures provide a framework for ensuring fairness, transparency and consistency when assessing, recommending and approving applications for support and grants, in connection with the relevant community themes and decision-making filters in Council's Strategic Plan.

3. PUBLIC CONSULTATION

There is no legislative requirement to undertake public consultation on this matter. However, consultation has occurred with previous grant applicants to gain feedback on the accessibility of the grant program and the application process.

4. DISCUSSION

- 4.1 To meet review requirements within Council's Policy Governance Framework and to ensure continuous improvement, a review of the grant program has been undertaken along with the Policy and associated Procedures.
- 4.2 The review includes one (1) Policy and five (5) Procedures for the following grant and support categories:
 - Community Development Grant;
 - Equipment Grant;
 - Individual Grants;
 - Outstanding Achievement Grant;
 - Club Participation Grant;
 - Building Spaces Support;
 - Financial Support; and
 - Program and Event Support.
- 4.3 The associated guidelines for each category have also been reviewed to provide clear and concise information to the community on eligibility, assessment criteria, application process and reporting requirements for each of the grant/support categories. As per the current Procedures, the Chief Executive Officer holds delegation for approving the guidelines.

- 4.4 The current Policy and Procedures have a review schedule of every three (3) years in accordance with the Policy Governance Framework. The review has been brought forward as an overarching review of the categories was needed to make relevant updates in accordance with feedback from Grant Assessment Panel members, the community and findings from the internal audit conducted in 2025.
- 4.5 The review incorporates relevant documents considering feedback from:
- surveying past and current grant recipients (including ineligible applicants) to obtain feedback on their views and experiences of the current grant categories and application process;
 - other metropolitan and regional Councils on best practice application of Council grant programs;
 - findings and recommendations from the internal audit conducted in 2025;
 - review analysis of feedback, trends and requests for assistance from the community since 2024; and
 - relevant Council staff including the Executive team, Senior Leadership team, Grant Assessment Panel members and the Governance team.
- 4.6 As a result of the review, the recommended changes to the Community Support and Grant Program now includes the following grant and support categories:
- Community Development Grant;
 - Community Group Support Grants;
 - Community Group Project Grant
 - Equipment Grant
 - Individual Participation Grants;
 - Outstanding Achievement Grant
 - Club Participation Grant
 - Community Spaces Support;
 - Financial Support; and
 - Program and Event Support.
- 4.7 To reflect the changes to current and new categories, the title of some Procedures have changed.
- 4.8 Key proposed changes to the Community Support and Grant Program Policy include:
- Updated the 'Statement of Intent' to summarise intent of reviewed categories.
 - Updated the 'Application' section to only outline roles specific to the implementation of the procedure. Also provides the General Manager City Services with the ability to approve an additional expression of interest process

as a mechanism to utilise any returned or unspent funding within any given financial year to maximise budget and community outcomes.

- Added reference to newly developed Risk Tier Framework in line with recommendations from internal audit to 'Legislation and References'.

4.9 Key proposed changes to the current Community Development Grant category which are reflected throughout the proposed Community Support and Grant Program – Community Development Procedure include:

- Application section updated to only outline roles specific to the implementation of the Procedure. Also provides General Manager City Services with the ability to approve an additional expression of interest process as a mechanism to utilise any returned or unspent funding within any given financial year.
- Adding key information such as eligibility and assessment from the guidelines into the Procedure for clearer alignment.
- Improved clarity for applicants on eligibility, documentation requirements and measures for assessment of applications to make things as clear as possible for what the Assessment Panel are looking for in terms of eligibility and suitability.
- Strengthened the focus and eligibility for the category to be on community-wide participation and outcomes with explicit requirements that funded activities must be open to the broader public.
- Strengthened clarity around what funding can and cannot be used for.
- Introduction of a formalised, weighted assessment framework, improving transparency and consistency in decision-making to align with all other categories that go to Council for endorsement.
- Adjusted wording to provide more flexibility in Council staff representation on the Assessment Panel.
- Created more flexibility for assessing and endorsing applications within a Council election year.

4.10 Key proposed changes to grant categories within the current Community Support and Grant Program - Individual and Equipment Grant Procedure which are reflected in the proposed Community Support and Grant Program - Community Participation Grant Procedure include:

- Changed title of the Procedure to reflect updated grant categories within. This Procedure now includes Individual Participation Grants (Outstanding Achievement & Club Participation Grants) and Community Group Support Grants (Equipment & newly created Community Group Project Grants).
- Newly titled Community Group Support Grants stream (previously just Equipment Grants). This includes the existing Equipment Grants, along with a new category titled Community Group Project Grant. The purpose of these grants aims to support community groups with inward focussed activities, events and projects, compared to the Community Development Grant category which must be open to and benefit the wider community.
- Application section updated to only outline roles specific to the implementation of the Procedure.

- Added key information such as eligibility and assessment from the guidelines into the Procedure for clearer alignment.
 - Removal of a tiered approach to grant funding in the Outstanding Achievement Grant category. Minimal increase of applications for new and non-traditional sports with high numbers of attendees (e.g. cheer, dance, theatre and ninja warrior) have been received since the last review. Reintroduction of the tiered approach in a future review could be recommended if need exceeds budget.
 - Club Participation category re-shaped – the individual now applies (previously the club had to apply on their behalf), removed eligibility cap on age (previously under 17) and amended wording to be more inclusive to joining broader groups than just sports.
 - Recipients of an Individual Participation Grant will be required to complete a short outcomes survey to provide opportunity to report on their achievements.
 - Added clarity around maintaining internal staff assessment processes if there is a conflict of interest or period of leave of usual assessment staff.
 - Improved clarity for applicants on eligibility, documentation requirements and measures for assessment of applications to make things as clear as possible for what the Assessment Panel are looking for in terms of eligibility and suitability.
 - Strengthened clarity around what funding can and cannot be used for.
- 4.11 Key proposed changes to the current Building Spaces Support category which are reflected throughout the proposed Community Support and Grant Program – Community Spaces Support Procedure include:
- Changed title of category to Community Spaces Support as previously Building Spaces could be interpreted to mean this category supports building a space rather than a space available in a building.
 - Application section updated to only outline roles specific to the implementation of the Procedure.
 - Added key information such as eligibility and assessment from the guidelines into the Procedure for clearer alignment.
 - Improved clarity for applicants on eligibility, documentation requirements and measures for assessment of applications to make things as clear as possible for what the Assessment Panel are looking for in terms of eligibility and suitability.
 - A redesigned assessment framework and weighting criteria with clearer focus on organisational sustainability and facility suitability.
 - Introduction of two (2) additional one-year renewal options, with consideration to a maximum five-year term to comply with community land engagement requirements.
 - Adjusted wording to provide more flexibility in Council staff representation on the Assessment Panel.
 - Created flexibility for assessing and endorsing applications within a Council election year.

4.12 Key proposed changes to the current Financial Support category which are reflected throughout the proposed Community Support and Grant Program – Financial Support Procedure include:

- Application section updated to only outline roles specific to the implementation of the Procedure. Also provides General Manager City Services with the ability to approve an additional expression of interest process as a mechanism to utilise any returned or unspent funding within any given financial year.
- Added key information such as eligibility and assessment from the guidelines into the Procedure for clearer alignment.
- Improved clarity for applicants on eligibility, documentation requirements and measures for assessment of applications to make things as clear as possible for what the Assessment Panel are looking for in terms of eligibility and suitability.
- Strengthened focus on seed funding for new or expanded services, emphasising innovation, service gaps, and development of sustainable models rather than ongoing operational funding.
- Strengthened clarity around what funding can and cannot be used for.
- Introduced a requirement for minimum 50% co-contribution for stronger sustainability of project as well as providing clearer guidance on how funding amounts are prioritised, with higher weighting for direct service delivery costs and co-contribution expectations for operational costs.
- A redesigned assessment framework and weighting criteria with clearer focus on innovation and service gaps and viability of project.
- Adjusted wording to provide more flexibility in Council staff representation on the Assessment Panel.
- Created flexibility for assessing and endorsing applications within a Council election year.

4.13 Key proposed changes to the current Program and Event Support category which are reflected throughout the proposed Community Support and Grant Program – Program and Event Support Procedure include:

- Application section updated to only outline roles specific to the implementation of the Procedure.
- Added key information such as eligibility and assessment from the guidelines into the Procedure for clearer alignment.
- Introduced clarification of different streams of support – Council initiated collaborations that support reduced service delivery outcomes for Council where existing service gaps exist vs simply supporting community groups to deliver their own initiatives.
- Improved clarity for applicants on eligibility, documentation requirements and measures for assessment of applications to make things as clear as possible for what the Assessment Panel are looking for in terms of eligibility and suitability.

5. OPTIONS

Recommendation

1. Council endorse the proposed:
 - Community Support and Grant Program Policy (Attachment 1);
 - Community Support and Grant Program – Community Development Grant Procedure (Attachment 2);
 - Community Support and Grant Program – Community Participation Grants Procedure (Attachment 3);
 - Community Support and Grant Program – Community Spaces Support Procedure (Attachment 4);
 - Community Support and Grant Program – Financial Support Procedure (Attachment 5); and
 - Community Support and Grant Program – Program and Event Support Procedure (Attachment 6).
2. Council endorse the Chief Executive Officer to make further minor amendments to the Community Support and Grant Program Policy (Attachment 1) and associated Procedures (Attachments 2, 3, 4, 5 and 6) that do not alter the intent of the documents.

Option 2

1. Council endorse the proposed:
 - Community Support and Grant Program Policy (Attachment 1);
 - Community Support and Grant Program – Community Development Grant Procedure (Attachment 2);
 - Community Support and Grant Program - Community Participation Grants Procedure (Attachment 3);
 - Community Support and Grant Program – Community Spaces Support Procedure (Attachment 4);
 - Community Support and Grant Program – Financial Support Procedure (Attachment 5); and
 - Community Support and Grant Program – Program and Event Support Procedure (Attachment 6), subject to the following amendments:
- _____
 - _____
 - _____

2. Council endorse the Chief Executive Officer to make further minor amendments to the Community Support and Grant Program Policy (Attachment 1) and associated Procedures (Attachments 2, 3, 4, 5 and 6) that do not alter the intent of the documents.

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

Endorsing the proposed Community Support and Grant Program Policy and Procedures will ensure transparency, inform the public of Council's obligations regarding grant funding decisions and reduce exposure to reputational and financial impacts.

Risk Appetite

Reputation

Council has a low appetite for negative perceptions that compromise its credibility and reputation, achievement of its long term vision (Playford Community Vision 2043) and strategic objectives, or ability to maintain its status as a progressive and major growth Council.

This decision will reduce financial and reputational risk associated with the funding and support decisions as it provides the framework for fairness, transparency and consistency when assessing, recommending and approving applications for support and grants.

6.1.2 Financial Implications

There are no financial or resource implications, all proposed changes to categories will be managed within existing operating budget.

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

The Council may, when reviewing the proposed Community Support and Grant Program Policy and associated Procedures, choose to make amendments. Any amendments will be assessed to ensure there are no reputational implications if suggested amendments to the recommendation are not consistent with best practice administration of Council grants.

6.2.2 Financial Implications

Existing resources would be diverted to ensure the proposed Community Support and Grant Program Policy and associated Procedures are amended to incorporate any changes that endorsement is subject to and confirm that these amendments do not have any reputational implications if suggested amendments to the recommendation are not consistent with best practice administration of Council grants.

Community Support and Grant Program Policy



Policy Author	General Manager City Services
Date of next review	TBC 2029

1. Statement of Intent

The Community Support and Grant Program is established to strengthen community wellbeing, inclusion and participation by providing accessible funding and in-kind support to individuals, groups and organisations that deliver positive social outcomes. It supports a commitment to building a strong, connected and resilient community by investing in initiatives and partnerships that empower individuals and organisations to thrive.

This Policy and the associated procedures and guidelines aim to ensure that the Community Support and Grant Program is delivered in a fair, consistent, equitable and transparent manner by establishing clear and accountable processes to guide assessment and decision-making.

2. Scope

This Policy applies to eligible incorporated community groups and individuals who are residents.

3. Legislation and References

This Policy is to be read in conjunction with the Community Support and Grant Program Procedures.

Related documents include:

- *Local Government Act 1999* – Section 137, 7(c) and 7(h)
- Community Support and Grant Program – Community Development Grant Procedure
- Community Support and Grant Program – Community Participation Grants Procedure
- Community Support and Grant Program – Community Spaces Support Procedure
- Community Support and Grant Program – Financial Support Procedure
- Community Support and Grant Program – Program and Event Support Procedure
- Community Support and Grant Program – Community Spaces Support Guidelines
- Community Support and Grant Program – Community Development Grant Guidelines
- Community Support and Grant Program – Community Group Support Grants Guidelines
- Community Support and Grant Program – Individual Participation Grants Guidelines
- Community Support and Grant Program – Financial Support Guidelines
- Community Support and Grant Program – Program and Event Support Guidelines
- Community Support and Grant Program Risk Tier Framework
- Program and Event Support Tracking Tool
- City of Playford Strategic Plan

- City of Playford Global Glossary

This Policy should not be considered the only document that may relate to community support and development grants, other tiers of government, agencies or organisations may have legislation or policies that also apply.

4. Application

Council Members	Ensure the Policy, procedures and guidelines are adhered to when endorsing Community Development Grants, Community Spaces Support and Financial Support applications.
Chief Executive Officer	Ensure the Policy is implemented and subject to periodic evaluation and review.
General Manager City Services	Approve requests to reallocate budgeted funds from an undersubscribed grant category into an oversubscribed grant category to provide flexibility across categories based on community need. Approve requests to open an additional Expression of Interest process where funding is returned or unspent in any given financial year to ensure that Council is supporting as many eligible proposals as possible within available budget.
Manager Connection and Inclusion	Ensure the Policy, procedures and guidelines are adhered to in the assessment of Council's Community Group Support Grants and Individual Participation Grants applications..
Grants Officer	Implement the Policy and ensure it is adhered to when supporting applicants in the assessment of Council's Community Group Support Grants and Individual Participation Grants applications.
Assessment Panel Members	Ensure the Policy, procedures and guidelines are adhered to in the assessment of the Community Development Grant, Financial Support, Community Spaces Support and relevant Program and Event Support applications.
Employees	May be requested to assist the assessment panel on an as-needs basis and offer specialised knowledge in relation to a particular topic or applicant.

5. Relevance to Risk Appetite Statement

Financial Sustainability

The City of Playford has a **LOW** appetite for short-term financial risk that adversely impacts on the delivery of the Long Term Financial Plan (LTFP) and the City of Playford's overall financial stability and sustainability, as such, this Policy will try to enforce consistency on funding allocations and predetermining the maximum amount of funding an organisation can receive per grant application.

Reputation

The City of Playford has a **LOW** appetite for negative perceptions that compromise its credibility and reputation, and as such, this Policy outlines the parameters for administering the Community Development and Support Grant Program to ensure it is fair, consistent, equitable and transparent .

6. Feedback

Your feedback on this Policy is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact team on 8256 0333.

Administration use only

ECM document set no.	3948694
Version no.	5
Procedure link	Community Support Grant Program Procedure
Policy author	General Manager City Services
Endorsed by	Council
Resolution no.	TBA
Legal requirement	N/A
Review schedule	3 Years - per Grant Review Cycle
Date of current version	TBC
Date of next review	TBC 2029

Version history

Version no.	Approval date	Approval by	Change
1	17 April 2018	Ordinary Council Resolution No. 3132	New Policy
2	28 May 2019	Ordinary Council Resolution No. 3575	Amended Policy



3	27 April 2021	Ordinary Council Resolution No 4535	Procedural content removed and added to separate Procedure. New policy statement outlines City of Playford commitment to a Community Development Grants Program.
4	28 May 2024	Ordinary Council Resolution No 5868	Amended Policy
5	25 August 2026	Ordinary Council Resolution TBA	Amended Policy

Community Support and Grant Program– Community Development Grant Procedure



Procedure Author	General Manager – City Services
Date of next review	TBC 2029

1. Purpose

Council recognises that community funding and partnerships can provide a significant opportunity to work collaboratively with community groups, organisations and individuals to deliver activities that increase social inclusion, build community capacity and strengthen connections within the community.

This Procedure details the Community Development Grant category of the Community Support and Grant Program offered by Council and references the tools used to assess and approve applications for this category.

2. References and Supporting Documentation

This Procedure is to be read in conjunction with the Community Support and Grant Program Policy and relevant documents referenced within.

3. Application

Council Members	Endorse successful applicants in adherence with this Procedure and associated documents.
Chief Executive Officer	Ensure this Procedure is implemented and subject to periodic evaluation and review. Approve the associated Guidelines.
General Manager City Services	Approve requests to reallocate budgeted funds from an undersubscribed grant category into an oversubscribed grant category to provide flexibility across categories based on community need. Approve requests to open an additional Expression of Interest process where funding is returned or unspent in any given financial year to ensure that Council is supporting as many eligible proposals as possible within available budget.
Grants Officer	Implement the Community Development Grant process in accordance with this Procedure and associated documents.
Assessment Panel Members	Assess applications in accordance with this Procedure and make a recommendation on successful applicants to Council.

Employees	Assist the Assessment Panel on an as needs basis and offer specialised knowledge in relation to a particular topic or applicant.
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4. Procedure

4.1 Category description

- 4.1.1 The Community Development Grant category offers financial support for projects, events or activities that are open, inclusive and accessible to the wider community.
- 4.1.2 Funding is intended to enable community organisations, local groups and associations to deliver initiatives which:
- Create new opportunities for the Playford community to become involved in their local community, celebrate diversity and increase neighbourhood connections.
 - Encourage and support arts, cultural festivals, reconciliation activities, physical activity, health and wellbeing.
 - Support community-led development by enabling organisations to design and deliver initiatives that strengthen local capacity, participation and wellbeing.
 - Demonstrate collaboration between organisations and the local community to maximise broad community benefit.
 - Develop and initiate locally based events, exhibitions and/or performances which raise the profile of the City of Playford and make a positive contribution to community and cultural life.
- 4.1.3 This category is not intended to fund activities that primarily benefit existing members of a community group. Such activities should be submitted under the Community Group Support Grant category.

4.2 Community Development Grant eligibility

- 4.2.1 The Assessment Panel must assess that applicants meet the eligibility criteria for the Community Development Grant category. To be eligible for this category, applicants must demonstrate that they:
- Operate as a non-profit organisation, incorporated association or registered charity. Alternatively, applicants may demonstrate that they are auspiced by an incorporated organisation that will assume legal and financial responsibility for any grant funds received.
 - Hold current public liability insurance appropriate for the proposed project, activity or event.
 - Comply with all relevant legislation and regulatory requirements, including:
 - work health and safety requirements, including risk identification, management practices and relevant procedures;
 - child safety requirements, including child-safe policies and clearances where applicable; and
 - food safety requirements, including appropriate training and practices where food is prepared or served.

- Propose a project, activity or event that is open and accessible to the broader community and does not solely benefit existing members of an organisation, including organisational anniversaries, or equipment solely for use of current members.
- Involve the local community in the development and delivery of the proposed project, activity or event, including residents, community groups, organisation, businesses or other local stakeholders.
- Are based within the City of Playford, or deliver the proposed project, activity or event within the City of Playford boundary.
- Demonstrate limited capacity to raise funds.
- Do not receive significant ongoing funding from State or Federal Government sources.
- Maintain a high volunteer-to-paid-staff ratio.
- Demonstrate an organisational contribution equivalent to the grant request through cash, volunteer labour, materials or other in-kind support.
- Demonstrate the capability, capacity and relevant experience required to successfully deliver the proposed initiative.
- Have not received a Community Development Grant within the previous two (2) years.
- Have not received funding for the same project, activity or event through the Program and Event Support category.
- Do not receive revenue from gaming machines.
- Have complied with all previous Community Support and Grant Program requirements, including having no outstanding acquittals, overdue reports or unresolved debts to Council.
- Are not seeking funding for ineligible activities or expenditure as detailed in the Community Development Grant Guidelines.

4.3 Application process

- 4.3.1 Applications for funding of up to \$5,000 (excluding GST) may be submitted.
- 4.3.2 Applications can be submitted during two (2) open rounds across the year.
- 4.3.3 Applications must be submitted using the application form published by the Council on its website or by such other means as detailed in the associated Guidelines.
- 4.3.4 One (1) application per organisation will be accepted in each funding round. Where multiple applications are submitted, only the earliest submitted application will be assessed.
- 4.3.5 Allocation of successful grant applicants occurs through an equitable and contestable expression of interest process.
- 4.3.6 Where required, additional expression of interest processes may be run if funding is returned or unspent in any given financial year.

4.4 Assessment and Endorsement

- 4.4.1 Applications will be assessed against detailed criteria outlined in the associated Guidelines by a cross-functional Assessment Panel of employees with representation preferred from relevant departments including Ageing and Inclusion, Families and Young People, Sport and Property, Community Engagement and Experience and Financial Services. Other employees may be requested to assist on the Assessment Panel on an as needs basis and offer specialised knowledge.
- 4.4.2 The Assessment Panel will consider how strongly applications address the below priorities:
- New projects, activities, or events that encourage residents to participate in their local community and strengthen neighbourhood connections.
 - A response to identified community needs, gaps, or local priorities.
 - Support for community groups and organisations and encouragement of volunteering.
 - Partnerships that contribute to a safe and connected community.
 - Significant community benefit and increased community vitality within the City of Playford.
 - Positive promotion of Playford to residents, visitors and the broader community.
 - Financial sustainability beyond the funding period.
 - Inclusive responses that meet the needs of isolated or marginalised groups.
 - Opportunities for community involvement and participation through free or low- activities.
 - A demonstrated capacity to successfully deliver projects, activities and events.
 - A strong connection to the City of Playford.
 - Limited or no support through Council's Community Support and Grant Program.
- 4.4.3 The Assessment Panel must assess applications against the following weighted criteria. The recommended applicant for consideration and decision by Council will be made based on the highest scoring.

Community Benefit and Participation Demonstrates strong benefit and engagement for the broader community.	• Clear public benefit and positive impact on the Playford community. • Activities are open and accessible to a wide range of participants. • Encourages community participation, connection, and neighbourhood involvement. • Supports community-led development and strengthens local capacity.	40%
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	Inclusive opportunities for participation by diverse community members.	
Alignment with Priorities and Local Need Demonstrates relevance and alignment to Council priorities and community needs.	- Responds to an identified community need, gap, or local priority. - Aligns with the purpose and priorities of the Community Development Grant category. - Provides new or innovative opportunities for the community. - Contributes to vibrancy, cultural life, and a positive image of Playford.	25%
Project Planning, Feasibility and Value for Money Demonstrates the project is well planned and achievable.	- Clear and realistic project plan and timeline. - Budget is appropriate, detailed, and represents value for money. - Evidence of financial sustainability.	20%
Partnerships and Organisational Capacity Demonstrates collaboration and ability to deliver.	- Evidence of partnerships or collaboration with other organisations or the community. - Demonstrated track record of delivering similar projects. - Evidence of appropriate governance structures, management practices, and compliance. - Organisation is based in or strongly connected to the City of Playford. - Consideration given to groups with limited or no previous Council funding.	15%

- 4.4.4 A maximum of \$5,000 (excluding GST) can be awarded to each successful applicant.
- 4.4.5 Final endorsement of successful applicants will occur via a Council Decision Report which will include the Grant Assessment Panel members and justification for recommendation to Council.
- 4.4.6 Applicants will be advised of the outcome within one (1) week of Council's resolution.
- 4.4.7 Funding is limited and subject to an annual budget allocation.

- 4.4.8 Council will endeavour to support as many eligible proposals as possible within available budget. It is for this reason that the amount awarded to a successful applicant may differ from the amount requested.

4.5 Acknowledgements

- 4.5.1 Council is to be formally recognised as a sponsor/partner on all publicity and promotional material.
- 4.5.2 Successful applicants will be provided with a copy of Council's logo and Brand Guidelines to support appropriate acknowledgement.

4.6 Reporting and acquittals

- 4.6.1 Successful applicants, or their auspice organisation, will be required to submit a valid tax invoice.
- 4.6.2 Failure to provide the required documentation within a reasonable timeframe may result in Council withdrawing the funding offer.
- 4.6.3 Organisations who have received support under the Community Development Grant category must complete an outcomes report and acquittal as detailed in the associated Guidelines.
- 4.6.4 Failure to submit an acquittal and outcomes report in accordance with the agreed terms and conditions may affect future eligibility for Council funding or support.

4.7 Debt collection process

- 4.7.1 Any funding that has not been successfully acquitted within the allocated timeframe (either outstanding or incomplete acquittals) will be invoiced for the return of funds.
- 4.7.2 If the funds are not returned within 90 days, Council will begin debt recovery proceedings.
- 4.7.3 Entities that have been through the debt recovery process in any Community Support and Grant Program category will be ineligible until funds are returned.

4.8 Caretaker Period

- 4.8.1 Council will not endorse any decision reports during a caretaker period.
- 4.8.2 Any decisions will be made by Council at an alternative meeting outside of a caretaker period (in Council election years).

5. Feedback

Your feedback on this Procedure is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact team on 8256 0333.

Administration use only

ECM document set no.	4449306
Version no.	3
Policy link	Community Support and Grant Program Policy
Procedure author	General Manager – City Services
Endorsed by	Council
Resolution no.	TBA
Legal requirement	N/A
Review schedule	3 Years – per Grant Review Cycle
Date of current version	TBC 2026
Date of next review	TBC 2029

Version history

Version no.	Approval date	Approval by	Change
1	27 May 2021	Ordinary Council (Resolution 4535)	New Procedure
2	28 May 2024	Ordinary Council (Resolution 5868)	Amended Procedure
3	25 August 2026	TBA	Amended Procedure

Community Support and Grant Program – Community Participation Grants Procedure



Procedure Author	General Manager – City Services
Date of next review	TBC 2029

1. Purpose

- 1.1 Council recognises that community funding and partnerships can provide a significant opportunity to work collaboratively with community groups, organisations and individuals to deliver activities that increase social inclusion, build community capacity and strengthen connections within the community.
- 1.2 This Procedure details the Community Participation Grant category of the Community Support and Grant Program offered by the Council and references the tools used to assess and approve applications for this category.

2. References and Supporting Documentation

- 2.1 This Procedure is to be read in conjunction with the Community Support and Grant Program Policy and relevant documents referenced within.

3. Application

Chief Executive Officer	Ensure this Procedure is implemented and subject to periodic evaluation and review. Approve the associated Guidelines.
General Manager City Services	Approve requests to reallocate budgeted funds from an undersubscribed grant category into an oversubscribed grant category to provide flexibility across categories based on community need.
Manager Connection and Inclusion Grants Officer	Assess and approve applications in accordance with this Procedure and associated documents.
Employees	Assist in the approval and assessment process on an as needs basis and offer specialised knowledge in relation to a particular topic or applicant.

4. Procedure

4.1 Category description

- 4.1.1. The Community Participation Grants category provides a range of funding opportunities to support individuals and community organisations to participate in, and benefit from, community, cultural, recreational, and personal development opportunities across the City of Playford.

4.1.2. This category is designed to increase participation, inclusion, and access by supporting both:

- **community groups** to strengthen and enhance their programs, activities, and member experiences, and
- **individuals** to access opportunities that contribute to their personal development, community involvement, and achievement.

4.1.3. It includes funding opportunities within the Community Group Support Grant and Individual Participation Grant categories.

4.2 Community Group Support Grants

4.2.1. The Community Group Support Grants category provides funding to support community groups to strengthen and enhance their programs, events and activities.

4.2.2. This category is designed to build organisational capacity and improve participation opportunities within community groups by supporting small-scale projects, programs, activities, and equipment purchases that primarily benefit existing members of the group.

4.2.3. Funding focuses on initiatives that deliver a clear benefit to members and contribute to the sustainability, growth, and effectiveness of community organisations, rather than activities that are open to the broader public.

4.2.4. There are two (2) streams of grants available in the Community Group Support Grant category that are open year-round to residents of the City of Playford:

- **Equipment Grants** are available for the purchase of equipment that will support an existing project, program or activity.
- **Community Group Project Grants** are available for projects that increase opportunities for current members through new projects, programs, activities or events.

4.3 Individual Participation Grants

4.3.1 Outstanding Achievement Grant

There are two (2) streams of grants available in the Outstanding Achievement Grant category that are open year-round to residents of the City of Playford:

- **Competition Grants** are provided to individual applicants that have been selected to represent the State or Country, or when appropriate, the peak body, in academic, sporting, artistic or cultural competitions such as spelling, English, writing, mathematics, science, singing, art; and sports including football, netball, baseball, hockey, bowling, dancing, gymnastics etc.
- **Leadership and Personal Development Grants** are provided to individuals who have been selected to develop their leadership and/or personal development skills at activities/events such as youth parliament, debating teams, club leadership, scout leadership etc.

4.3.2 Club Participation Grant

Club Participation Grants are open year-round and are available to assist applicants to receive one-off funding support towards costs associated with joining a City of Playford club. This could include membership fees, registration fees, uniforms and/or equipment. The purpose of this category is to reduce the cost of initial joining fees of clubs to people who find cost a barrier to participation.

4.4 Eligibility

4.4.1 Relevant Council staff must assess that applicants meet the eligibility criteria.

4.4.2 To be eligible for the Equipment Grant and Community Group Project Grant, applicants must demonstrate that they:

- Operate as a non-profit organisation, incorporated association, or registered charity. Alternatively, applicants may demonstrate that they are auspiced by an incorporated organisation that will assume legal and financial responsibility for any grant funds received.
- Are based within the City of Playford, or deliver the proposed project, activity, or event within the Playford City Council. Priority will be given to organisations located within the City of Playford.
- Comply with all relevant legislation and regulatory requirements, including:
 - work health and safety requirements, including risk identification, management practices, and relevant procedures;
 - child safety requirements, including child-safe policies and clearances where applicable; and
 - food safety standards, including appropriate training and practices where food is prepared or served.
- Demonstrate limited capacity to raise funds.
- Do not receive significant ongoing funding from State or Federal Government sources.
- Maintain a high volunteer-to-paid staff ratio.
- Demonstrate the organisational and financial capacity required to successfully deliver the proposed initiative.
- Have complied with all previous Community Support and Grant Program requirements, including having no outstanding acquittals, overdue reports, or unresolved debts to Council.
- Do not receive revenue from gaming machines.
- Have not received an Equipment Grant or Community Group Project Grant within the previous two (2) years.
- Have not received Council Program and Event Support funding for the same project or event.
- Are not seeking funding for ineligible activities or expenditure as detailed in the Community Group Support Grants Guidelines.

4.4.3 To be eligible for the Club Participation Grant, applicants must demonstrate that they:

- Are a resident of the City of Playford.
- Meet at least one of the following:
 - attend a primary, secondary, or tertiary educational institution full-time in South Australia;
 - are unemployed;

- work less than 15 hours per week;
 - hold, or have a parent or guardian who holds, a valid Health Care Card or Concession Card; or
 - participate full-time in their chosen amateur field.
 - Are applying for support to join a club, group, or organised activity based within the City of Playford.
 - Have not received a Club Participation Grant within the previous 12 months.
 - Are a new participant or have not participated in the organisation or activity within the previous 12 months.
 - Have not participated in a similar organised activity within the previous 12 months.
 - Are not participating in Council's Playford 10 program at time of application.
- 4.4.4 To be eligible for the Outstanding Achievement Grant, applicants must demonstrate that they:
- Are a resident of the City of Playford.
 - Have been selected to:
 - represent South Australia or Australia in academic, sporting or cultural competition; or
 - participate in a recognised leadership or personal development opportunity, such as Youth Parliament, debating teams, or club or scout leadership programs.
 - Apply as an individual.
 - Have not received an Outstanding Achievement Grant within the previous 12 months.
 - Meet at least one of the following:
 - attend a primary, secondary, or tertiary educational institution full-time in South Australia;
 - are unemployed;
 - work less than 15 hours per week;
 - hold, or have a parent or guardian who holds, a valid Health Care Card or Concession Card; or
 - participate full-time in their chosen amateur field.
 - Submit an application no less than four (4) weeks prior to the competition, event, or opportunity, unless evidence of a late selection process is provided.
 - Are not applying for funding retrospectively after the event or opportunity has occurred.
 - Provide evidence of official selection from the relevant State or National body on official letterhead.

4.5 Application process

- 4.5.1 Applications may be submitted throughout the year and will be assessed in the order they are received, subject to available funding.
- 4.5.2 Applications for funding of up to \$1,000 (excluding GST) may be submitted for the Equipment Grant category.
- 4.5.3 Applications for funding of up to \$2,000 (excluding GST) may be submitted for the Community Group Project Grant category.
- 4.5.4 Applications must be submitted using the application form available on the City of Playford's website. Alternative submission arrangements may be available following discussion with Council's Grants Officer.
- 4.5.5 Applications that do not include all required information and supporting documentation will be considered incomplete and will be ineligible for funding.
- 4.5.6 The following documentation must be submitted with an Equipment Grant and Community Group Project Grant application:
 - Evidence of non-profit, incorporated, or charity status, or a confirmation letter from an auspice organisation; and
 - A copy of the most recent audited financial statements, certified financial statements, or Treasurer's Report accompanied by Annual General Meeting (AGM) minutes; and quotes for expenditure included.
- 4.5.7 The following documentation must be submitted with a Club Participation Grant application:
 - Evidence that the participation activity is delivered through an established club, group, or program that offers structured and ongoing activities within the City of Playford. Evidence may include:
 - affiliation with a recognised governing body;
 - incorporation or formal registration as an organisation;
 - evidence of a website or social media presence; and/or
 - a regular program schedule, membership structure, and registration process.
 - A signed letter of support from the associated club confirming that they are a new member and have not participated with the club within the previous 12 months.
- 4.5.8 The following documentation must be submitted with an Outstanding Achievement Grant application:
 - A typed and signed letter of official selection or notification from the relevant State or National body on official letterhead.
- 4.5.9 Applications that do not include all required information and supporting documentation will be considered incomplete and will be ineligible for funding.

4.6 Assessment and approval

- 4.6.1. Applications will be assessed against detailed criteria outlined in the associated Guidelines and approved by a minimum of two (2) staff, primarily the Grants Officer and Manager Connection and Inclusion in the first instance.
- 4.6.2. Where the Grants Officer and/or Manager Connection and Inclusion are unable to assess and approve an application due to a conflict of interest or a period of leave, an alternative staff member from the Ageing and Inclusion team undertake this role to ensure quorum requirements are maintained.
- 4.6.3. The Council staff assessing applications for the Equipment Grant and Community Group Project Grant will consider how strongly they address the below priorities:
 - a clear benefit to members of the community group;
 - strengthened organisational capacity, including the ability to grow, improve or sustain activities;
 - promotion of health, social, recreational and participation outcomes;
 - value for money;
 - consideration of access, inclusion, equality, and diversity principles;
 - opportunities for participation through free or low-cost activities and events; and
 - the organisational and financial capacity required to successfully deliver the proposed initiative.
- 4.6.4. A maximum of \$1,000 (excluding GST) can be awarded to each successful applicant of the Equipment Grant category.
- 4.6.5. A maximum of \$2,000 (excluding GST) can be awarded to each successful applicant of the Community Group Project Grant category.
- 4.6.6. A maximum of \$200 can be awarded to each successful applicant of the Club Participation Grant category.
- 4.6.7. A maximum of \$400 can be awarded to each successful applicant of the Outstanding Achievement Grant category, utilising a tiered approach to funding as outlined in the Individual Participation Grants Guidelines.
- 4.6.8. Applicants will be advised of the outcome of their application within four (4) weeks of the application form being received.
- 4.6.9. For successful Outstanding Achievement Grant applications, funding will be released no earlier than four (4) weeks before the relevant competition or event. This approach enables participation to be confirmed closer to the event date and reduces the likelihood of grant recipients being required to repay funds if their attendance is cancelled or withdrawn.
- 4.6.10. Funding is limited and subject to an annual budget allocation.
- 4.6.11. Council will endeavour to support as many eligible proposals as possible within available budget. It is for this reason that the amount awarded to a successful applicant may differ from the amount requested.

4.7 Acknowledgements

- 4.7.1 Council is to be formally recognised as a sponsor/partner on all publicity and promotional material.
- 4.7.2 Successful applicants will be provided with a copy of Council's logo and Brand Guidelines to support appropriate acknowledgement.

4.8 Acquittal and reporting

- 4.8.1 Applicants (or their auspice organisation) who are successful within the Community Group Support Grants, will be required to submit a valid tax invoice.
- 4.8.2 Failure to provide the required documentation within a reasonable timeframe may result in Council withdrawing the funding offer.
- 4.8.3 Organisations who have received support under the Community Group Support Grants must complete the relevant outcomes report and acquittal as detailed in the associated Guidelines.
- 4.8.4 Failure to submit an acquittal and outcomes report in accordance with the agreed terms and conditions may affect future eligibility for Council funding or support.
- 4.8.5 Individuals who have received support under any of the Individual Participation Grants are encouraged to complete the relevant outcomes survey as detailed in the associated Guidelines.

4.9 Debt collection process

- 4.9.1 Any funding that has not been successfully acquitted within the allocated timeframe (either outstanding or incomplete acquittals) will be invoiced for the return of funds.
- 4.9.2 If the funds are not returned within 90 days, Council will begin debt recovery proceedings.
- 4.9.3 Entities that have been through the debt recovery process in any Community Support and Grant Program category will be ineligible until funds are returned.

4.10 Caretaker period

- 4.10.1 Assessments and approvals can continue by staff throughout the caretaker period.

5. Feedback

Your feedback on this Procedure is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact team on 8256 0333.

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ECM document set no.	4466310
Version no.	2
Policy link	Community Support and Grant Program Policy
Procedure author	General Manager – City Services
Endorsed by	Council



Resolution no.	TBA
Legal requirement	N/A
Review schedule	3 Years – per Grant Review Cycle
Date of current version	TBC 2026
Date of next review	TBC 2029

Version history

Version no.	Approval date	Approval by	Change
1	28 May 2024	Ordinary Council (Resolution 5868)	New Procedure
2	August 2026	TBA	New Procedure

Community Support and Grant Program – Community Spaces Support Procedure



Procedure Author	General Manager – City Services
Date of next review	TBC 2029

1. Purpose

Council recognises that community funding and partnerships can provide a significant opportunity to work collaboratively with community groups, organisations and individuals to deliver activities that increase social inclusion, build community capacity and strengthen connections within the community.

This Procedure details the Community Spaces Support category of the Community Support and Grant Program offered by Council and references the tools used to assess and approve applications for this category.

2. References and Supporting Documentation

This Procedure is to be read in conjunction with the Community Support and Grant Program Policy and relevant documents referenced within.

3. Application

Council Members	Endorse successful applicants in adherence with this Procedure and associated documents.
Chief Executive Officer	Ensure this Procedure is implemented and subject to a periodic evaluation and review. Approve the associated Guidelines.
General Manager City Services	Approve community spaces to be included in the Community Spaces Support category.
Grants Officer	Implement the Community Spaces Support process in accordance with this Procedure.
Assessment Panel Members	Assess applications in accordance with this Procedure and make a recommendation on successful applicants to Council.
Employees	Assist the Assessment Panel on an as needs basis and offer specialised knowledge in relation to an applicant or space.

4. Procedure

4.1 Category description

- 4.1.1 The Community Spaces Support category provides local community organisations with access to subsidised or no-cost accommodation within Council's community facilities as identified spaces become available.
- 4.1.2 This support enables Council to ensure that the services delivered from its facilities remain contemporary, relevant and responsive to changing community needs. By offering time-limited access to space, Council supports community organisations to establish, grow and demonstrate community outcomes, while maintaining flexibility to respond to emerging priorities.

4.2 Community Spaces Support eligibility

- 4.2.1 The Assessment Panel must assess that applicants meet the eligibility criteria for the Community Spaces Support category. To be eligible for this category, applicants must demonstrate that they:
 - Operate as a non-profit organisation, incorporated association or registered charity. In some circumstances, applicants may demonstrate that their activities are undertaken for purposes equivalent to those of a non-profit organisation.
 - Hold current public liability insurance appropriate to the proposed activities.
 - Comply with all relevant legislation and regulatory requirements, including:
 - work health and safety requirements, including risk identification, management practices, and relevant procedures;
 - child safety requirements, including child-safe policies and clearances where applicable; and
 - food safety requirements, including appropriate training and practices where food is prepared or served.
 - Provide open and inclusive access, with activities that do not unreasonably restrict access to or use of the facility.
 - Maintain open membership or participation arrangements, with any fees reflecting the reasonable costs of delivering the activity.
 - Do not receive revenue from gaming machines.
 - Have complied with all previous Community Support and Grant Program requirements, including having no outstanding acquittals, overdue reports or unresolved debts to Council.

4.3 Application process

- 4.3.1 Allocation of community spaces occurs through an equitable and contestable expression of interest process.
- 4.3.2 Applications can be submitted as selected spaces become available from end of current lease/licence or as new spaces are identified.

- 4.3.3 Each available community facility included in the Community Spaces Support category can be offered for a term of three (3) years with two (2) additional one-year right of renewals (five (5) years maximum). At the end of the five (5) year period (or earlier if community benefit is no longer demonstrated), a new expression of interest process will take place. An organisation can re-apply, and consideration will be given in the assessment criteria to organisations already occupying a space where positive community outcomes are being delivered, but ongoing space is not guaranteed.
- 4.3.4 Applications must be submitted using the application form published by Council on its website or by such other means as detailed in the associated Guidelines.
- 4.3.5 Community groups may be encouraged to share spaces where applicable, to maximise utilisation and community benefit.
- 4.3.6 If a selected space becomes available for any reason outside of the annual process timing, Council may undertake an additional expression of interest process to ensure the space is filled in a timely manner.

4.4 Assessment and endorsement

- 4.4.1 Applications will be assessed against detailed criteria by a cross-functional Assessment Panel of employees with representation preferred from relevant departments including City Property, Ageing and Inclusion, Families and Young People, Community Engagement and Experience and Financial Services. Other employees may be requested to assist on the Assessment Panel on an as needs basis and offer specialised knowledge in relation to a building space or applicant.
- 4.4.2 The Assessment Panel must assess applications against the following weighted criteria. The recommended applicant for consideration and decision by Council will be made based on the highest scoring.

Organisational Sustainability and Governance The Organisation's capability managing financial and operational responsibilities and its capacity to operate reliably and sustainably.	• Clear organisational purpose and objectives. • Evidence of appropriate governance structures, management practices, and compliance. • Evidence of stable and reliable funding, membership and/or income streams. • Financial capacity to meet ongoing operational costs, including utilities, cleaning and insurance. • A clear sustainability plan demonstrating long-term viability beyond the supported occupancy period.	35%
Facility Suitability and Utilisation the suitability of the facility for the proposed activities and the	• Alignment between the facility, infrastructure, and the proposed service or activity. • Efficient and appropriate use of the facility to maximum utilisation.	20%

effectiveness of its intended use.	Willingness to support shared use or accommodate additional community use where appropriate.	
Community Benefit and Local Impact The extent to which the proposal delivers meaningful and measurable community outcomes.	- Alignment with Council's strategic priorities, including those identified in the Strategic Plan, Community Vision and Social Services and Infrastructure Strategy. - Evidence that a significant proportion of participants accessing the service reside within the City of Playford. - Demonstrated positive impact on community health, wellbeing, and/or social connection with measurable outcomes identified. - Identification of a current or emerging gap in local service provision and how the proposal responds to that need. - Inclusive opportunities for participation by diverse community members.	20%
Community Connections, Partnerships and Collaboration The organisation's level of community integration and collaborative practice.	- Existing relationships with local residents, community groups, or service providers. - Partnerships and networks that strengthen service delivery and community outcomes. - Willingness to collaborate with other organisations and support shared use of the facility where appropriate.	10%
<i>In an expression of interest process for a community space with an existing occupant, the below additional weighting can be considered for an organisation already occupying that space should they wish to re-apply.</i>		
Existing Council Support and Performance Applicable to organisations currently occupying a Council-supported facility.	- Evidence of meeting identified community needs and achieving stated outcomes during the occupancy period. - Responsible management and use of the facility. - Demonstrated ongoing community and continued need for the services delivered.	15%

4.4.3 Final endorsement of a successful applicant will occur via a Council Decision Report which will include the Assessment Panel members and justification for the recommendation to Council.

4.4.4 Applicants will be advised of the outcome within one (1) week of Council's resolution

4.5 Acknowledgements

- 4.5.1 Council is to be formally recognised as a sponsor/partner on all publicity and promotional material. Successfully funded organisations will be provided with a copy of the logo and Brand Guidelines to ensure appropriate application.

4.6 Acquittal and reporting

- 4.6.1 Organisations who have received support under the Community Spaces Support category must complete an annual report as detailed in the associated Guidelines. Information relating to community outcomes from completed annual reports will be shared with Council via an annual presentation on the Community Support and Grant Program.

4.7 Caretaker period

- 4.7.1 Council will not endorse any decision reports during a caretaker period.
- 4.7.2 Any decisions will be made by Council at an alternative meeting outside of a caretaker period (in Council election years).

5. Feedback

Your feedback on this Procedure is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact team on 8256 0333.

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ECM document set no.	4466307
Version no.	2
Policy link	Community Support and Grant Program Policy
Procedure author	General Manager – City Services
Endorsed by	Council
Resolution no.	TBA
Legal requirement	N/A
Review schedule	3 Years – per Grant Review Cycle
Date of current version	TBC
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Version history

Version no.	Approval date	Approval by	Change
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1	28 May 2024	Ordinary Council (Resolution 5868)	New Procedure
2	25 August 2026	TBA	Amended Procedure

Community Support and Grant Program – Financial Support Procedure



Procedure Author	General Manager – City Services
Date of next review	TBC 2029

1. Purpose

Council recognises that community funding and partnerships can provide a significant opportunity to work collaboratively with community groups, organisations and individuals to deliver activities that increase social inclusion, build community capacity and strengthen connections within the community.

This Procedure details the Financial Support category of the Community Support and Grant Program offered by the Council and references the tools used to assess and approve applications for this category.

2. References and Supporting Documentation

This Procedure is to be read in conjunction with the Community Support and Grant Program Policy and relevant documents referenced within.

3. Application

Council Members	Endorse successful applicants in adherence with this Procedure and associated documents.
Chief Executive Officer	Ensure this Procedure is implemented and subject to periodic evaluation and review. Approve the associated Guidelines.
General Manager City Services	Approve requests to reallocate budgeted funds from an undersubscribed category into an oversubscribed category to provide flexibility across categories based on community need. Approve requests to open an additional Expression of Interest process where funding is returned or unspent in any given financial year to ensure that Council is supporting as many eligible proposals as possible within available budget.
Grants Officer	Implement the Financial Support process in accordance with this Procedure and associated documents.
Assessment Panel Members	Assess applications in accordance with this Procedure and make a recommendation on successful applicants to Council.
Employees	Assist the Assessment Panel on an as needs basis and offer specialised knowledge in relation to an applicant or space.

4. Procedure

4.1 Category description

- 4.1.1 The Financial Support category provides a mechanism for Council to provide more substantial financial support to community groups to establish and trial new services, programs or initiatives that respond to identified community needs within the City of Playford.
- 4.1.2 This support enables organisations to test and develop sustainable service models, attract future funding, and deliver improved access to services for Playford residents where gaps currently exist. Priority is given to innovative proposals that introduce new or expanded service delivery, rather than operational funding for existing services or activities.
- 4.1.3 Funding is available via a contestable process, with funding provided for a period of up to three (3) years. This approach provides community organisations time to establish, grow and demonstrate community benefit, while also allowing opportunities to different community groups as community needs and priorities change.

4.2 Financial Support eligibility

- 4.2.1 The Assessment Panel must assess that applicants meet the eligibility criteria for the Financial Support category. To be eligible for this category, applicants must demonstrate that they:
 - Operate as a non-profit organisation, incorporated association or registered charity. In some circumstances, applicants may demonstrate that their activities are undertaken for purposes equivalent to those of a non-profit organisation.
 - Hold current public liability insurance appropriate to the proposed project activities.
 - Comply with all relevant legislation and regulatory requirements, including:
 - work health and safety requirements, including risk identification, management practices, and relevant procedures;
 - child safety requirements, including child-safe policies and clearances where applicable; and
 - food safety requirements, including appropriate training and practices where food is prepared or served.
 - Contribute at least 50% of the total project cost through cash and/or in-kind contributions from the applicant or other sources.
 - Maintain open membership or participation arrangements, with any fees reflecting the reasonable costs of delivering the activity.
 - Do not receive revenue from gaming machines.
 - Have complied with all previous Community Support and Grant Program requirements, including having no outstanding acquittals, overdue reports or unresolved debts to Council.
 - Are seeking funding to deliver a new or expanded service within the City of Playford that improves access to services where gaps currently exist.
 - Are not currently receiving funding under the Financial Support category.

- Have a sustainability plan that demonstrates how the service or initiative will continue beyond the funded period.
- Are not seeking funding for:
 - subsidised or waived rent within a Council-owned facility;
 - infrastructure or works within a Council-owned facility that are the responsibility of Council as the facility owner;
 - alcohol and tobacco; and
 - intrastate, interstate and international travel expenses, including airfares and accommodation.

4.3 Application process

- 4.3.1 Applications must be submitted using the application form published by the Council on its website or by such other means as detailed in the associated Guidelines.
- 4.3.2 Applications for funding of up to \$100,000 (excluding GST) per year may be submitted.
- 4.3.3 Allocation of financial support occurs through an equitable and contestable expression of interest process.
- 4.3.4 Where required, additional expression of interest processes may be run if funding is returned or unspent in any given financial year.

4.4 Assessment and endorsement

- 4.4.1 Applications will be assessed against detailed criteria outlined in the associated Guideline by a cross-functional Assessment Panel of employees with representation preferred from relevant departments including Business and Activation, Ageing and Inclusion, Families and Young People, Community Engagement and Experience and Financial Services against weighted criteria in conjunction with the current Policy, Procedure and Guidelines. Other employees may be requested to assist on the Assessment Panel on an as needs basis and offer specialised knowledge in relation to a particular topic or applicant.
- 4.4.2 The Assessment Panel will consider how strongly applications address the below priorities:
 - Innovation through the introduction of new or expanded service delivery.
 - Alignment with Council's strategic directions, identified community needs, and positive outcomes for City of Playford residents.
 - A financially viable project supported by a clear budget, demonstrated value for money, and applicant cash and/or in-kind contributions.
 - Established relationships with local residents, community groups, or service providers, together with a willingness to work collaboratively.
 - That Council funding will be directed primarily towards service delivery or program outcomes rather than organisational operations or a capital expenditure.
 - An identified gap in local service provision and a clear response to that need.
 - A sustainability plan demonstrating long-term viability beyond the funded period.

4.4.3 The Assessment Panel must assess applications against the following weighted criteria. The recommended applicant for consideration and decision by Council will be made based on the highest scoring.

Community Benefit and Local Impact The extent to which the proposal delivers meaningful and measurable community outcomes.	• Alignment with Council's strategic priorities, including those identified in the Strategic Plan, Community Vision and Social Services and Infrastructure Strategy. • Evidence that a significant proportion of participants accessing the service reside within the City of Playford. • Demonstrated positive impact on community health, wellbeing, and/or social connection with measurable outcomes identified. • Identification of a current or emerging gap in local service provision and how the proposal responds to that need. • Inclusive opportunities for participation by diverse community members.	30%
Project Viability The extent to which the project is financially realistic and supported by the organisation.	• A clear, realistic, and detailed budget. • Demonstrated value for money. • Evidence of financial contribution from the applicant and/or other sources. • A sustainability plan demonstrating viability beyond the funded period.	30%
Community Connections, Partnerships and Collaboration The organisation's level of community integration and collaborative practices.	• Existing relationships with local residents, community groups, or service providers. • Partnerships and networks that strengthen service delivery and community outcomes. • Willingness to collaborate with other organisations where appropriate.	15%
Governance The organisation's governance capability and capacity to manage financial and operational responsibilities.	• Clear organisational purpose and objectives. • Demonstrated experience delivering similar projects or services. • Evidence of appropriate governance structures, management practices, and compliance. • Evidence of ongoing organisation financial sustainability both during and beyond the project.	10%

In an expression of interest process for a financial support, the below additional weighting can be considered for an organisation already receiving financial support should they wish to re-apply.

Existing Council Support and Performance Applicable to organisations currently receiving funding under the Financial Support category.	• Evidence of meeting identified community needs and achieving stated outcomes during the funding period. • A demonstrated ongoing community value and continued need for the services delivered.	15%
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- 4.4.4 A maximum of \$100,000 (excluding GST) can be awarded to a successful applicant per year.
- 4.4.5 Final endorsement of successful applicants will occur via a Council Decision Report which will include the Assessment Panel members and justification for the recommendation made to Council.
- 4.4.6 Applicants will be advised of the outcome within one (1) week of Council's resolution.
- 4.4.7 Funding is limited and subject to an annual budget allocation.
- 4.4.8 Council will endeavour to support as many eligible proposals as possible within available budget. It is for this reason that the amount awarded to a successful applicant may differ from the amount requested.

4.5 Acknowledgements

- 4.5.1 Council must be acknowledged as a funding partner on all promotional and publicity material associated with the funded project, activity, or event.
- 4.5.2 Successful applicants will be provided with Council's logo and Brand Guidelines to support appropriate acknowledgement.

4.6 Acquittal and reporting

- 4.6.1 Successful applicants, or their auspice organisation, will be required to submit a valid tax invoice.
- 4.6.2 Failure to provide the required documentation within a reasonable timeframe may result in Council withdrawing the funding offer.
- 4.6.3 Organisations who have received support under the Financial Support category must complete a financial and outcomes report as detailed in the associated Guidelines.
- 4.6.4 Failure to submit an acquittal and outcomes report in accordance with the agreed terms and conditions may affect future eligibility for Council funding or support.

4.7 Debt collection process

- 4.7.1 Any funding that has not been successfully acquitted within the allocated timeframe (either outstanding or incomplete acquittals) will be invoiced for the return of funds.
- 4.7.2 If the funds are not returned within 90 days, Council will begin debt recovery proceedings.
- 4.7.3 Entities that have been through the debt recovery process in any Community Support and Grant category will be ineligible until funds are returned.

4.8 Caretaker period

- 4.8.1 Council will not endorse any decision reports during a caretaker period.
- 4.8.2 Any decisions will be made by Council at an alternative meeting outside of a caretaker period (in Council election years).

5. Feedback

Your feedback on this procedure is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact team on 8256 0333.

Administration use only

ECM document set no.	4466309
Version no.	2
Policy link	Community Support and Grant Program Policy
Procedure author	General Manager – City Services
Endorsed by	Council
Resolution no.	TBA
Legal requirement	N/A
Review schedule	3 Years – per Grant Review Cycle
Date of current version	May 2026
Date of next review	May 2029

Version history

Version no.	Approval date	Approval by	Change
1	28 May 2024	Ordinary Council (Resolution 5868)	New Procedure



2

August 2026

TBA

Amended Procedure

Community Support and Grant Program – Program and Event Support Procedure



Procedure Author	General Manager – City Services
Date of next review	TBC 2029

1. Purpose

Council recognises that community funding and partnerships can provide a significant opportunity to work collaboratively with community groups, organisations and individuals to deliver activities that increase social inclusion, build community capacity, strengthen connections within the community and create economic outcomes.

This Procedure details the Program and Event Support category of the Community Support and Grant Program offered by Council and references the tools used to assess and approve applications for this category.

2. References and Supporting Documentation

This Procedure is to be read in conjunction with the Community Support and Grant Program Policy and relevant documents referenced within.

3. Application

Chief Executive Officer	Ensure this Procedure is implemented and subject to periodic evaluation and review. Approve the associated Guidelines.
Senior Managers	Review applications and approve/deny requests in accordance with this Procedure, associated documents and existing available budgets. Communicate outcomes to applicants and record outcomes on the Program and Event Support Tracking Tool.
Grants Officer	Implement the Program and Event Support process in accordance with this Procedure and associated documents.
Employees	Assist the assessing Senior Manager on an as needs basis and offer specialised knowledge in relation to an applicant or space.

4. Procedure

4.1 Category description

- 4.1.1 The Program and Event Support category aims to support the delivery of events, programs and other similar activities which:
- Activate and increase participation in the use of community spaces and open space in the City of Playford.
 - Demonstrate a positive impact on the whole local economy.
 - Demonstrate how the event provides a benefit to the local community.
 - Demonstrate capacity and resources to make good use of Council facilities and be able to manage any associated risks.
- 4.1.2 Support is available through direct funding and/or in-kind support determined by the benefit to the Playford community in terms of economic and social outcomes.
- 4.1.3 Program and Event Support available to community organisations delivering their own programs, services or events may include:
- Supported or free venue hire (indoor and outdoor spaces).
 - Financial contribution.
 - In-kind support (such as equipment, promotion, or staff assistance).
 - Partnership agreements (as detailed in the Fees and Charges Schedule).
- 4.1.4 Council may also initiate partnerships with community organisations to deliver targeted programs or services in response to identified community needs, service gaps or strategic priorities. These collaborations support a shared delivery approach, where Council enables and strengthens community-led initiatives through mechanisms such as reduced venue hire, in-kind support and partnerships, rather than directly delivering all services.

4.2 Program and Event Support eligibility

- 4.2.1 The assessing Senior Manager must ensure that applicants meet the eligibility criteria for the Program and Event Support category. To be eligible for this category, applicants must demonstrate that they:
- Operate as a non-profit organisation, incorporated association or registered charity and provide evidence of this status. In some circumstances, other organisations may be considered where the proposed activity clearly demonstrates community benefit.
 - Deliver the proposed program, activity or event within the City of Playford boundary. In some circumstances, other locations may be considered where the proposed activity clearly demonstrates either economic or community benefit.
 - Demonstrate meaningful community engagement in the planning, development and delivery of the proposed program, activity or event.
 - Ensure the proposed project, activity or event does not unnecessarily duplicate existing initiatives. Support may be provided to expand, enhance or build upon existing activities, with priority given to new or one-off initiatives.
 - Comply with the principles of access, equity, diversity, participation and innovation.

- Demonstrate limited funding access to alternative funding sources and disclose all financial and in-kind contributions supporting the proposed activity.
- Demonstrate the capability, capacity and relevant experience to successfully deliver the proposed program, activity or event.
- Are applying for support for a defined program, activity or event rather than ongoing or indefinite operational costs. Ongoing activities may be approved for a maximum period of 12 months, after which a new application is required.
- Have complied with all previous Community Support and Grant Program requirements, including having no outstanding acquittals, overdue reports or unresolved debts to Council.
- Provide open and inclusive access, with activities that do not unreasonably restrict accessibility or the use of public spaces.
- Do not receive revenue from gaming machines.
- Have not received a Council Community Development Grant or Community Group Project Grant for the same project, activity or event.

4.3 Application process

- 4.3.1 Requests for support can be made at any time by submitting an application form available on request by emailing grants@playford.sa.gov.au.

4.4 Assessment

- 4.4.1 Requests for support will be assessed and approved by the appropriate Senior Manager against relevant eligibility and assessment criteria outlined in this Procedure and associated Guidelines as guiding principles for decision-making.
- 4.4.2 Requests for support must be documented in the Program and Event Sponsorship Tracking Tool and include information on the outcome of the request.
- 4.4.3 An individual/organisation can reapply for support, but consideration will be given to funding/support received by the organisation or community group within the last three (3) years.
- 4.4.4 The City of Playford will endeavour to support as many eligible proposals as possible within available budget.
- 4.4.5 All successful requests will be funded (financially or in-kind) from existing budgets.
- 4.4.6 The assessing Senior Manager will consider how strongly applications address the below priorities:
 - Activation and increased participation in community facilities, public places and open spaces across the City of Playford.
 - Positive economic outcomes and benefits for the local economy.
 - Clear and measurable benefits for the local community.
 - The capacity, resources and risk management practices required to effectively utilise Council facilities and deliver the proposed activity.
- 4.4.7 The assessing Senior Manager must assess applications against the following criteria:

Strategic objectives	• Contribution to the Council's vision of prosperity, liveability, and happiness. • Clear purpose and objectives, including how the requested support will contribute to achieving intended outcomes. • Demonstrated alignment with Council's strategic priorities, values and identified community needs.
Community benefit	• Evidence that the program, activity or event celebrates, attracts and engages the local community. • Demonstrated public benefit and positive outcomes for City of Playford residents. • Opportunities for community participation, connection and engagement.
Equity	• Provision of free or low-cost participation opportunities where appropriate. • Demonstrated commitment to accessibility, diversity, inclusion and social justice principles. • Removal of barriers to participation for diverse community members.
Place activation and vibrancy	• Activation and increased use of community facilities, public spaces and open spaces within the City of Playford. • Contribution to creating vibrant, welcoming and connected places.
Economic development	• Evidence of positive economic outcomes for local businesses, services and the broader economy. • Demonstrated capacity to attract participation and support local economic activity.
Governance	• Demonstrated organisational capacity, resources and experience to deliver the proposed program, activity or event. • Willingness, where required, to enter into relevant legal agreements, including Memorandums of Understanding or contracts. • Compliance with all relevant legislation, regulations and safety requirements. • Appropriate risk management practices and capacity to manage operational responsibilities associated with the proposed activity.

4.5 Acknowledgements

- 4.5.1 Council is to be acknowledged as a funding partner on all promotional and publicity material associated with the funded project, activity, or event.
- 4.5.2 Successful applicants will be provided with Council's logo and Brand Guidelines to support appropriate acknowledgement.

4.6 Acquittal and reporting

- 4.6.1 Organisations who have received support under the Program and Event Support category must complete an outcomes report as detailed in the associated Guidelines.
- 4.6.2 Failure to submit the outcomes report in accordance with the agreed terms and conditions may affect future eligibility for Council funding or support

4.7 Debt collection process

- 4.7.1 Any funding that has not been successfully acquitted within the allocated timeframe (either outstanding or incomplete acquittals) will be invoiced for the return of funds.
- 4.7.2 If the funds are not returned within 90 days, Council will begin debt recovery proceedings.
- 4.7.3 Entities that have been through the debt recovery process in any Community Support and Grant Program category will be ineligible until funds are returned.

4.8 Caretaker period

- 4.8.1 Assessments can continue by staff throughout the caretaker period.

5. Feedback

Your feedback on this procedure is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact Team on 8256 0333.

Administration use only

ECM document set no.	4466314
Version no.	2
Policy link	Community Support and Grant Program Policy
Procedure author	General Manager – City Services
Endorsed by	Council
Resolution no.	TBA
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Date of current version	TBC 2026
Date of next review	TBC 2029

Version history

Version no.	Approval date	Approval by	Change
1	28 May 2024	Ordinary Council (Resolution 5868)	New Procedure
2	25 August 2026	TBA	Amended Procedure

Community Support and Grant Program Policy



Policy Author	General Manager City Services
Date of next review	April 2027TBC 2029

1. Statement of Intent

The Community Support and Grant Program is established to strengthen community wellbeing, inclusion and participation by providing accessible funding and in-kind support to individuals, groups and organisations that deliver positive social outcomes. It supports a commitment to building a strong, connected and resilient community by investing in initiatives and partnerships that empower individuals and organisations to thrive.

This Policy and the associated procedures and guidelines aim to ensure that the Community Support and Grant Program is delivered in a fair, consistent, equitable and transparent manner by establishing clear and accountable processes to guide assessment and decision-making. The Council is committed to delivering a Community Support and Grant Program that ensures fairness, transparency and consistency when assessing, recommending, and approving applications using defined criteria as set out in the guidelines.

The Community Support and Grant Program offers financial and in-kind support, partnership opportunities and subsidized or no cost accommodation in an identified Council community facility to community organisations, groups and associations which contribute to creating a vibrant and stimulating place for people to live, work or visit. Grants are also offered to individuals who are residents and 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.

2. Scope

This Policy applies to eligible incorporated community groups and individuals who are residents.

3. Legislation and References

This Policy is to be read in conjunction with the Community ~~Development~~ Support and Grant Program Procedures.

Related documents include:

- *Local Government Act 1999* – Section 137, 7(c) and 7(h)
- Community Support and Grant Program ~~_Procedure_~~ – Community Development Grant Procedure
- Community Support and Grant Program ~~_Procedure_~~ ~~_Individual and Equipment Community Participation Grants Procedure~~
- Community Support and Grant Program ~~_Procedure_~~ – Building Community Spaces Support Procedure
- Community Support and Grant Program ~~_Procedure_~~ – Financial Support Procedure

- Community Support ~~and~~ Grant Program ~~Procedure~~ – Program and Event Support ~~Procedure~~
- ~~Community Support and Grant Program – Building Community Spaces Support Program~~ Guidelines
- ~~Club Participation Sponsorship Grant Guidelines~~
- ~~Community Support and Grant Program – Community Development and Event Grant~~ Guidelines
- ~~Community Support and Grant Program – Community Group Support Grants Guidelines~~
- ~~Community Support and Grant Program – Individual Participation Grants Guidelines~~
- ~~Equipment Grant Guidelines~~ ~~Community Support and Grant Program – Financial Support~~ Guidelines
- ~~Community Support and Grant Program – Program and Event Sponsorship Support~~ Guidelines
- ~~Community Support and Grant Program Risk Tier Framework~~
- Program and Event ~~Sponsorship Support~~ Tracking Tool
- City of Playford Strategic Plan
- City of Playford Global Glossary

This Policy should not be considered ~~as~~ the only document that may relate to community ~~support~~ ~~and~~ development grants, other tiers of government, agencies or organisations may have legislation or policies that also apply.

4. Application

Council Members	Ensure the Policy and ppP Procedures and gg Guidelines are adhered to when endorsing Community Development and Event Grants and Community Building Spaces Support and Financial Support applications. Receive an annual presentation on the support and outcomes delivered from Council's Community Support and Grant Program.
Chief Executive Officer	Delegate to appropriate staff to ensure compliance with this Policy. Ensure the Policy is implemented and subject to periodic evaluation and review.
General Manager City Services	Approve requests from Grants Officers to reallocate budgeted funds from an undersubscribed grant category into an oversubscribed grant category to provide flexibility across categories based on community need. Approve requests from Grants Officer to open an additional Expression of Interest process where funding is returned or unspent in any given financial year to ensure that Council is supporting as many eligible proposals as possible within available budget.
Senior Manager Ageing and Inclusion	Ensure the Policy and Procedure are adhered to across the application of the Community Support Grant Program.

Manager Connection and Inclusion	Ensure the Policy, and Procedures <u>Policy, pProcedures and ggGuidelines</u> are adhered to in the assessment of Council's Community Development and Event Grant, Community Group SupportEquipment Grants, and Individual Participation Grants applications. <u>Outstanding Achievement Grant and Club Participation Sponsorship applications.</u>
Grants Officer	Implement the Policy and ensure it is adhered to when supporting applicants in the assessment of Council's Community Development and Event Grant, Community Group SupportEquipment Grants, and Individual Participation Grants applications. <u>Opening/closing dates of Community Support and Grant Program categories</u> Council Members be invited to attend a celebration to recognise successful Community Development and Event Grant recipients.
Grant Assessment Panel Members	Ensure the Policy, and Procedures <u>Policy, pProcedures and ggGuidelines</u> are adhered to in the assessment of the Community Development and Event Grant, Financial Support Program, CommunityBuilding Spaces Support Program and relevant Programs and Events Support applications.
Employees	May be requested to assist the assessment panel on an as-needs basis and offer specialised knowledge in relation to a particular topic or applicant.

5. Relevance to Risk Appetite Statement

Financial Sustainability

The City of Playford has a **LOW** appetite for short-term financial risk that adversely impacts on the delivery of the Long Term Financial Plan (LTFP) and the City of Playford's overall financial stability and sustainability, as such, this Policy will try to enforce consistency on funding allocations and predetermining the maximum amount of funding an organisation can receive per grant application.

Reputation

The City of Playford has a **LOW** appetite for negative perceptions that compromise its credibility and reputation, and as such, this Policy outlines the parameters for administering the Community Development and Support Grant Program to ensure it is fair, consistent, equitable and transparent and consistent.

6. Feedback

Your feedback on this Policy is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact Team team on 8256 0333.

Administration use only

ECM document set no. 3948694

Version no. 45

Procedure link	Community Support Grant Program Procedure
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Endorsed by	Council
Resolution no.	5868 <u>TBA</u>
Legal requirement	N/A
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Date of current version	May 2026 <u>TBC</u>
Date of next review	May 2027 <u>May TBC 2029</u>

Version history

Version no.	Approval date	Approval by	Change
1	17 April 2018	Ordinary Council Resolution No. 3132	New Policy
2	28 May 2019	Ordinary Council Resolution No. 3575	Amended Policy
3	27 April 2021	Ordinary Council Resolution No 4535	Procedural content removed and added to separate procedure <u>Procedure</u> . New policy statement outlines City of Playford commitment to a Community Development Grants Program.
4	28 May 2024	Ordinary Council Resolution No 5868	Amended Policy
<u>5</u>	<u>25 August 2026</u>	<u>Ordinary Council Resolution TBA</u>	<u>Amended Policy</u>

Community Support and Grant Program ~~Procedure~~ – Community Development Grant Procedure



Procedure Author	General Manager – City Services
Date of next review	May <u>TBC</u> 2029 <u>2027</u>

1. Purpose

Council recognises that community funding and partnerships can provide a significant opportunity to work collaboratively with community groups, organisations and individuals to deliver activities that increase social inclusion, build community capacity and strengthen connections within the community.

This Procedure details the Community Development Grant category of the Community Support and Grant Program offered by ~~the City of Playford~~ Council and references the tools used to assess and approve applications for this category.

2. References and Supporting Documentation

This Procedure is to be read in conjunction with the Community Support and Grant Program Policy and relevant documents referenced within.

3. Application

Council Members	Adoption of the this Procedure. Endorse successful applicants in adherence with the <u>this</u> Procedure and associated documents.
Mayor	Acknowledge and recognise successful grant recipients by attending a celebration and providing a certificate of achievement.
Chief Executive Officer	Ensure this <u>the</u> Procedure is implemented and subject to periodic evaluation and review. Approval of <u>changes to</u> the associated Guidelines.
General Manager City Services	Approve requests from the Grants Officer to reallocate budgeted funds from an undersubscribed grant category into an oversubscribed grant category to provide flexibility across categories based on community need. <u>Approve requests to open an additional Expression of Interest process where funding is returned or unspent in any given financial year to ensure that Council is supporting as many eligible proposals as possible within available budget.</u>

Manager Connection and Inclusion	Prepare a Council Decision Report with recommendation from Grant Assessment Panel on successful applicants for Council Member consideration and endorsement.
Grants Officer	<u>Implement the Community Development Grant process in accordance with this Procedure and associated documents.</u> <u>Provide guidance to applicants to support their understanding in meeting eligibility criteria in the this Procedure and associated documents.</u> <u>Ensure Council Members are invited to attend a celebration to recognise successful grant recipients.</u> <u>Provide memo to Members of opening/closing dates and other relevant information where required</u>
Grant Assessment Panel Members <u>Members</u>	Assess applications in accordance with <u>the this</u> Procedure and <u>associated documents</u> and make a recommendation on successful applicants to Council <u>Members</u> .
Employees	<u>Other employees may be requested to a</u> Assist the <u>assessment</u> <u>Assessment panel</u> Panel on an as needs basis and offer specialised knowledge in relation to a particular topic or applicant.

4. Procedure

4.1 Category ~~D~~description

4.1.1 The Community Development Grant category offers financial support for projects, events or activities that are open, inclusive and accessible to the wider community.

4.1.14.1.2 Funding is intended to enable community organisations, local groups and associations to deliver initiatives for proposals which:

- Deliver innovative, Create ive or new opportunities for the Playford community to become involved in their local community, celebrate diversity and increase neighbourhood connections.
- Eencourage and support arts, cultural developmentfestivals, reconciliation activities, physical activity, health and wellbeing.
- Ssupport community-led development by enabling organisations to design and deliver initiatives that strengthen local capacity, participation and wellbeing.
- DeDemonstrate collaboration between organisations and the local community to maximise broad community benefit.
- Develop and initiate locally based events, exhibitions and/or performances which raise the profile of the City of Playford and make a positive contribution to community and cultural life in Playford.

4.1.3 This category is not intended to fund activities that primarily benefit existing members of a community group. Such activities should be submitted under the Community Group Support Grant category.

Community Development Grant eEligibilityThe purpose of these Guidelines is to establish consistent criteria to ensure the allocation of funding under the Community Development Grant category is fair, accessible, and responsive to community needs, and to clearly outline the assessment criteria used to evaluate applications.

4.2

4.2.1 The Assessment Panel must assess that applicants meet the eligibility criteria for the Community Development Grant category. To be eligible for this category, applicants must demonstrate that they:

- eOperate as a non-profit organisation, incorporated association or registered charity. Alternatively, applicants may demonstrate that they are auspiced by an incorporated organisation that will assume legal and financial responsibility for any grant funds received.;
- hHold current public liability insurance appropriate for the proposed project, activity or event.;
- eComply with all relevant legislation and regulatory requirements, including:
 - o work health and safety requirements, including risk identification, management practices and relevant procedures.;
 - o child safety requirements, including child-safe policies and clearances where applicable.; and
 - o food safety requirements, including appropriate training and practices where food is prepared or served.
- pPropose a project, activity or event that is open and accessible to the broader community and does not solely benefit existing members of an organisation, including organisational anniversaries, or equipment solely for use of current members.;
- ilInvolve the local community in the development and delivery of the proposed project, activity or event, including residents, community groups, organisation, businesses or other local stakeholders.;
- bAre based within the City of Playford, or deliver the proposed project, activity or event within the City of Playford boundary.;
- dDemonstrate limited capacity to raise funds.;
- Do not receive significant ongoing funding from State or Federal Government sources.;
- mMaintain a high volunteer-to-paid-staff ratio.;
- dDemonstrate an organisational contribution equivalent to the grant request through cash, volunteer labour, materials or other in-kind support. and.
- dDemonstrate the capability, capacity and relevant experience required to successfully deliver the proposed initiative.;
- hHave not have received a Community Development Grant within the previous two (2) years.;

- ~~h~~Have not received funding for the same project, activity or event through the Program and Event Support category.;
- ~~d~~Do not receive revenue from gaming machines.;
- ~~h~~Have complied with all previous Community Support and Grant Program requirements, including having no outstanding acquittals, overdue reports or unresolved debts to Council.;
- ~~a~~Are not seeking funding for ineligible activities or expenditure as detailed in the Community Development Grant Guidelines.

4.3 Application Pprocess

- 4.3.1 Applications for funding of up to \$5,000 (excluding GST) may be submitted.
- 4.3.2 Applications can be submitted during two (2) open rounds across the year.
- 4.3.3 Applications must be submitted using the application form published by the Council on its website or by such other means as detailed in the associated Guidelines.
- 4.3.4 One (1) application per organisation will be accepted in each funding round. Where multiple applications are submitted, only the earliest submitted application will be assessed.
- 4.3.5 Allocation of successful grant applicants occurs through an equitable and contestable expression of interest process.
- 4.3.6 Where required, additional expression of interest processes may be run if funding is returned or unspent in any given financial year.
- The grant amount awarded to a successful applicant may differ from the amount requested.
- Organisations may receive funding through this category every second year. This approach encourages organisations to pursue alternative sources of financial sustainability while creating opportunities for new projects, activities, and events.

4.24.4 Assessment and Endorsement

Applications can be submitted throughout the year but will be assessed twice a year during the assessment round process. ~~City of Playford~~Two rounds will be held per year. Round One will formally open in August and is assessed by Council at the relevant November Strategy and Services Committee and Ordinary Council meetings, or a meeting prior to caretaker period (in Council election year). Round Two will formally open in February and is assessed by Council at the May Services Committee and Ordinary Council meetings.

~~Organisations are encouraged to join Council's grants mailing list to receive notifications of funding opportunities.~~ Groups can consist of as little as two people to larger, community organisations and must involve the local community (e.g. residents, community groups and organisations, shops, businesses, etc.).

Applications must be submitted using the application form published by the Council on its website or by such other means as detailed in the associated Guidelines.

~~Applications will be assessed against detailed criteria outlined in the associated Guidelines by a Grant Assessment Panel of employees preferred departments~~

Applications will be assessed against detailed criteria outlined in the associated Guidelines by a cross-functional Grant Assessment Panel of employees with representation preferred from relevant departments including within the Ageing and Inclusion, Families and Young People, Sport and Property, Community Engagement and Experience and Financial Services. Other employees may be requested to assist on the Grant Assessment Panel on an as needs basis and offer specialised knowledge.

~~4.2.1 One application per organisation will be accepted in each funding round. Where multiple applications are submitted, only the earliest submitted application will be assessed.~~

4.4.1

4.4.2 The Assessment Panel will consider how strongly applications address the below priorities:

- ~~n~~New projects, activities, or events that encourage residents to participate in their local community and strengthen neighbourhood connections.;
- ~~a~~A response to identified community needs, gaps, or local priorities.;
- ~~s~~Support for community groups and organisations and encouragement of volunteering.;
- ~~p~~Partnerships that contribute to a safe and connected community.;
- ~~s~~Significant community benefit and increased community vitality within the City of Playford.;
- ~~p~~Positive promotion of Playford to residents, visitors and the broader community.;
- ~~f~~Financial sustainability beyond the funding period.;
- ~~i~~Inclusive responses that meet the needs of isolated or marginalised groups.;
- ~~e~~Opportunities for community involvement and participation through free or low- activities.;
- ~~a~~A demonstrated capacity to successfully deliver projects, activities and events.;
- ~~a~~A strong connection to the City of Playford.:-and
- ~~I~~Limited or no support through Council's Community Support and Grant Program.

4.4.3 The Assessment Panel must assess applications against the following weighted criteria. The recommended applicant for consideration and decision by Council will be made based on the highest scoring.;

Community Benefit and Participation Demonstrates strong benefit and engagement for the broader community.	• Clear public benefit and positive impact on the Playford community. • Activities are open and accessible to a wide range of participants.	40%
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	• <u>Encourages community participation, connection, and neighbourhood involvement.</u> • <u>Supports community-led development and strengthens local capacity.</u> • <u>Inclusive opportunities for participation by diverse community members.</u>	
<u>Alignment with Priorities and Local Need</u> <u>Demonstrates relevance and alignment to Council priorities and community needs.</u>	• <u>Responds to an identified community need, gap, or local priority.</u> • <u>Aligns with the purpose and priorities of the Community Development Grant category.</u> • <u>Provides new or innovative opportunities for the community.</u> • <u>Contributes to vibrancy, cultural life, and a positive image of Playford.</u>	<u>25%</u>
<u>Project Planning, Feasibility and Value for Money</u> <u>Demonstrates the project is well planned and achievable.</u>	• <u>Clear and realistic project plan and timeline.</u> • <u>Budget is appropriate, detailed, and represents value for money.</u> • <u>Evidence of financial sustainability.</u>	<u>20%</u>
<u>Partnerships and Organisational Capacity</u> <u>Demonstrates collaboration and ability to deliver.</u>	• <u>Evidence of partnerships or collaboration with other organisations or the community.</u> • <u>Demonstrated track record of delivering similar projects.</u> • <u>Evidence of appropriate governance structures, management practices, and compliance.</u> • <u>Organisation is based in or strongly connected to the City of Playford.</u> • <u>Consideration given to groups with limited or no previous Council funding.</u>	<u>15%</u>

4.4.4 A maximum of \$5,000 (excluding GST) can be awarded to each successful applicant.

4.4.5 Final endorsement of successful applicants will occur via a Council Decision Report which will include the Grant Assessment Panel members and justification for recommendation to Council.

4.4.6 Applicants will be advised of the outcome within one (1) week of Council's resolution.

4.4.7 Funding is limited and subject to an annual budget allocation.

- 4.2.2 Successful applicants in this category will be ineligible if they have also received support within the Program and Event Support category for the same event in the same year.
- 4.2.3 To meet eligibility criteria, applicants are encouraged to must contact Council the before submitting an application in the subsequent year. This is to support applicants in reducing their risk of not meeting eligibility criteria prior to submitting their application.
- 4.2.4 Council will endeavour to support as many eligible proposals as possible within available budget. It is for this reason that the amount awarded to a successful applicant may differ from the amount requested.

Funding

- Applications for funding of up to \$5,000 (excluding GST) may be submitted.
- Council will endeavour to support as many eligible proposals as possible within the available budget.
- As this funding category is highly competitive, meeting the eligibility and priority criteria does not guarantee funding.
- The grant amount awarded to a successful applicant may differ from the amount requested.
- Organisations may receive funding through this category every second year. This approach encourages organisations to pursue alternative sources of financial sustainability while creating opportunities for new projects, activities, and events.
- Grant funding approved by Council does not imply any ongoing funding commitment or obligation.
- Criteria
- To be eligible, applicants must demonstrate that they:
 - operate as a non-profit organisation, incorporated association or registered charity. Alternatively, applicants may demonstrate that they are auspiced by an incorporated organisation that will assume legal and financial responsibility for any grant funds received;
 - hold current public liability insurance appropriate for the proposed project, activity or event;
 - comply with all relevant legislation and regulatory requirements, including:
 - work health and safety requirements, including risk identification, management practices and relevant procedures;
 - child safety requirements, including child safe policies and clearances where applicable; and
 - food safety requirements, including appropriate training and practices where food is prepared or served;
 - propose a project, activity or event that is open and accessible to the broader community and does not solely benefit existing members of an organisation, including organisational anniversaries, or equipment solely for use of current members;
 - involve the local community in the development and delivery of the proposed project, activity or event, including residents, community groups, organisation, businesses or other local stakeholders;
 - be based within the City of Playford, or deliver the proposed project, activity or event within the City of Playford boundary;
 - demonstrate limited capacity to raise funds;
 - not receive significant ongoing funding from State or Federal Government sources;
 - maintain a high volunteer to paid staff ratio;
 - demonstrate an organisational contribution equivalent to the grant request through cash, volunteer labour, materials or other in-kind support; and

- demonstrate the capability, capacity and relevant experience required to successfully deliver the proposed initiative;
- Applicants must also:
- not have received a Community Development Grant within the previous two (2) years;
- not have received funding for the same project, activity or event through the Program and Event Support category;
- not receive revenue from gaming machines; and
- have complied with all previous Community Support and Grant Program requirements, including having no outstanding acquittals, overdue reports or unresolved debts to Council;
- Funding will not be provided for:
- projects, activities or events held outside the City of Playford boundary;
- projects, activities or events that are not open to, or do not provide benefit for, the wider community;
- organisational operating expenses, including utilities, rent or ongoing salaries;
- infrastructure, maintenance, repairs or works where responsibility lies with another party, including private owners, Council, State Government or Federal Government agencies;
- gift vouchers, raffle prizes or items intended for donation to third parties;
- sponsorship or fundraising activities;
- alcohol or tobacco products;
- intrastate, interstate or international travel expenses, including airfares and accommodation;
- academic research projects or conference attendance costs;
- upgrades to privately owned buildings or minor capital works, including fencing, air conditioning or fixed structures;
- the purchase of vehicles; or
- costs already incurred prior to funding approval.
- Priorities
- new projects, activities, or events that encourage residents to participate in their local community and strengthen neighbourhood connections;
- a response to identified community needs, gaps, or local priorities;
- support for community groups and organisations and encouragement of volunteering;
- partnerships that contribute to a safe and connected community;
- significant community benefit and increased community vitality within the City of Playford;
- positive promotion of Playford to residents, visitors and the broader community;
- financial sustainability beyond the funding period;
- inclusive responses that meet the needs of isolated or marginalised groups;
- opportunities for community involvement and participation through free or low-activities;
- a demonstrated capacity to successfully deliver projects, activities and events;
- a strong connection to the City of Playford; and
- limited or no support through Council's Community Support and Grant Program.
- Assessment Criteria

4.4.8 Applications will be assessed against the following weighted criteria:

Community Benefit & Participation <u>Demonstrates strong benefit and</u>	— <u>Clear public benefit and positive impact on the Playford community;</u> — <u>Activities are open, inclusive, and accessible to a wide range of participants;</u>	40%
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<u>engagement for the broader community.</u>	<u>— Encourages community participation, connection, and neighbourhood involvement.</u> <u>— Supports community-led development and strengthens local capacity.</u> <u>— Demonstrates how the project will engage diverse or under-represented groups.</u>	
<u>Alignment with Priorities and Local Need</u> <u>Demonstrates relevance and alignment to Council priorities and community needs.</u>	<u>— Responds to an identified community need, gap, or local priority.</u> <u>— Aligns with the purpose and priorities of the Community Development category.</u> <u>— Provides new or innovative opportunities for the community.</u> <u>— Contributes to vibrancy, cultural life, and a positive image of Playford.</u>	<u>25%</u>
<u>Project Planning, Feasibility & Value for Money</u> <u>Demonstrates the project is well planned and achievable.</u>	<u>— Clear and realistic project plan and timeline.</u> <u>— Budget is appropriate, detailed, and represents value for money.</u> <u>— Evidence of financial sustainability.</u>	<u>20%</u>
<u>Partnerships and Organisational Capacity</u> <u>Demonstrates collaboration and ability to deliver.</u>	<u>— Evidence of partnerships or collaboration with other organisations or the community.</u> <u>— Demonstrated track record of delivering similar projects.</u> <u>— Organisation is based in or strongly connected to the City of Playford.</u> <u>— Consideration given to groups with limited or no previous Council funding.</u>	<u>15%</u>

4.3 Auspicing

- 4.3.1 Community Development Grant applicants must be a community group or organisation and legally constituted or can able to demonstrate that they are auspiced by a legally constituted organisation, such as an incorporated organisation, who will agree to take legal and financial responsibility for any grant monies received from the Council City of Playford.

4.4.5 Acknowledgements

- ~~Applicants will be advised of the outcome within one week of Council's resolution.~~
- ~~Successful applicants, or their auspice organisation, will be required to submit a valid tax invoice~~
- ~~Failure to provide the required documentation within a reasonable timeframe may result in Council withdrawing the funding offer~~

- 4.5.1 The City of Playford Council is to be formally recognised as a sponsor/partner on all publicity and promotional material.

- 4.4.14.5.2 ~~Successful~~ Successfully funded organisations applicants will be provided with a copy of the Council's logo and Brand Guidelines on request to ensure support appropriate application acknowledgement.

4.5.6 Reporting and Acquittals

- 4.6.1 Successful applicants, or their auspice organisation, will be required to submit a valid tax invoice.
- 4.6.2 Failure to provide the required documentation within a reasonable timeframe may result in Council withdrawing the funding offer.
- 4.6.3 Projects or initiatives funded under the Organisations who have received support under the Community Development Grant category must be completed and funding complete an outcomes report and acquittal acquitted within twelve months of completion as detailed in the associated Guidelines.
- 4.5.14.6.4 Failure to submit an acquittal and outcomes report in accordance with the agreed terms and conditions may affect future eligibility for Council funding or support.

4.6.7 Debt Collection Process

- 4.6.14.7.1 Any funding that has not been successfully acquitted within the allocated timeframe (either outstanding or incomplete acquittals) will be invoiced for the return of funds.
- 4.6.24.7.2 If the funds are not returned within 90 days, Council the City of Playford Council will begin debt recovery proceedings.
- 4.6.34.7.3 Entities that have been through the debt recovery process in any Community Support and Grant Program category will be ineligible until funds are returned.

4.7.8 Caretaker Period

~~4.7.14.8.1~~ Council will not endorse any ~~D~~decision ~~R~~reports ~~requiring Council~~
~~assessment~~ during a caretaker period.

~~4.7.24.8.2~~ Any ~~decisions~~~~assessments for the Community Development Grant category~~
will be ~~made~~~~assessed~~ by Council at an ~~alternative~~ meeting ~~outside of a~~ ~~prior to a~~
caretaker period (in Council election years).

5. Feedback

Your feedback on this Procedure is invited and can be directed to the Manager Governance
via email to governance@playford.sa.gov.au or by calling the Customer Contact ~~Team~~~~team~~
on
8256 0333.

Administration use only

ECM document set no.	4449306
Version no.	23
Policy link	Community Support and Grant Program Policy
Procedure author	General Manager – City Services
Endorsed by	Council
Resolution no.	5868 TBA
Legal requirement	N/A
Review schedule	3 Years – per Grant Review Cycle
Date of current version	May-TBC 2026 4
Date of next review	May-TBC 2029 2027

Version history

Version no.	Approval date	Approval by	Change
1	27 May 2021	Ordinary Council (Resolution 4535)	New Procedure
2	28 May 2024	Ordinary Council (Resolution 5868)	Amended Procedure
3	25 August 2026	TBA	Amended Procedure

Community Support and Grant Program Procedure – ~~Individual and Community~~ ~~Participation Equipment Grants Procedure~~



Procedure Author	General Manager – City Services
Date of next review	TBC 202927

1. Purpose

- 1.1** Council recognises that community funding and partnerships can provide a significant opportunity to work collaboratively with community groups, organisations and individuals to deliver activities that increase social inclusion, build community capacity and strengthen connections within the community.
- 1.2** This Procedure details the ~~Individual and Community Participation Equipment, Outstanding Achievement and Club Participation Grant categories~~ category of the Community Support and Grant Program offered by the ~~City of Playford Council~~ and references the tools used to assess and approve applications for this category.

2. References and Supporting Documentation

- 2.1** This Procedure is to be read in conjunction with the Community Support and Grant Program Policy and relevant documents referenced within.

3. Application

Council Members	Adoption of the this Procedure.
Chief Executive Officer	Ensure the <u>this</u> Procedure is implemented and subject to periodic evaluation and review. Approval of <u>changes to</u> the associated Guidelines.
General Manager City Services	Approve requests from Grants Officer to reallocate budgeted funds from an undersubscribed grant category into an oversubscribed grant category to provide flexibility across categories based on community need.
Manager Connection and Inclusion Grants Officer	Assess and approve Community Participation Equipment Grant, category Outstanding Achievement Grant and Club Participation Grant applications in accordance with the <u>this</u> Procedure and associated documents.
Employees	Other employees may be requested to assist in the approval and assessment process the assessment panel on an as needs basis and offer specialised knowledge in relation to a particular topic or applicant.

4. Procedure

4.1 Category dDescription

4.2

4.1.1. The Community Participation Grants category provides a range of funding opportunities to support individuals and community organisations to participate in, and benefit from, community, cultural, recreational, and personal development opportunities across the City of Playford.

4.1.2. This category is designed to increase participation, inclusion, and access by supporting both:

- **community groups** to strengthen and enhance their programs, activities, and member experiences; and
- **individuals** to access opportunities that contribute to their personal development, community involvement, and achievement.

4.1.3. It includes funding opportunities within the Community Group Support Grant and Individual Participation Grant categories.

4.3.2 Community GgGroup SSsupportEquipment GGgrants

~~Equipment grants are open year-round and are available to community organisations, groups and associations to provide support for the purchase of equipment that will build on and support current projects, programs and activities in the City of Playford. **Community Participation Grants are open year-round and provide funding to support:**~~

~~Individual and community participation in sport, recreation, arts, culture and community activities; and~~

~~Equipment and community development support that enable local organisations and clubs to deliver inclusive, accessible and sustainable programs or equipment purchases that support the capacity of community organisations to deliver activities.~~

4.2.1. The Community Group Support Grants category provides funding to support community groups to strengthen and enhance their programs, events and activities.

4.2.2. This category is designed to build organisational capacity and improve participation opportunities within community groups by supporting small-scale projects, programs, activities, and equipment purchases that primarily benefit existing members of the group.

4.2.3. Funding focuses on initiatives that deliver a clear benefit to members and contribute to the sustainability, growth, and effectiveness of community organisations, rather than activities that are open to the broader public.

4.2.4. There are two (2) streams of grants available in the Community Group Support Grant category that are open year-round to residents of the City of Playford:

~~There are two streams of grants available in the Community Group Support Grant category that are open year-round to residents of the City of Playford:~~

- **Equipment GGrantss** are available for the purchase of equipment that will support an existing project, program or activity.

- Community Group Project Grants are available for projects that increase opportunities for current members through new projects, programs, activities or events.

4.4.3 Individual Participation Grants

4.4.3.1 Outstanding Achievement Grants

There are two (2) streams of grants available in the Outstanding Achievement Grant category that are open year-round to residents of the City of Playford:

- Competition Grants are provided to individual applicants that have been selected to represent the State or Country, or when appropriate, the peak body, in academic, sporting, artistic or cultural competitions such as spelling, English, writing, mathematics, science, singing, art; and sports including football, netball, baseball, hockey, bowling, dancing, gymnastics etc.
- Leadership and Personal Development grants are provided to individuals who have been selected to develop their leadership and/or personal development skills at activities/events such as youth parliament, debating teams, club leadership, scout leadership etc.

4.4.3.2 Club Participation Grants

Club Participation Grants are open year-round and are available to assist young people ~~applicants up to the age of 17 years~~ to receive one-off funding support towards ~~the~~ costs associated with joining a City of Playford club. This could include membership fees, registration fees, uniforms and/or equipment. The purpose of this program category is to reduce the cost of initial joining fees of clubs to young people who find cost a barrier to participation.

4.4 Eligibility

~~Clubs are required to apply on behalf of the individual by submitting an application form and following the eligibility criteria.~~

4.4.1 Relevant Council staff must assess that applicants meet the eligibility criteria.

4.4.2 To be eligible for the Equipment Grant and Community Group Project Grant, applicants must demonstrate that they:

- Operate as a non-profit organisation, incorporated association, or registered charity. Alternatively, applicants may demonstrate that they are auspiced by an incorporated organisation that will assume legal and financial responsibility for any grant funds received.
- Are based within the City of Playford, or deliver the proposed project, activity, or event within the Playford City Council. Priority will be given to organisations located within the City of Playford.
- Comply with all relevant legislation and regulatory requirements, including:
 - work health and safety requirements, including risk identification, management practices, and relevant procedures;
 - child safety requirements, including child-safe policies and clearances where applicable; and

- o ~~food safety standards, including appropriate training and practices where food is prepared or served.;~~
- ~~dDemonstrate limited capacity to raise funds;~~
- ~~nDo not receive significant ongoing funding from State or Federal Government sources.;~~
- ~~mMaintain a high volunteer-to-paid staff ratio; and~~
- ~~dDemonstrate the organisational and financial capacity required to successfully deliver the proposed initiative.;~~
- ~~Applicants must also:~~
- ~~hHave complied with all previous Community Support and Grant Program requirements, including having no outstanding acquittals, overdue reports, or unresolved debts to Council.;~~
- ~~Do not receive revenue from gaming machines;~~
- ~~not hHave not received an Equipment Grant or Community Group Project Grant within the previous two (2) years.;~~ ~~and~~
- ~~not hHave not received Council Program and Event Support funding for the same project or event.;~~ ~~and;~~
- ~~aAre not seeking funding for ineligible activities or expenditure as detailed in the Community Group Support Grants Guidelines.~~

4.4.3 To be eligible for the Club Participation Grant, applicants must demonstrate that they:

- ~~aAre a resident of the City of Playford.;~~
- ~~mMeet at least one of the following:~~
 - o ~~attend a primary, secondary, or tertiary educational institution full-time in South Australia.;~~
 - o ~~aare unemployed.;~~
 - o ~~work less than fifteen (15) hours per week.;~~
 - o ~~hold, or have a parent or guardian who holds, a valid Health Care Card or Concession Card; or; or~~
 - o ~~participate full-time in their chosen amateur field.~~
- ~~aAre applying for support to join a club, group, or organised activity based within the City of Playford.;~~
- ~~hHave not have-received a Club Participation Grant within the previous twelve (12) months.;~~
- ~~aAre a new participant, or participant or have not participated in the organisation or activity within the previous twelve (12) months.;~~
- ~~hHave not have-participated in a similar organised activity within the previous twelve (12) months.;~~ ~~and~~
- ~~aAre not participating in Council's Playford 10 program at time of application.~~

4.4.4 To be eligible for the Outstanding Achievement Grant, applicants must demonstrate that they:

- aAre a resident of the City of Playford;
- hHave been selected to:
 - represent South Australia or Australia in academic, sporting or cultural competition; or
 - participate in a recognised leadership or personal development opportunity, such as Youth Parliament, debating teams, or club or scout leadership programs.
- Aapply as an individual;
- hHave not received an Outstanding Achievement Grant within the previous twelve (12) months;
- mMeet at least one of the following:
 - aattend a primary, secondary, or tertiary educational institution full-time in South Australia;
 - aare unemployed;
 - wwork less than fifteen (15) hours per week;
 - hhold, or have a parent or guardian who holds, a valid Health Care Card or Concession Card; or
 - pparticipate full-time in their chosen amateur field.
- sSubmit an application no less than four (4) weeks prior to the competition, event, or opportunity, unless evidence of a late selection process is provided;
- Aare not applying for funding retrospectively after the event or opportunity has occurred; and
- pProvide evidence of official selection from the relevant State or National body on official letterhead.

To be eligible for Club Participation Grant funding, applicants must demonstrate that they:

- are a resident of the City of Playford;
- must meet at least one of the following:
 - attend a primary, secondary, or tertiary educational institution full-time in South Australia;
 - are unemployed;
 - work less than fifteen (15) hours per week;
 - hold, or have a parent or guardian who holds, a valid Health Care Card or Concession Card; or
 - participate full-time in their chosen amateur field.
- are applying for support to join a club, group, or organised activity based within the City of Playford;
- have not have received a Club Participation Grant within the previous twelve (12) months;
- are a new participant, or have not participated in the organisation or activity within the previous twelve (12) months;

- ~~have not have participated in a similar organised activity within the previous twelve (12) months; and~~
- ~~are not participating in Council's Playford 10 program at time of application~~

4.5 Application pProcess

4.5.1 Applications may be submitted throughout the year and will be assessed in the order they are received, subject to available funding.

4.5.2 Applications for funding of up to \$1,000 (excluding GST) may be submitted for the Equipment Grant category.

4.5.3 Applications for funding of up to \$2,000 (excluding GST) may be submitted for the ~~CommuntiyCommunity~~ Group Project ~~Grant~~ category.

4.5.4 Applications must be submitted using the application form available on the City of Playford's website. – Alternative submission arrangements may be available following discussion with Council's Grants Officer.

4.5.5 Applications that do not include all required information and supporting documentation will be considered incomplete and will be ineligible for funding.

4.5.6 The following documentation must be submitted with an Equipment Grant and Community Group Project Grant application:

- ~~e~~Evidence of non-profit, incorporated, or charity status, or a confirmation letter from an auspice organisation; ~~and~~;
- ~~a~~A copy of the most recent audited financial statements, certified financial statements, or Treasurer's Report accompanied by Annual General Meeting (AGM) minutes; and quotes for expenditure included.

4.5.7 The following documentation must be submitted with a Club Participation Grant application:

- ~~E~~evidence that the participation activity is delivered through an established club, group, or program that offers structured and ongoing activities within the City of Playford. Evidence may include:
 - ~~a~~Affiliation with a recognised governing body~~;~~;
 - ~~i~~ncorporation or formal registration as an organisation~~;~~;
 - ~~ee~~Evidence of a website or social media presence; ~~and/or~~;~~or~~
 - ~~a~~A regular program schedule, membership structure, and registration process.
- ~~A~~a signed letter of support from the associated club confirming that they are a new member and have not participated with the club within the previous 12 months.

4.5.8 The following documentation must be submitted with an Outstanding Achievement Grant application:

- ~~A~~a typed and signed letter of official selection or notification from the relevant State or National body on official letterhead.

4.5.9 Applications that do not include all required information and supporting documentation will be considered incomplete and will be ineligible for funding.

4.5—Assessment and Endorsement~~a~~Approval

~~4.6 Applications can be submitted all year and will be assessed in the order they are received, subject to available funding. Applications must be submitted via the application form available on the City of Playford's website or by such other means as detailed in the associated Guidelines.~~

4.6.1. Applications will be assessed against detailed criteria outlined in the associated Guidelines and approved by a minimum of two (2) staff, primarily the Grants Officer and Manager Connection and Inclusion in the first instance.

4.6.2. Where the Grants Officer and/or Manager Connection and Inclusion are unable to assess and approve an application due to a conflict of interest or a period of leave, an alternative staff member from the Ageing and Inclusion team undertake this role to ensure quorum requirements are maintained.

4.6.3. The Council staff assessing applications for the Equipment Grant and Community Group Project Grant will consider how strongly they address the below priorities:

- a clear benefit to members of the community group.;
- strengthened organisational capacity, including the ability to grow, improve or sustain activities.;
- promotion of health, social, recreational and participation outcomes.;
- value for money.;
- consideration of access, inclusion, equality, and diversity principles.;
- opportunities for participation through free or low-cost activities and events.; and
- the organisational and financial capacity required to successfully deliver the proposed initiative.

4.6.4. A maximum of \$1,000 (excluding GST) can be awarded to each successful applicant of the Equipment Grant category.

4.6.5. A maximum of \$2,000 (excluding GST) can be awarded to each successful applicant of the Community Group Project Grant category.

4.6.6. A maximum of \$200 can be awarded to each successful applicant of the Club Participation Grant category.

4.6.7. A maximum of \$400 can be awarded to each successful applicant of the Outstanding Achievement Grant category, utilising a tiered approach to funding as outlined in the Individual Participation Grants Guidelines.

4.6.3.4.6.8. Applicants will be advised of the outcome of their application within four (4) weeks of the application form being received.

4.6.4.4.6.9. For successful Outstanding Achievement Grant applications, funding will be released no earlier than four (4) weeks before the relevant competition or event. This approach enables participation to be confirmed closer to the event date and reduces the likelihood of grant recipients being required to repay funds if their attendance is cancelled or withdrawn.

4.6.10. Funding is limited and subject to an annual budget allocation.

4.6.11. Council will endeavour to support as many eligible proposals as possible within available budget. It is for this reason that the amount awarded to a successful applicant may differ from the amount requested.

4.6.5. The City of Playford will endeavour to support as many eligible proposals as possible within available budget.

4.7—Funding

4.7.1—Community Group Support Grants

4.7.1.1—Equipment Grant

Funding of up to \$1,000 (excluding GST) is available per organisation for the purchase of equipment that supports an existing project, program, or activity.

Examples of eligible equipment may include:

- sporting, recreation, or activity equipment, such as balls, nets, mats, fitness equipment, or gym equipment;
- arts, cultural, or activity equipment, such as musical instruments or art supplies;
- storage or operational items directly linked to activities, such as shelving, refrigerators, marquees or first aid equipment; and
- technological equipment that directly benefits members, such as a printer used to produce program materials or an iPad used within programs and activities.

4.7.1.2—Community Group Project Grant

Funding of up to \$2,000 (excluding GST) is available per organisation for projects that increase opportunities for existing members through new projects, programs, activities or events.

Examples of eligible projects may include:

- delivery of a new program, workshop, or short-term course for members;
- development of a new initiative that increases participation within the organisation;

- volunteer training and skill development activities; and
- member-focused events or activities, such as club development days, internal competitions or anniversary events.

Council will endeavour to support as many eligible applications as possible within the available budget. As this funding category is highly competitive, meeting the eligibility and priority criteria does not guarantee funding.

The grant amount awarded to a successful applicant may differ from the amount requested.

4.7.2 Individual Participation Grants

4.7.2.1 Club Participation Grant

- A one-off payment of up to \$200 per individual is available to assist with the initial costs of joining a club, group, or organised activity within the City of Playford.

Eligible expenditure may include:

- membership or registration fees;
- uniforms; and
- training equipment that remains the property of the applicant.

4.7.2.2 Outstanding Achievement Grant

Funding is available based on the level of representation or participation to support equitable distribution of available funding.

Level of Participation	Funding Amount
Intrastate representation	\$100
Interstate representation	\$200
International representation (within Australia)	\$300
International representation (overseas)	\$400

Funding is limited and subject to annual budget allocation.

Grant funding approved by Council does not imply any ongoing funding commitment or obligation.

4.8 — Criteria

4.8.1 — Community Group Support Grants

Eligibility

To be eligible for the Community Group Support Grant category, applicants must demonstrate that they:

- operate as a non-profit organisation, incorporated association, or registered charity. Alternatively, applicants may demonstrate that they are auspiced by an incorporated organisation that will assume legal and financial responsibility for any grant funds received;
- be based within the City of Playford, or deliver the proposed project, activity, or event within the Playford City Council. Priority will be given to organisations located within the City of Playford;
- comply with all relevant legislation and regulatory requirements, including:
 - work health and safety requirements, including risk identification, management practices, and relevant procedures;
 - child safety requirements, including child-safe policies and clearances where applicable; and
 - food safety standards, including appropriate training and practices where food is prepared or served;
- demonstrate limited capacity to raise funds;
- not receive significant ongoing funding from State or Federal Government sources;
- maintain a high volunteer to paid staff ratio; and
- demonstrate the organisational and financial capacity required to successfully deliver the proposed initiative.

Applicants must also:

- have complied with all previous Community Support and Grant Program requirements, including having no outstanding acquittals, overdue reports, or unresolved debts to Council;
- not receive revenue from gaming machines;
- not have received an Equipment Grant or Community Group Project Grant within the previous two (2) years; and
- not have received Council Program and Event Support funding for the same project or event.

Ineligible Activities and Expenditure

Funding will not be provided for:

- projects, activities, or events held outside the City of Playford;

- 
- ~~organisational operating expenses, including utilities, rent, or ongoing salaries;~~
 - ~~technology or software that does not directly benefit current community members;~~
 - ~~infrastructure, maintenance, repairs or works where responsibility lies with another party, including private owners, Council, State Government or Federal Government agencies;~~
 - ~~gift vouchers, raffle prizes, or items intended for donation to third parties;~~
 - ~~sponsorship or fundraising activities;~~
 - ~~alcohol and tobacco products;~~
 - ~~intrastate, interstate, or international travel expenses including airfares and accommodation;~~
 - ~~academic research or conference attendance costs;~~
 - ~~upgrades to privately owned buildings or minor capital works, including fencing, air conditioning, or fixed structures;~~
 - ~~the purchase of vehicles; or~~
 - ~~costs incurred prior to funding approval.~~

Priorities

- Priority will be given to proposals that demonstrate:
- a clear benefit to members of the community group;
- strengthened organisational capacity, including the ability to grow, improve or sustain activities;
- promotion of health, social, recreational and participation outcomes;
- value for money;
- consideration of access, inclusion, equality, and diversity principles;
- opportunities for participation through free or low-cost activities and events; and
- the organisational and financial capacity required to successfully deliver the proposed initiative.

4.8.2 Individual Participation Grants

4.8.2.1 Club Participation Grant

To be eligible for Club Participation Grant funding, applicants must demonstrate that they:

- are a resident of the City of Playford;
- must meet at least one of the following:
 - attend a primary, secondary, or tertiary educational institution full-time in South Australia;
 - are unemployed;
 - work less than fifteen (15) hours per week;
 - hold, or have a parent or guardian who holds, a valid Health Care Card or Concession Card; or
 - participate full-time in their chosen amateur field.
- are applying for support to join a club, group, or organised activity based within the City of Playford;
- have not have received a Club Participation Grant within the previous twelve (12) months;
- are a new participant, or have not participated in the organisation or activity within the previous twelve (12) months;
- have not have participated in a similar organised activity within the previous twelve (12) months; and
 - are not participating in Council's Playford 10 program at time of application.
 - Outstanding Achievement Grant

To be eligible for Outstanding Achievement Grant funding, applicants must demonstrate that they:

- are a resident of the City of Playford;
- have been selected to:
 - represent South Australia or Australia in academic, sporting or cultural competition; or
 - participate in a recognised leadership or personal development opportunity, such as Youth Parliament, debating teams, or club or scout leadership programs.

- ~~apply as an individual;~~
- ~~have not received an Outstanding Achievement Grant within the previous twelve (12) months;~~
- ~~meet at least one of the following:~~
 - ~~attend a primary, secondary, or tertiary educational institution full-time in South Australia;~~
 - ~~are unemployed;~~
 - ~~work less than fifteen (15) hours per week;~~
 - ~~hold, or have a parent or guardian who holds, a valid Health Care Card or Concession Card; or~~
 - ~~participate full-time in their chosen amateur field.~~
- ~~submit an application no less than four (4) weeks prior to the competition, event, or opportunity, unless evidence of a late selection process is provided;~~
- ~~are not applying for funding retrospectively after the event or opportunity has occurred;~~
- ~~provide evidence of official selection from the relevant State or National body on official letterhead.~~

4.9 Auspicing

~~Equipment grant a~~Category ~~applicants must be an incorporated community group or organisation and legally constituted, or be~~ can demonstrate that they are auspiced by a legally constituted organisation (such as an incorporated organisation) who will~~that~~ agrees to take accept legal and financial responsibility for any grant monies funds received from the CouncilCity of Playford.

4.104.7 Acknowledgements

- 4.7.1 Council is to be formally recognised as a sponsor/partner on all publicity and promotional material.
- 4.7.2 Successful applicants will be provided with a copy of Council's logo and Brand Guidelines to support appropriate acknowledgement.

~~The City of Playford is to be formally recognised as a sponsor/partner on all publicity and promotional material. Successfully funded organisations will be provided with a copy of the logo and Brand Guidelines upon request to ensure appropriate application.~~

4.114.8 Reporting and Acquittal and rReportings

- 4.8.1 ~~Applicants (or their auspice organisation) who are~~ Projects or initiatives funded under the Equipment grant category ~~relevant~~ Relevant acquittal process or survey must be completed and funding acquitted within six months. ~~Successful within the Community Group Support Grants~~ ~~Equipment Grant and Community Group Project Grant applicants, or their auspice organisation,~~ will be required to submit a valid tax invoice.
- 4.8.2 Failure to provide the required documentation within a reasonable timeframe may result in Council withdrawing the funding offer.
- 4.8.3 Organisations who have received support under the ~~Equipment~~ ~~Community Group Support Grants and Community Group Project Grant categories~~ must complete the relevant outcomes report and acquittal as detailed in the associated Guidelines.
- 4.8.4 Failure to submit an acquittal and outcomes report in accordance with the agreed terms and conditions may affect future eligibility for Council funding or support.
- 4.8.5 Individuals who have received support under any of the ~~Community~~ ~~Individual Participation Grants categories~~ are encouraged to complete the relevant outcomes survey as detailed in the associated Guidelines.

4.11.1-

4.124.9 Debt Ccollection Pprocess

4.12.1 Equipment Grant Category

- 4.9.1 Any funding that has not been successfully acquitted within the allocated timeframe (either outstanding or incomplete acquittals) will be invoiced for the return of funds.
- 4.9.2 If the funds are not returned within 90 days, Council will begin debt recovery proceedings.
- 4.9.3 Entities that have been through the debt recovery process in any Community Support and Grant Program category will be ineligible until funds are returned.

~~Any funding that has not been successfully acquitted within the allocated timeframe (either outstanding or incomplete acquittals) will be invoiced for the return of funds.~~

~~If the funds are not returned within 90 days, Council the City of Playford will begin debt recovery proceedings.~~

~~Entities that have been through the debt recovery process in any Community Support and Grant Program category will be ineligible until funds are returned.~~

4.134.10 Caretaker pPeriod

4.13.14.10.1 Assessments and approvals can continue by Council staff throughout the caretaker period.

5. Feedback

Your feedback on this Procedure is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact Team team on 8256 0333.

Administration use only

ECM document set no.	4466310
Version no.	<u>12</u>
Policy link	Community Support and Grant Program Policy
Procedure author	General Manager – City Services
Endorsed by	Council
Resolution no.	<u>5868</u> <u>TBA</u>
Legal requirement	N/A
Review schedule	3 Years – per Grant Review Cycle
Date of current version	<u>May</u> <u>TBC</u> 20 <u>26</u> <u>4</u>
Date of next review	<u>May</u> <u>TBC</u> 20 <u>29</u> <u>27</u>

Version history

Version no.	Approval date	Approval by	Change
1	28 May 2024	Ordinary Council (Resolution 5868)	New Procedure
<u>2</u>	<u>August 2026</u>	<u>TBA</u>	<u>New Procedure</u>

Community Support and Grant Program ~~Procedure – BuildingCommunity~~ Spaces Support ~~Procedure~~



Procedure Author	General Manager – City Services
Date of next review	May TBC 202927

1. Purpose

Council recognises that community funding and partnerships can provide a significant opportunity to work collaboratively with community groups, organisations and individuals to deliver activities that increase social inclusion, build community capacity and strengthen connections within the community.

This Procedure details the ~~BuildingCommunity~~ Spaces Support category of the Community Support and Grant Program offered by ~~the City of Playford Council~~ and references the tools used to assess and approve applications for this category.

2. References and Supporting Documentation

This Procedure is to be read in conjunction with the Community Support and Grant Program Policy and relevant documents referenced within.

3. Application

Council Members	Adoption of the this Procedure. Endorse successful applicants in adherence with theis Procedure and associated documents.
Chief Executive Officer	Ensure the this Procedure is implemented and subject to <u>a</u> periodic evaluation and review. Approval Approve of changes to the associated Guidelines.
General Manager City Services	Approve al of buildingcommunity spaces to be included in the BuildingCommunity Spaces Support category.
Manager Connection and Inclusion	Prepare a Council Decision Report with recommendations from the Assessment Panel on successful applicants for Council Member consideration and endorsement.
Grants Officer	Implement the Community Spaces Support process in accordance with this Procedure. Provide guidance to applicants in the BuildingCommunity Spaces Support Program category to support their understanding in meeting eligibility criteria in the this Procedure and associated documents.
Assessment Panel Members	Assess applications in accordance with the this Procedure and associated documents and make a recommendation on successful applicants to Council Members .

Employees	Other employees may be requested to assist the <u>Assist the assessment</u> Assessment panel <u>Panel</u> on an as needs basis and offer specialised knowledge in relation to an building space of applicant <u>or space</u> .
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4. Procedure

4.1 Category description

- 4.1.1 ~~The BuildingCommunity Spaces Support Program category provides offers support to local community organisations with access to subsidised or no-cost accommodation within Councilthe City of Playford'sCouncil's community facilities~~ through the provision of accommodation in a Council community facility, as identified spaces become available.
- 4.1.2 ~~through an equitable and contestable process, as selected spaces become available through end of current lease or licence, or as new spaces are identified. This support enables Councilthe City of PlayfordCouncil to ensure that the services run from Councildelivered from it'sits facilities are remain contemporary, and relevant and responsive to changing community needs. By offering time-limited access to space, Councilthe City of PlayfordCouncil supports community organisations to establish, grow and demonstrate community outcomes, while maintaining flexibility to respond to emerging priorities.~~

4.2 Community Spaces Support eligibility

- 4.2.1 ~~The Assessment Panel must assess that applicants meet the eligibility criteria for the Community Spaces Support category. To be eligible for the Building Spaces Supportthis category, applicants must demonstrate that they:~~
- ~~O~~ operate as a non-profit organisation, incorporated association or registered charity. In some circumstances, applicants may demonstrate that their activities are undertaken for purposes equivalent to those of a non-profit organisation.;
 - ~~H~~ hold current public liability insurance appropriate to the proposed activities.;
 - ~~C~~ omply with all relevant legislation and regulatory requirements, including:
 - work health and safety requirements, including risk identification, management practices, and relevant procedures.;
 - child safety requirements, including child-safe policies and clearances where applicable; and; and
 - food safety requirements, including appropriate training and practices where food is prepared or served.;
 - ~~P~~ rovide open and inclusive access, with activities that do not unreasonably restrict access to or use of the facility.;
 - ~~M~~ aintain open membership or participation arrangements, with any fees reflecting the reasonable costs of delivering the activity.y;
 - ~~D~~ o not receive revenue from gaming machines.; ~~and.~~
 - ~~H~~ ave complied with all previous Community Support and Grant Program requirements, including having no outstanding acquittals, overdue reports or

unresolved debts to Council.

~~provides opportunities for new community organisations to gain support from Council.~~

~~4.2 Each space will be offered for a maximum term of three years to allow the community organisation to build their service and demonstrate community benefit while also allowing opportunities to different community groups as community needs and priorities change.~~

4.3 Application Pprocess

4.3.1 Allocation of community spaces occurs through an equitable and contestable expression of interest process.

4.3.2 Applications can be submitted as selected spaces become available from end of current lease/licence or as new spaces are identified.

4.3.3 Each available community facility included in the Community Spaces Support category can be offered for a term of three (3) years with two (2) additional one-year right of renewals (five (5) years maximum). At the end of the five (5) year period (or earlier if community benefit is no longer demonstrated), a new expression of interest process will take place. An organisation can re-apply, and consideration will be given in the assessment criteria to organisations already occupying a space where positive community outcomes are being delivered, but ongoing space is not guaranteed.

4.3.4 Applications must be submitted using the application form published by Council on its website or by such other means as detailed in the associated Guidelines.

4.3.5 Community groups may be encouraged to share spaces where applicable, to maximise utilisation and community benefit.

4.3.6 If a selected space becomes available for any reason outside of the annual process timing, Council may undertake an additional expression of interest process to ensure the space is filled in a timely manner.

4.3—Proposals will be required to demonstrate:

- — How the activities carried out within the space will provide a public benefit.
- — How the use of the space will increase social inclusion and community participation and promote community health and wellbeing.
- An identified gap in service delivery in the community.
- — How the organisation will ensure financial sustainability over the course of the lease.

~~Key eligibility criteria for the BuildingCommunity Spaces Support category is outlined in the associated Guideline.~~

4.4—Assessment and endorsement

~~4.54.4 Applications can be submitted throughout the year by a contestable expression of interest process as selected spaces become available from end of current lease/licence or as new spaces are identified. Applications must be submitted using the application form published by the Council City of Playford on its website or by such other means as detailed in the associated Guideline.~~

~~4.5.14.4.1 Applications will be assessed against detailed criteria outlined in the associated Guideline by a cross-functional Assessment Panel of employees with representation preferred from relevant teams.~~ Departments including City Property, Ageing and Inclusion, Child, Families and Young People, Community Engagement and Experience and Financial Services. Other employees may be requested to assist on the Assessment Panel on an as needs basis and offer specialised knowledge in relation to a building space or applicant.

4.4.2 The Assessment Panel must assess applications against the following weighted criteria. The recommended applicant for consideration and decision by Council will be made based on the highest scoring Priorities.:

Organisational Sustainability and Governance The Organisation's capability managing financial and operational responsibilities and its capacity to operate reliably and sustainably.	• Clear organisational purpose and objectives. • Evidence of appropriate governance structures, management practices, and compliance. • Evidence of stable and reliable funding, membership and/or income streams. • Financial capacity to meet ongoing operational costs, including utilities, cleaning and insurance. • A clear sustainability plan demonstrating long-term viability beyond the supported occupancy period.	35%
Facility Suitability and Utilisation the suitability of the facility for the proposed activities and the effectiveness of its intended use.	• Alignment between the facility, infrastructure, and the proposed service or activity. • Efficient and appropriate use of the facility to maximum utilisation. • Willingness to support shared use or accommodate additional community use where appropriate.	20%
Community Benefit and Local Impact The extent to which the proposal delivers meaningful and measurable community outcomes.	• Alignment with Council's strategic priorities, including those identified in the Strategic Plan, Community Vision and Social Services and Infrastructure Strategy. • Evidence that a significant proportion of participants accessing the service reside within the City of Playford.	20%

	• <u>Demonstrated positive impact on community health, wellbeing, and/or social connection with measurable outcomes identified.</u> • <u>Identification of a current or emerging gap in local service provision and how the proposal responds to that need.</u> • <u>Inclusive opportunities for participation by diverse community members.</u>	
<u>Community Connections, Partnerships and Collaboration</u> <u>The organisation's level of community integration and collaborative practice.</u>	• <u>Existing relationships with local residents, community groups, or service providers.</u> • <u>Partnerships and networks that strengthen service delivery and community outcomes.</u> • <u>Willingness to collaborate with other organisations and support shared use of the facility where appropriate.</u>	<u>10%</u>
<u><i>In an expression of interest process for a community space with an existing occupant, the below additional weighting can be considered for an organisation already occupying that space should they wish to re-apply.</i></u>		
<u>Existing Council Support and Performance</u> <u>Applicable to organisations currently occupying a Council-supported facility.</u>	• <u>Evidence of meeting identified community needs and achieving stated outcomes during the occupancy period.</u> • <u>Responsible management and use of the facility.</u> • <u>Demonstrated ongoing community and continued need for the services delivered.</u>	<u>15%</u>

- ~~— financial sustainability and the capacity to meet ongoing operational costs associated with the facility;~~
- ~~— that the proposed space is fit for purpose, will be well utilised, and can support shared use where appropriate;~~
- ~~— alignment with Council's strategic directions, identified community needs, and positive outcomes for City of Playford residents; and~~
- ~~— established relationships with local residents, community groups, or service providers, together with a willingness to work collaboratively.~~

4.4.3 Final endorsement of a successful applicants will occur via a Council Decision Report which will include the Assessment Panel members and justification for the recommendation to Council.

4.4.4 Applicants will be advised of the outcome within one (1) week of Council's resolution

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- 4.5.2 ~~Each space will be offered for a maximum term of three years plus two right of renewals, at which time it will return to the contestable process. Community. An organisation can re-apply, and consideration will be given in the assessment criteria to organisations already occupying a space, but ongoing space is not guaranteed.~~
 - 4.5.3 ~~If a selected space becomes available for any reason outside of the annual process timing, Council staff the City of Playford may undertake an additional process to ensure the space is filled in a timely manner.~~
 - 4.5.4 ~~Community groups may be encouraged to share spaces where applicable, to maximise utilisation and community benefit.~~

Criteria

To be eligible for the Building Spaces Support category, applicants must demonstrate that they:

operate as a non-profit organisation, incorporated association or registered charity. In some circumstances, applicants may demonstrate that their activities are undertaken for purposes equivalent to those of a non-profit organisation;

hold current public liability insurance appropriate to the proposed activities;

comply with all relevant legislation and regulatory requirements, including:

work health and safety requirements, including risk identification, management practices, and relevant procedures;

child safety requirements, including child-safe policies and clearances where applicable; and

food safety requirements, including appropriate training and practices where food is prepared or served;

provide open and inclusive access, with activities that do not unreasonably restrict access to or use of the facility;

maintain open membership or participation arrangements, with any fees reflecting the reasonable costs of delivering the activity;

do not receive revenue from gaming machines; and

have complied with all previous Community Support and Grant Program requirements, including having no outstanding acquittals, overdue reports or unresolved debts to Council.

Priorities

financial sustainability and the capacity to meet ongoing operational costs associated with the facility;

that the proposed space is fit for purpose, will be well utilised, and can support shared use where appropriate;

alignment with Council's strategic directions, identified community needs, and positive outcomes for City of Playford residents; and

established relationships with local residents, community groups, or service providers, together with a willingness to work collaboratively.

Assessment Criteria

Expressions of Interest will be assessed against the following weighted criteria:

Organisational

Sustainability

The Organisation's capacity to operate reliably and sustainably.

— Evidence of stable and reliable funding, membership and/or income streams. 30%

— Financial capacity to meet ongoing operational costs, including utilities, cleaning and insurance.

— A clear sustainability plan demonstrating long-term viability beyond the supported occupancy period.

Facility Suitability & Utilisation

the suitability of the facility for the proposed

— Alignment between the facility, infrastructure, and the proposed service or activity. 20%

<u>activities and the effectiveness of its intended use.</u>	— <u>Efficient and appropriate use of the facility to maximum utilisation.</u> — <u>Willingness to support shared use or accommodate additional community use where appropriate.</u>	
<u>Community Benefit & Local Impact</u> <u>The extent to which the proposal delivers meaningful and measurable community outcomes.</u>	— <u>Alignment with Council's strategic priorities, including those identified in the Strategic Plan, Community Vision and Social Infrastructure Strategy.</u> — <u>Evidence that a significant proportion of participants accessing the service reside within the City of Playford.</u> — <u>Demonstrated positive impact on community health, wellbeing, and/or social connection with measurable outcomes identified.</u> — <u>Identification of a current or emerging gap in local service provision and how the proposal responds to that need.</u>	20%
<u>Community Connections, Partnerships & Collaboration</u> <u>The organisation's level of community integration and collaborative practice.</u>	— <u>Existing relationships with local residents, community groups, or service providers.</u> — <u>Partnerships and networks that strengthen service delivery and community outcomes.</u> — <u>Willingness to collaborate with other organisations and support shared use of the facility where appropriate.</u>	10%
<u>Governance</u> <u>The organisation's governance capability and capacity to manage financial and operational responsibilities.</u>	— <u>Clear organisational purpose and objectives.</u> — <u>Evidence of appropriate governance structures, management practices, and compliance.</u> — <u>Inclusive opportunities for participation by diverse community members.</u>	5%
<u>Existing Council Support & Performance</u> <u>Applicable to organisations currently occupying a Council-supported facility.</u>	— <u>Evidence of meeting identified community needs and achieving stated outcomes during the occupancy period.</u> — <u>Responsible management and use of the facility.</u> — <u>Demonstrated ongoing community and continued need for the services delivered.</u>	15%

4.64.5 Acknowledgements

~~4.6.14.5.1~~ Council is to be formally recognised as a sponsor/partner on all publicity and promotional material. Successfully funded organisations will be provided with a copy of the logo and Brand Guidelines to ensure appropriate application.

~~4.7.14.6~~ **Reporting and Acquittal and reportings**

~~4.7.14.6.1~~ Organisations who have received support under the ~~BuildingCommunity~~ Spaces Support ~~Programcategory~~ must complete an ~~annual financial and outcomes~~ report as detailed in the associated Guidelines. Information relating to community outcomes from completed annual reports will be shared with Council via an annual presentation on the Community Support and Grant Program.

~~4.8.14.7~~ **Caretaker period**

~~4.8.14.7.1~~ Council will not endorse any ~~D~~decision ~~R~~reports during a caretaker period.

~~4.8.14.7.2~~ Any ~~assessments decisions for the Community Support and Grant Program categories~~ will be ~~madeassessed~~ by Council at an ~~alternative~~ meeting ~~duringoutside of prior to~~ a caretaker period (in Council election years).

5. Feedback

Your feedback on this Procedure is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact ~~Team-team~~ on 8256 0333.

Administration use only

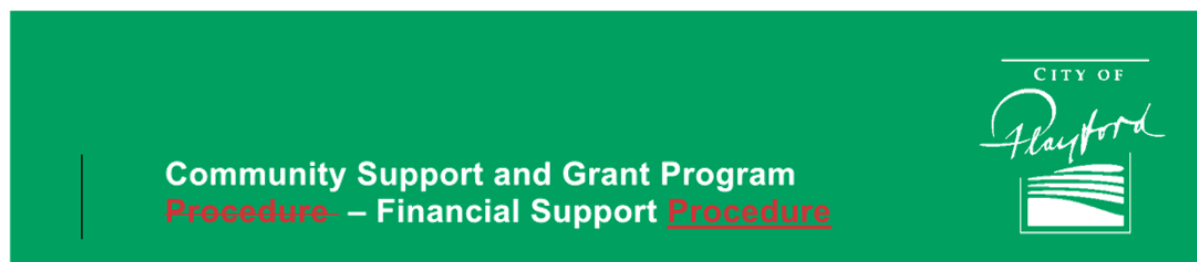
ECM document set no.	4466307
Version no.	12
Policy link	Community Support and Grant Program Policy
Procedure author	General Manager – City Services
Endorsed by	Council
Resolution no.	5868 TBA
Legal requirement	N/A
Review schedule	3 Years – per Grant Review Cycle
Date of current version	May-2026 TBC
Date of next review	May-TBC 20 29 27

Version history

Version no.	Approval date	Approval by	Change
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1	28 May 2024	Ordinary Council (Resolution 5868)	New Procedure
<u>2</u>	<u>25 August 2026</u>	<u>TBA</u>	<u>Amended Procedure</u>



Community Support and Grant Program Procedure – Financial Support Procedure

Procedure Author	General Manager – City Services
Date of next review	May-TBC 202927

1. Purpose

Council recognises that community funding and partnerships can provide a significant opportunity to work collaboratively with community groups, organisations and individuals to deliver activities that increase social inclusion, build community capacity and strengthen connections within the community.

This Procedure details the Financial Support category of the Community Support and Grant Program offered by the [City of Playford Council](#) and references the tools used to assess and approve applications for this category.

2. References and Supporting Documentation

This Procedure is to be read in conjunction with the Community Support and Grant Program Policy and relevant documents referenced [within](#).

3. Application

Council Members	Adoption of the this Procedure. Endorse successful applicants in adherence with the this Procedure and associated documents.
Chief Executive Officer	Ensure the this Procedure is implemented and subject to periodic evaluation and review. Approval Approve of changes to the associated Guidelines.
General Manager City Services	Approve requests from Grants Officer to reallocate budgeted funds from an undersubscribed category into an oversubscribed category to provide flexibility across categories based on community need. Approve requests from Grants Officer to open an additional Expression of Interest process where funding is returned or unspent in any given financial year to ensure that Council is supporting as many eligible proposals as possible within available budget.
Manager Connection and Inclusion	Prepare a Council Decision Report with recommendation from Assessment Panel on successful applications for Council Member endorsement.
Grants Officer	Implement the Financial Support process in accordance with this Procedure and associated documents. Provide guidance to

	applicants to support their understanding in meeting eligibility criteria in the <u>this Procedure</u> and associated documents. <u>Provide memo to Council Members of opening/closing dates and other relevant information where required</u>
Assessment Panel Members	<u>Assess applications in accordance with this Procedure and make a recommendation on successful applicants to Council.</u> <u>Assess applications in accordance with the <u>this Procedure</u> and associated documents, and make a recommendation on successful applicants to Council.</u> <u>Members</u>
Employees	<u>Assist the Assessment Panel on an as needs basis and offer specialised knowledge in relation to an applicant or space.</u> <u>Other employees may be requested to assist the assessment Assessment panel Panel on an as needs basis and offer specialised knowledge in relation to a particular topic or applicant.</u>

4. Procedure

4.1 Category Description

4.1.1 The Financial Support Program category provides a mechanism for Council to provide more substantial financial support to community groups who meet eligibility criteria set out in the Financial Support Program Guidelines, to enable establish and trial new services, programs or initiatives that respond to identified community needs within the City of Playford.

This support enables organisations to test and develop sustainable service models, attract future funding, and deliver improved access to services for Playford residents where gaps currently exist. Priority is given to innovative proposals that introduce new or expanded service delivery, rather than operational funding for existing services or activities. service delivery in areas including:

Support provided for day-to-day operations of a service or an organisation.

A start-up fund.

4.1.14.1.2 Funding a new program within a current service.

4.1.24.1.3 Funding is available via a contestable process, with funding provided for a period of up to three (3) years. This approach provides community organisations time to establish, grow and demonstrate community benefit, while also allowing opportunities to different community groups as community needs and priorities change.

4.2 Financial Support Eligibility

4.2.1 The Assessment Panel must assess that applicants meet the eligibility criteria for the Financial Support category. To be eligible for this category, applicants must demonstrate that they:

- Operate as a non-profit organisation, incorporated association or registered charity. In some circumstances, applicants may demonstrate that their activities are undertaken for purposes equivalent to those of a non-profit organisation.
- Hold current public liability insurance appropriate to the proposed project activities.

- eComply with all relevant legislation and regulatory requirements, including:
 - o work health and safety requirements, including risk identification, management practices, and relevant procedures;
 - o child safety requirements, including child-safe policies and clearances where applicable; and
 - o food safety requirements, including appropriate training and practices where food is prepared or served;
- eContribute at least 50% of the total project cost through cash and/or in-kind contributions from the applicant or other sources;
- mMaintain open membership or participation arrangements, with any fees reflecting the reasonable costs of delivering the activity;
- eDo not receive revenue from gaming machines;
- hHave complied with all previous Community Support and Grant Program requirements, including having no outstanding acquittals, overdue reports or unresolved debts to Council;
- aAre seeking funding to deliver a new or expanded service within the City of Playford that improves access to services where gaps currently exist;
- aAre not currently receiving funding under the Financial Support category;
- hHave a sustainability plan that demonstrates how the service or initiative will continue beyond the funded period;
- aAre not seeking funding for:
 - o subsidised or waived rent within a Council-owned facility;
 - o infrastructure or works within a Council-owned facility that are the responsibility of Council as the facility owner;
 - o alcohol and tobacco; and
 - o intrastate, interstate and international travel expenses, including airfares and accommodation.

4.24.3 Assessment and Endorsement Application Process

- 4.3.1 Applications must be submitted using the application form published by the Council on its website or by such other means as detailed in the associated Guidelines.
- ~~4.2.1 Applications for funding of up to \$100,000 (excluding GST) per year may be submitted. Applications can be submitted throughout the year but will be assessed once per year in August.~~
- 4.3.2
- 4.3.3 Allocation of financial support occurs through an equitable and contestable expression of interest process.
- 4.3.4 Applications must be submitted using the application form published by the Council on its website or by such other means as detailed in the associated Guidelines. Where required, additional expression of interest processes may be run if funding is returned or unspent in any given financial year.

Applications will be assessed against detailed criteria outlined in the associated Guideline by an cross functional group of Assessment Panel of employees with representation

from relevant teams ~~including Business and Activation, Ageing and Inclusion, Child, Families and Young People, and Financial Services~~ against weighted criteria in conjunction with the current Policy, Procedures and Guidelines. Other employees may be requested to assist on the assessment ~~Assessment panel Panel~~ on an as needs basis and offer specialised knowledge in relation to a particular topic or applicant.

Final endorsement of successful applicants will occur via a Council Decision Report at the ~~October relevant Strategy and Services Committee and Ordinary Council meetings, or a meeting prior to caretaker period (in Council election years).~~ The Decision Report will include the Assessment Panel members and justification for ~~the~~ recommendation made to Council.

The Council will endeavour to support as many eligible proposals as possible within available budget. Funding

Criteria

Eligibility

~~To be eligible for the Financial Support category, applicants must be able to demonstrate that they:~~

~~operate as a non-profit organisation, incorporated association or registered charity. In some circumstances, applicants may demonstrate that their activities are undertaken for purposes equivalent to those of a non-profit organisation;~~

~~hold current public liability insurance appropriate to the proposed project activities;~~

~~comply with all relevant legislation and regulatory requirements, including:~~

~~work health and safety requirements, including risk identification, management practices, and relevant procedures;~~

~~child safety requirements, including child-safe policies and clearances where applicable; and~~

~~food safety requirements, including appropriate training and practices where food is prepared or served;~~

~~contribute at least 50% of the total project cost through cash and/or in-kind contributions from the applicant or other sources;~~

~~maintain open membership or participation arrangements, with any fees reflecting the reasonable costs of delivering the activity;~~

~~do not receive revenue from gaming machines;~~

~~have complied with all previous Community Support and Grant Program requirements, including having no outstanding acquittals, overdue reports or unresolved debts to Council;~~

~~are seeking funding to deliver a new or expanded service within the City of Playford that improves access to services where gaps currently exist;~~

~~are not currently receiving funding under the Financial Support category;~~

~~have a sustainability plan that demonstrates how the service or initiative will continue beyond the funded period;~~

~~are not seeking funding for:~~

~~subsidised or waived rent within a City of Playford-owned facility;~~

~~infrastructure or works within a Council-owned facility that are the responsibility of Council as the facility owner;~~

~~alcohol and tobacco; and~~

~~intrastate, interstate and international travel expenses, including airfares and accommodation.~~

~~Priorities~~

~~Priority will be given to proposals that demonstrate:~~

- ~~— innovation through the introduction of new or expanded service delivery;~~
- ~~— alignment with Council's strategic directions, identified community needs, and positive outcomes for City of Playford residents;~~
- ~~— a financially viable project supported by a clear budget, demonstrated value for money, and applicant cash and/or in-kind contributions;~~
- ~~— established relationships with local residents, community groups, or service providers, together with a willingness to work collaboratively;~~
- ~~— that Council funding will be directed primarily towards service delivery or program outcomes rather than organisational operations or a capital expenditure;~~
- ~~— an identified gap in local service provision and a clear response to that need; and~~
- ~~— a sustainability plan demonstrating long-term viability beyond the funded period.~~

~~Assessment Criteria~~

4.4 Assessment and Endorsement

4.4.1 Applications will be assessed against detailed criteria outlined in the associated Guideline by a cross-functional Assessment Panel of employees with representation preferred from relevant departments including Business and Activation, Ageing and Inclusion, Families and Young People, Community Engagement and Experience and Financial Services against weighted criteria in conjunction with the current Policy, Procedure and Guidelines. Other employees may be requested to assist on the Assessment Panel on an as needs basis and offer specialised knowledge in relation to a particular topic or applicant.

4.4.2 The Assessment Panel will consider how strongly applications address the below ~~Ppriorities; will be given to proposals that demonstrate:~~

- ~~i~~Innovation through the introduction of new or expanded service delivery;.
- ~~a~~Alignment with Council's strategic directions, identified community needs, and positive outcomes for City of Playford residents;.
- ~~a~~A financially viable project supported by a clear budget, demonstrated value for money, and applicant cash and/or in-kind contributions;.
- ~~e~~Established relationships with local residents, community groups, or service providers, together with a willingness to work collaboratively;.

- That Council funding will be directed primarily towards service delivery or program outcomes rather than organisational operations or a capital expenditure.
- An identified gap in local service provision and a clear response to that need.
- A sustainability plan demonstrating long-term viability beyond the funded period.

4.4.3 The Assessment Panel must assess applications against the following weighted criteria. The recommended applicant for consideration and decision by Council will be made based on the highest scoring.

<u>Community Benefit and Local Impact</u> <u>The extent to which the proposal delivers meaningful and measurable community outcomes.</u>	• <u>Alignment with Council's strategic priorities, including those identified in the Strategic Plan, Community Vision and Social Services and Infrastructure Strategy.</u> • <u>Evidence that a significant proportion of participants accessing the service reside within the City of Playford.</u> • <u>Demonstrated positive impact on community health, wellbeing, and/or social connection with measurable outcomes identified.</u> • <u>Identification of a current or emerging gap in local service provision and how the proposal responds to that need.</u> • <u>Inclusive opportunities for participation by diverse community members.</u>	<u>30%</u>
<u>Project Viability</u> <u>The extent to which the project is financially realistic and supported by the organisation.</u>	• <u>A clear, realistic, and detailed budget.</u> • <u>Demonstrated value for money.</u> • <u>Evidence of financial contribution from the applicant and/or other sources.</u> • <u>A sustainability plan demonstrating viability beyond the funded period.</u>	<u>30%</u>
<u>Community Connections, Partnerships and Collaboration</u> <u>The organisation's level of community integration and collaborative practices.</u>	• <u>Existing relationships with local residents, community groups, or service providers.</u> • <u>Partnerships and networks that strengthen service delivery and community outcomes.</u> • <u>Willingness to collaborate with other organisations where appropriate.</u>	<u>15%</u>
<u>Governance</u>	• <u>Clear organisational purpose and objectives.</u>	<u>10%</u>

<u>The organisation's governance capability and capacity to manage financial and operational responsibilities.</u>	• <u>Demonstrated experience delivering similar projects or services.</u> • <u>Evidence of appropriate governance structures, management practices, and compliance.</u> • <u>Evidence of ongoing organisation financial sustainability both during and beyond the project.</u>	
<u>In an expression of interest process for a financial support, the below additional weighting can be considered for an organisation already receiving financial support should they wish to re-apply.</u>		
<u>Existing Council Support and Performance</u> <u>Applicable to organisations currently receiving funding under the Financial Support category.</u>	• <u>Evidence of meeting identified community needs and achieving stated outcomes during the funding period.</u> • <u>A demonstrated ongoing community value and continued need for the services delivered.</u>	<u>15%</u>

4.4.4 A maximum of \$100,000 (excluding GST) can be awarded to a successful applicant per year.

4.4.5 Final endorsement of successful applicants will occur via a Council Decision Report which will include the Assessment Panel members and justification for the recommendation made to Council.

— Applicants will be advised of the outcome within one (1) week of Council's resolution.

4.4.6

4.4.7 Funding is limited and subject to an annual budget allocation.

4.4.8 Council will endeavour to support as many eligible proposals as possible within available budget. It is for this reason that the amount awarded to a successful applicant may differ from the amount requested. Expressions of Interest will be assessed against the following weighted criteria:

<u>Community Benefit & Local Impact</u> <u>The extent to which the proposal delivers meaningful and measurable community outcomes.</u>	— <u>Alignment with Council's strategic priorities, including those identified in the Strategic Plan, Community Vision and Social Infrastructure Strategy.</u> — <u>Evidence that a significant proportion of participants accessing the service reside within the City of Playford.</u> — <u>Demonstrated positive impact on community health, wellbeing, and/or social connection with measurable outcomes identified.</u>	<u>30%</u>
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	Identification of a current or emerging gap in local service provision and how the proposal responds to that need.	
<u>Project Viability</u> The extent to which the project is financially realistic and supported by the organisation.	A clear, realistic, and detailed budget. Demonstrated value for money. Evidence of financial contribution from the applicant and/or other sources. A sustainability plan demonstrating viability beyond the funded period.	30%
<u>Community Connections, Partnerships & Collaboration</u> The organisation's level of community integration and collaborative practices.	Existing relationships with local residents, community groups, or service providers. Partnerships and networks that strengthen service delivery and community outcomes. Willingness to collaborate with other organisations where appropriate.	15%
<u>Governance</u> The organisation's governance capability and capacity to manage financial and operational responsibilities.	Clear organisational purpose and objectives. Demonstrated experience delivering similar projects or services. Evidence of appropriate governance structures, management practices, and compliance. Inclusive opportunities for participation by diverse community members.	10%
<u>Existing Council Support & Performance</u> Applicable to organisations currently receiving funding under the Financial Support category.	Evidence of meeting identified community needs and achieving stated outcomes during the funding period. A demonstrated ongoing community value and continued need for the services delivered.	15%
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4.5 Acknowledgements

- Applicants will be advised of the outcome within one week of Council's resolution
- ~~Successful applicants, or their auspice organisation, will be required to submit a valid tax invoice that includes:~~
 - ~~the date of issue;~~
 - ~~addressed to: City of Playford, 12 Bishopstone Road, Davoren Park SA 5113;~~
 - ~~the organisation name and postal address;~~
 - ~~the organisation's ABN;~~
 - ~~a description of the grant, for example 'Community Development Grant 2026'; and~~
 - ~~the total amount payable, including whether GST applies.~~
- ~~Failure to provide the required documentation within a reasonable timeframe may result in Council withdrawing the funding offer.~~

~~4.5.1 The City of Playford Council must be acknowledged as a funding partner on all promotional and publicity material associated with the funded project, activity, or event.~~

~~4.5.2 Successful applicants will be provided with Council's logo and Brand Guidelines to support appropriate acknowledgement.~~

~~4.2.2 The City of Playford is to be formally recognised as a sponsor/partner on all publicity and promotional material. Successfully funded organisations will be provided with a copy of the logo and Brand Guidelines to ensure appropriate application.~~

4.34.6 Reporting and Acquittal and Rreportings

- ~~Successful applicants, or their auspice organisation, will be required to submit a valid tax invoice that includes:~~
 - ~~the date of issue;~~
 - ~~addressed to: City of Playford, 12 Bishopstone Road, Davoren Park SA 5113;~~
 - ~~the organisation name and postal address;~~
 - ~~the organisation's ABN;~~
 - ~~a description of the grant, for example 'Community Development Grant 2026'; and~~
- ~~4.6.1 the total amount payable, including whether GST applies.~~
- ~~4.6.2 Failure to provide the required documentation within a reasonable timeframe may result in Council withdrawing the funding offer.~~
- ~~4.6.3 Organisations who have received support under the Financial Support Program category must complete a financial and outcomes report as detailed in the associated Guidelines.~~
- ~~4.6.4 Failure to submit an acquittal and outcomes report in accordance with the agreed terms and conditions may affect future eligibility for Council funding or support.~~

4.4.7 Debt Collection Process

4.4.7.1 Any funding that has not been successfully acquitted within the allocated timeframe (either outstanding or incomplete acquittals) will be invoiced for the return of funds.

4.4.7.2 If the funds are not returned within 90 days, Council will begin debt recovery proceedings.

4.4.7.3 Entities that have been through the debt recovery process in any Community Support and Grant category will be ineligible until funds are returned.

4.5.8 Caretaker Period

4.5.8.1 Council will not endorse any Decision Reports requiring Council assessment during a caretaker period.

4.5.8.2 Any ~~assessments~~ ~~decisions for the Community Support and Grant Program categories~~ will be ~~made~~ ~~assessed~~ by Council at an ~~alternative~~ meeting ~~prior to outside of~~ a caretaker period (in Council election years).

5. Feedback

Your feedback on this procedure is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact [Team team](#) on 8256 0333.

Administration use only

ECM document set no.	4466309
Version no.	12
Policy link	Community Support and Grant Program Policy
Procedure author	General Manager – City Services
Endorsed by	Council
Resolution no.	5868TBA
Legal requirement	N/A
Review schedule	3 Years – per Grant Review Cycle
Date of current version	May 20264
Date of next review	May 202927

Version history

Version no.	Approval date	Approval by	Change
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1	28 May 2024	Ordinary Council (Resolution 5868)	New Procedure
<u>2</u>	<u>August 2026</u>	<u>TBA</u>	<u>Amended Procedure</u>



Procedure Author	General Manager – City Services
Date of next review	May-TBC 2027/2029

1. Purpose

Council recognises that community funding and partnerships can provide a significant opportunity to work collaboratively with community groups, organisations and individuals to deliver activities that increase social inclusion, build community capacity ~~and~~ strengthen connections within the community ~~and create economic outcomes.~~

This Procedure details the Program and Event Support category of the Community Support and Grant Program offered by ~~the City of Playford~~ Council and references the tools used to assess and approve applications for this category.

2. References and Supporting Documentation

This Procedure is to be read in conjunction with the Community Support and Grant Program Policy and relevant documents referenced within.

3. Application

Council Members	Adoption of the <u>this</u> Procedure. Receive an annual Information Report on the received applications for support and outcome.
Chief Executive Officer	Ensure this Procedure is implemented and subject to periodic evaluation and review. Approve the associated Guidelines. Ensure the <u>this</u> Procedure is implemented and subject to periodic evaluation and review. Approval <u>Approve</u> of changes to the associated Guidelines.
Senior Managers	Review applications and approve/deny requests in accordance with the <u>this</u> Procedure, associated documents and existing available budgets. Communicate outcomes <u>s</u> to applicants <u>s</u> and record outcomes <u>s</u> on the Program and Event Support Tracking Tool.
Manager Connection and Inclusion	Prepare an annual Council Information Report on the received applications for support and outcomes.
Grants Officer	Implement the Program and Event Support process in accordance with this Procedure and associated documents. Provide guidance to applicants to support their understanding in meeting eligibility criteria in the <u>this</u> Procedure and associated documents.

	Receive applications via the Council website relevant grant portal and record on the Program and Event Support Tracking Tool. Email applications received to relevant Senior Managers for consideration.
Employees	<u>Assist the assessing Senior Manager on an as needs basis and offer specialised knowledge in relation to an applicant or space. Other employees may be requested to assist the Senior Manager on an as needs basis and offer specialised knowledge in relation to a particular application.</u>

4. Procedure

4.1 Category description

4.1.1 The Program and Event Support category aims to support the delivery of events, programs and other similar activities which:

- ~~Aa~~Activate and increase participation in the use of community spaces and open space in the City of Playford.
- ~~De~~Demonstrate a positive impact on the whole local economy.
- ~~De~~Demonstrate how the event provides a benefit to the local community. ~~and~~
- ~~De~~Demonstrate capacity and resources to make good use of Council facilities and be able to manage any associated risks.

4.1.2 ~~Council~~Support is available through direct funding and/or in-kind support determined by the benefit to the Playford community in terms of economic and social outcomes.

4.1.3 Program and Event Support available to community organisations delivering their own programs, services or events may~~could~~ include:

- ~~Ss~~upported or free venue hire (indoor and outdoor spaces).
- ~~Ff~~inancial contribution.
- ~~in-kind~~in-kind support (e.g., such as equipment, promotion, or staff assistance).
- ~~Pp~~artnership agreements (as detailed in the Fees and Charges Schedule).

4.1.4 Council may also initiate partnerships with community organisations to deliver targeted programs or services in response to identified community needs, service gaps or strategic priorities. These collaborations support a shared delivery approach, where Council the City of Playford enables and strengthens community-led initiatives through mechanisms such as reduced venue hire, in-kind support and partnerships, rather than directly delivering all services.

4.2 Program and Event Support eligibility

4.2.1 The assessing Senior Manager must ensure To be eligible, that applicants meet the eligibility criteria for the Program and Event Support category. To be eligible for this category, applicants must demonstrate that they:

- ~~eO~~perate as a non-profit organisation, incorporated association or registered charity and provide evidence of this status. In some circumstances, other organisations may be considered where the proposed activity clearly demonstrates community benefit.

- dDeliver the proposed program, activity or event within the City of Playford boundary;. In some circumstances, other locations may be considered where the proposed activity clearly demonstrates either economic or community benefit.
- dDemonstrate meaningful community engagement in the planning, development and delivery of the proposed program, activity or event;.
- eEnsure the proposed project, activity or event does not unnecessarily duplicate existing initiatives. Support may be provided to expand, enhance or build upon existing activities, with priority given to new or one-off initiatives;.
- eComply with the principles of access, equity, diversity, participation and innovation;.
- dDemonstrate limited funding access to alternative funding sources and disclose all financial and in-kind contributions supporting the proposed activity; and.
- dDemonstrate the capability, capacity and relevant experience to successfully deliver the proposed program, activity or event.
- Applicants must also:.
- aAre applying for support for a defined program, activity or event rather than ongoing or indefinite operational costs. Ongoing activities may be approved for a maximum period of 12 months, after which a new application is required.

;

- ~~h~~Have complied with all previous Community Support and Grant Program requirements, including having no outstanding acquittals, overdue reports or unresolved debts to Council;
- ~~ensure the proposed program, activity or event does not take place outside the City of Playford boundary;~~
- ~~p~~Provide open and inclusive access, with activities that do not unreasonably restrict accessibility or the use of public spaces;
- Do not receive revenue from gaming machines; ~~and~~
- ~~not h~~Have not received a Council Community Development Grant or Community Group Project Grant for the same project, activity or event.

~~4.24.3~~ **Application ~~ssessment~~ process and Endorsement**

~~Requests for support can be made by submitting an application form available on the Council website.~~

- 4.3.1 Requests for support can be made at any time by submitting an application form available on request by emailing grants@playford.sa.gov.au.

4.4 Assessment

~~4.2.14.4.1~~ Requests for support will be assessed and approved by the appropriate Council Senior Manager against relevant eligibility and assessment criteria outlined in ~~the~~ this Procedure and associated Guidelines as guiding principles for ~~decision~~ decision-making.

~~4.2.24.4.2~~ Requests for support must be documented in the Program and Event Sponsorship Tracking Tool and include information on the outcome of the request.

~~4.2.2.1~~ *Council will receive an annual information report on applications received and the outcome on whether the application was approved or denied and why.*

~~4.2.34.4.3~~ An individual/organisation can reapply for support, but consideration will be given to funding/support received by the organisation or community group within the last three ~~(3)~~ years.

~~4.2.4~~ Successful applicants in this category will be ineligible if they have also received support within the Community Development Grant category for the same event in the same year.

~~4.2.54.4.4~~ The City of Playford will endeavour to support as many eligible proposals as possible within available budget.

~~4.2.64.4.5~~ All successful requests will be funded (financially or in-kind) from existing budgets.

~~The assessing Senior Manager will consider how strongly applications address the below Funding~~

~~Criteria~~

~~To be eligible, applicants must demonstrate that they:~~

- ~~operate as a non-profit organisation, incorporated association or registered charity and provide evidence of this status. In some circumstances, other organisations may be considered where the proposed activity clearly demonstrates community benefit;~~
- ~~deliver the proposed program, activity or event within the City of Playford boundary;~~
- ~~demonstrate meaningful community engagement in the planning, development and delivery of the proposed program, activity or event;~~
- ~~ensure the proposed project, activity or event does not unnecessarily duplicate existing initiatives. Support may be provided to expand, enhance or build upon existing activities, with priority given to new or one-off initiatives;~~
- ~~comply with the principles of access, equity, diversity, participation and innovation;~~
- ~~demonstrate limited funding access to alternative funding sources and disclose all financial and in-kind contributions supporting the proposed activity; and~~
- ~~demonstrate the capability, capacity and relevant experience to successfully deliver the proposed program, activity or event.~~

~~Applicants must also:~~

- ~~apply for support for a defined program, activity or event rather than ongoing or indefinite operational costs. Ongoing activities may be approved for a maximum period of 12 months, after which a new application is required;~~

- have complied with all previous Community Support and Grant Program requirements, including having no outstanding acquittals, overdue reports or unresolved debts to Council;
- ensure the proposed program, activity or event does not take place outside the City of Playford boundary;
- provide open and inclusive access, with activities that do not unreasonably restrict accessibility or the use of public spaces;
- not receive revenue from gaming machines; and
- not have received a Council Community Development Grant or Community Group Project Grant for the same project, activity or event.

4.4.6 Ppriorities:

- Activation and increased participation in community facilities, public places and open spaces across the City of Playford.
- Positive economic outcomes and benefits for the local economy.
- Clear and measurable benefits for the local community.
- The capacity, resources and risk management practices required to effectively utilise Council facilities and deliver the proposed activity.

4.4.7 The assessing Senior Manager must assess applications against the following criteriaAssessment Criteria::

<u>Expressions of Interest will be assessed against the following criteria:</u>	
<u>Strategic objectives</u>	• <u>Contribution to the City of Playford's Council's vision of prosperity, liveability, and happiness.</u> • <u>Clear purpose and objectives, including how the requested support will contribute to achieving intended outcomes.</u> • <u>Demonstrated alignment with Council's strategic priorities, values and identified community needs.</u>
<u>Community benefit</u>	• <u>Evidence that the program, activity or event celebrates, attracts and engages the local community.</u> • <u>Demonstrated public benefit and positive outcomes for City of Playford residents.</u> • <u>Opportunities for community participation, connection and engagement.</u>
<u>Equity</u>	• <u>Provision of free or low-cost participation opportunities where appropriate.</u> • <u>Demonstrated commitment to accessibility, diversity, inclusion and social justice principles.</u> • <u>Removal of barriers to participation for diverse community members.</u>
<u>Place activation and vibrancy</u>	• <u>Activation and increased use of community facilities, public spaces and open spaces within the City of Playford.</u> • <u>Contribution to creating vibrant, welcoming and connected places.</u>
<u>Economic development</u>	• <u>Evidence of positive economic outcomes for local businesses, services and the broader economy.</u>

	• <u>Demonstrated capacity to attract participation and support local economic activity.</u>
Governance	• <u>Demonstrated organisational capacity, resources and experience to deliver the proposed program, activity or event.</u> • <u>Willingness, where required, to enter into relevant legal agreements, including Memorandums of Understanding or contracts.</u> • <u>Compliance with all relevant legislation, regulations and safety requirements.</u> • <u>Appropriate risk management practices and capacity to manage operational responsibilities associated with the proposed activity.</u>

4.34.5 Acknowledgements

4.5.1 Council is to be acknowledged as a funding partner on all promotional and publicity material associated with the funded project, activity, or event.

4.5.2 Successful applicants will be provided with Council's logo and Brand Guidelines to support appropriate acknowledgement.

4.3.1 The City of Playford is to be formally recognised as a sponsor/partner on all publicity and promotional material. Successfully funded organisations will be provided with a copy of the logo and Brand Guidelines upon request to ensure appropriate application.

4.44.6 Reporting and Acquittal and reportings

4.6.1 Organisations who have received support under the Program and Event Support program-category must complete an -financial and/or outcomes report as detailed in the applicable-associated Guidelines.

4.4.14.6.2 Failure to submit the outcomes report in accordance with the agreed terms and conditions may affect future eligibility for Council funding or support

4.54.7 Debt collection process

4.5.14.7.1 Any funding that has not been successfully acquitted within the allocated timeframe (either outstanding or incomplete acquittals) will be invoiced for the return of funds.

4.5.24.7.2 If the funds are not returned within 90 days, Council the City of Playford Council will begin debt recovery proceedings.

4.5.34.7.3 Entities that have been through the debt recovery process in any Community Support and Grant Program category will be ineligible until funds are returned.

4.64.8 Caretaker Pperiod

4.6.14.8.1 Assessments can continue by Council staff throughout the caretaker period.

5. Feedback

Your feedback on this procedure is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact Team on 8256 0333.

Administration use only

ECM document set no.	4466314
Version no.	12
Policy link	Community Support and Grant Program Policy
Procedure author	General Manager – City Services
Endorsed by	Council
Resolution no.	5868 <u>TBA</u>
Legal requirement	N/A
Review schedule	3 Years – per Grant Review Cycle
Date of current version	May TBC 2026 <u>4</u>
Date of next review	May TBC 2027 <u>2029</u>

Version history

Version no.	Approval date	Approval by	Change
1	28 May 2024	Ordinary Council (Resolution 5868)	New Procedure
2	25 August 2026	TBA	Amended Procedure

5.2 COMMUNITY ENGAGEMENT POLICY AND PROCEDURE REVIEW

Responsible Executive Manager : Sam Green

Report Author : Roxanne Withers

Delegated Authority : Matters which cannot be delegated to a Committee or Staff

Attachments :

1. Draft Community Engagement Policy
2. Draft Community Engagement Procedure
3. Draft Community Engagement Policy - Tracked Changes
4. Draft Community Engagement Procedure - Tracked Changes
5. What We Heard Report - Community Engagement Policy and Procedure

PURPOSE

For Council to note feedback received during the consultation period and endorse the draft Community Engagement Policy (Attachment 1) and draft Community Engagement Procedure (Attachment 2), as per Council's legislative requirements under the *Local Government Act 1999*.

STAFF RECOMMENDATION

1. Council endorse the draft Community Engagement Policy (Attachment 1) and draft Community Engagement Procedure (Attachment 2).
2. Council authorise the Chief Executive Officer to make further minor amendments to the draft Community Engagement Policy (Attachment 1) and draft Community Engagement Procedure (Attachment 2) that do not alter the intent of the documents.

EXECUTIVE SUMMARY

Council is required to adopt a Community Engagement Policy that aligns with the Community Engagement Charter (the Charter) under the *Local Government Act 1999* (the Act) by 11 September 2026. To meet this requirement, Council has reviewed and updated its Community Engagement Policy (the Policy) and Community Engagement Procedure (the Procedure) to align with the Charter, while maintaining Council's established approach to community engagement.

The proposed amendments primarily reflect legislative alignment, clarify staff roles and responsibilities, and reinforce Council's commitment to transparent and consistent community engagement.

The revised draft Policy and Procedure were released for community engagement from 18 June to 19 July 2026. During this period, 25 respondents provided feedback, with 76% of survey respondents supporting the proposed changes. Written feedback was supportive, with respondents commenting that the documents were clear and easy to understand and provided an opportunity to contribute before decisions were made. Further feedback from the engagement is provided in the accompanying What We Heard Report (Attachment 5).

Overall, the consultation demonstrated community support for the proposed documents. A small number of community suggestions to further refine the draft Policy and Procedure were considered as part of the review. However, after considering the feedback received, no changes to the draft Policy or Procedure are recommended.

Adoption of the revised Community Engagement Policy will ensure Council meets the legislative requirements of the Act and the Charter.

1. BACKGROUND

The Community Engagement Policy and Procedure underwent a scheduled review in 2025 and were adopted by Council on 24 June 2025 (Resolution 6309) following public consultation.

Subsequently, the introduction of the Charter has required councils to adopt a Community Engagement Policy that complies with the new legislative requirements by 11 September 2026. To meet this obligation, Council undertook a further review of the Policy and Procedure. The proposed amendments primarily align the documents with the Charter, clarify staff roles and responsibilities, and maintain Council's established approach to community engagement.

At the Ordinary Council Meeting on 16 June 2026 (Resolution 6625), Council endorsed the revised draft Policy and Procedure to be released for public consultation.

Consultation was undertaken from 18 June to 19 July 2026 in accordance with the legislative requirements. The purpose of the consultation was to inform the community about the proposed amendments and seek feedback on the draft Policy and Procedure, guided by the International Association for Public Participation (IAP2) Spectrum at the Consult level.

During the consultation period, Council's Engagement Hub project page received 266 unique views, with 25 people providing feedback through the online survey (21 responses) and written submissions (4 responses via email). Overall, 76% of survey respondents supported the proposed changes, and written feedback was generally supportive.

A detailed summary of the consultation outcomes, including participation, key themes and Council's response, is provided in the What We Heard Report (Attachment 5).

Having considered the feedback received through consultation, no amendments to the draft Policy or Procedure are recommended.

2. RELEVANCE TO STRATEGIC PLAN

The community has told us they want opportunities to connect with Council to share their views about matters that impact them, and have them understood and considered in a transparent way. The Community Engagement Policy and Procedure establish Council's approach to meaningful community engagement, guiding staff in the planning and delivery of engagement activities.

3. PUBLIC CONSULTATION

Under the transitional provisions associated with the inclusion of the Charter in the Act, councils may continue to apply their existing community engagement policy during the transition period.

Accordingly, there is a legislative requirement to consult with the community when altering the Policy, pursuant to former Section 50(6) of the Act:

The council must—

(c) prepare a document that sets out its proposal in relation to the matter; and

(d) publish in a newspaper circulating within the area of the council a notice of the proposal inviting interested persons to make submissions on the proposal within a period (which must be at least one month) stated in the notice; and

(e) consider any submissions made in response to an invitation under paragraph (d).

To meet this legislative requirement, the draft Policy and Procedure were made available for public consultation from 18 June to 19 July 2026.

The objectives of the consultation were to:

- Inform and educate the community on the draft Policy and Procedure
- Consult the community by providing the opportunity to share their views and level of support on the draft Policy and Procedure.

Engagement activities included:

- Public notice in The Advertiser
- A news article published in The Bunyip on 8 July 2026
- City of Playford Engagement Hub project page
- Social media post on the City of Playford Facebook page
- Information made available at Customer Contact locations including Playford Civic Centre and Stretton Centre
- Connected Community database email - the Connected Community is a database of community members who have selected to be informed of community engagements.

Following Council's endorsement, the updated Policy and Procedure will be published on Council's website and Engagement Hub. The What We Heard Report (Attachment 5) will also be published on the Engagement Hub, with a copy provided to community members who requested to be kept informed.

4. DISCUSSION

- 4.1 The Policy and Procedure were reviewed as part of a scheduled review and adopted by Council on 24 June 2025 (Resolution 6309).
- 4.2 Following the introduction of the Charter, the Policy and Procedure were reviewed again to align with the new legislative requirements. At its Ordinary Council Meeting on 16 June 2026 (Resolution 6625), Council endorsed the revised draft Policy and Procedure for public consultation, which was undertaken from 18 June to 19 July 2026.

- 4.3 To support community participation, an overview of the proposed changes, a copy of the Charter, the draft Policy and Procedure and tracked change versions of the draft Policy and Procedure were provided.
- 4.4 The draft Policy and Procedure are included in Attachments 1 and 2. The tracked change versions are included in Attachments 3 and 4.
- 4.5 Council's What We Heard Report for community consultation on the draft Policy and Procedure is included in Attachment 5.
- 4.6 A summary of the consultation outcomes is provided below:
 - (1) During the consultation period, 25 respondents provided feedback, comprising 21 survey responses and four emails. One email respondent also participated in a follow-up face-to-face discussion.
 - (2) Seventeen survey respondents (81%) indicated they had read all or part of the draft Policy and Procedure before providing feedback, including eight respondents who had read the documents in detail.
 - (3) Overall, the draft Policy and Procedure received strong support, with 76% of survey respondents (16 respondents) supporting the proposed changes. For the Policy, two (2) respondents selected 'Strongly agree' and 14 selected 'Agree'. Similarly, one (1) respondent selected 'Strongly agree' and 15 selected 'Agree' for the Procedure. Written feedback was also generally supportive, with several respondents commenting that the information was clear and easy to understand and expressing appreciation for the opportunity to provide feedback before decisions were made.
 - (4) Four (4) respondents selected 'Neutral' regarding the proposed changes to the Policy, while five (5) respondents selected 'Neutral' regarding the proposed changes to the Procedure. One (1) respondent selected 'Disagree' with the proposed changes to the Policy.
 - (5) To measure community engagement performance, Council monitored awareness, information access and participation throughout the consultation period. The consultation generated 266 unique page views and 106 document downloads on the Engagement Hub, reached 776 people through social media, and included a direct email to 3478 Connected Community members.
 - (6) Of the total submissions received during consultation, nine (9) included comments relating to the draft Policy and Procedure including;
 - (a) One (1) respondent suggested replacing the word "*requirements*" with "*obligations*" when referring to legislative requirements. This suggestion was considered; however, as the existing terminology reflects the language used in the relevant legislation, no change is recommended.
 - (b) Two (2) respondents sought greater clarity about how community engagement influences Council decision-making, with one respondent noting that the documents appear to focus more on Council's internal responsibilities than on how the community can influence decisions. The draft Policy and Procedure are governance documents that establish the

framework for community engagement, rather than prescribing how individual Council decisions are made. The draft Procedure requires a *What We Heard* Report following community engagement that summarises the feedback received, includes Council's response to the key themes raised, and explains how community feedback has been considered as part of Council's decision-making process. No changes to the draft Policy or Procedure are recommended.

- (7) A small number of survey and email comments related to matters outside the scope of the draft Policy and Procedure.
- (8) As a result of consultation, no changes to the revised Policy and Procedure are proposed.

5. OPTIONS

Recommendation

1. Council endorse the draft Community Engagement Policy (Attachment 1) and draft Community Engagement Procedure (Attachment 2).
2. Council authorise the Chief Executive Officer to make further minor amendments to the draft Community Engagement Policy (Attachment 1) and draft Community Engagement Procedure (Attachment 2) that do not alter the intent of the documents.

Option 2

1. Council endorse the draft Community Engagement Policy (Attachment 1) and draft Community Engagement Procedure (Attachment 2) with the following amendments:
 - _____
 - _____
 - _____
2. Council authorise the Chief Executive Officer to make further minor amendments to the draft Community Engagement Policy (Attachment 1) and draft Community Engagement Procedure (Attachment 2) that do not alter the intent of the documents.

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

The recommendation to endorse the updated versions has several key implications. Legally, it ensures Council's Community Engagement Policy aligns with the requirements of the Act and the Charter, meeting the legislative requirement for adoption by 11 September 2026.

Reputationally, the draft Policy and Procedure demonstrate Council's commitment to transparent, consistent and meaningful community engagement. The amendments strengthen alignment with the Charter by clarifying roles and responsibilities, supporting

consistent engagement practices, and reinforcing Council's commitment to informing the community about how feedback has been considered in decision-making.

Risk Appetite

Regulatory Compliance

Council has a zero tolerance for non-compliance with applicable legislation including but not limited to: Local Government Act (LGA) 1999; Independent Commissioner Against Corruption (ICAC) Act 2012; Work Health & Safety (WHS) Act 2012; Environment Protection Act (EPA) 1993; Development Act 1993; Equal Employment Opportunity legislation; and Public Consultation legislation.

This decision will ensure Council meets its legislative requirements under the *Local Government Act 1999* by adopting a Community Engagement Policy that aligns with the Charter.

6.1.2 Financial Implications

There are no financial or resource implications.

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

Should Council endorse the proposed Community Engagement Policy and Procedure, including any amendments, Council staff will incorporate those amendments prior to publication of the final documents.

Should Council not endorse the draft Community Engagement Policy and Procedure, the existing Policy and Procedure will remain in effect. Council would then need to undertake a further review and consultation process to develop revised documents that align with the requirements of the Charter and the Act.

This may prevent Council from meeting the legislative requirement to adopt a Community Engagement Policy by 11 September 2026.

6.2.2 Financial Implications

There are no financial or resource implications.

Community Engagement Policy



Policy Author	General Manager – Corporate Services
Date of next review	TBC

1. Statement of Intent

Our community has clearly told us they want more opportunities to connect with the Council and each other, and have their ideas and experiences understood and listened to.

The Council recognises the role of community engagement in helping to shape and test ideas and support decision-making, leading to stronger outcomes (services, infrastructure, planning and programs) for the community. Its aim is to build effective relationships with the community and foster a sense of shared decision ownership in decision-making.

The Council values and encourages the involvement and contribution of the community in engagement processes, acknowledging that the quality of community engagement outcomes relies on mutual effort and meaningful participation of community and stakeholders.

Community engagement for the Council means we:

- **Know our legislative requirements.** This means we comply with relevant legislation and Section 50 of the *Local Government Act 1999* (the Act) Community Engagement Charter (the Charter). The Charter outlines five categories of community engagement for legislative matters which set the minimum requirements Council must meet:
 - Significant – Annual Business Plan and Rating Policy
 - Significant
 - Standard
 - Local; and
 - Inform.
- **Undertake non-legislative community engagement where appropriate.** While the Charter clearly identifies matters that Council must engage on and how we go about it, there will be other projects and decisions where engaging with the community may be appropriate. Council understands the need to seek input into projects and decisions that are likely to be of significant community interest, have economic, social, environmental, or cultural importance, involve significant expenditure on large scale projects, where there is influence available for the community, and decision-making is likely to be enhanced through community engagement.
- **Determine the level of engagement.** The International Association for Public Participation (IAP2) Spectrum guides how community engagement is undertaken across all engagement

activities, legislative or otherwise. While the Charter outlines the minimum engagement requirements for legislative matters, the IAP2 Spectrum assists Council in determining the appropriate level of engagement based on the level of influence the community can reasonably have. The IAP2 Spectrum identifies four levels of engagement.

Council may:

- Inform the community of a decision that has been made as this is also a part of a community engagement process
 - Consult the community to seek feedback on specific options or ideas (this level is often referred to as public consultation and may relate to matters that are triggered by legislation)
 - Involve the community so they can help balance views and help shape ideas; and/or
 - Collaborate with the community to develop joint solutions to a problem, even though Council may still be the final decision-maker.
- **Communicate a clear engagement objective.** This means people are clear on why they're involved and what we're seeking to understand, what can and cannot be influenced, and how feedback and information will be used to assist in decision-making.
 - **Understand who our stakeholders are.** This means we consider who is impacted or has a stake in the matter we are engaging on, and further consider their gender, age, diversity, ability, location, and interest.
 - **Are flexible in our approach and use a range of engagement techniques** to reach people and encourage community participation. This means we consider the various stakeholders we need to engage and the techniques that may be most effective for the identified level of engagement, including but not limited to digital/online, face to face, on project site, direct mail, printed collateral, and existing community groups.
 - **Strive to be accessible and inclusive.** This means we use plain language, try our best to make it easy for people to get involved, use accessible venues and formats, and consider other barriers to ensure people can meaningfully participate.
 - **Consider the resources, capacity, and expertise we have** available to support any engagement activity. This means that before we commit, we understand and confirm we have the resources we need to be able to deliver a meaningful community engagement process.
 - **Close the loop.** This means we inform the community of the outcome as soon as we can and, for longer projects, keep them informed of the progress. We explain how their feedback was used to inform decisions.

Council strives to ensure that the community engagement undertaken is meaningful. This will mean that at times, Council will not undertake community engagement or be restricted in the level of engagement it can take. This may be due to things like the limited ability to influence Council's direction, resourcing constraints, timing or that we have existing community insights to draw on already.

2. Scope

This Policy applies to all workers who undertake any community engagement activity for, or on behalf of, the Council.

The adoption of this Policy meets Council's obligations under Section 50A of the *Local Government Act 1999* (the Act), which states that councils must prepare and adopt a community engagement

policy, and Section 50 – *Community Engagement Charter* (the Charter) that outlines the steps Council must follow when undertaking community engagement in accordance with the Act.

3. Legislation and References

This Policy is to be read in conjunction with the Community Engagement Procedure.

Related documents include:

- Community Engagement Charter (gazetted 11 December 2025, established under Section 50 of the *Local Government Act 1999*)

The Charter establishes different categories for legislative matters, as follows:

- Significant – Annual business plan and rating policy
 - Adopting an Annual Business Plan – section 123(3)(b)
 - Changes to basis of rating, declaring differential rates, imposing a separate rate, service rate or service charge, or changing the basis on which land is valued for the purpose of rating – section 151(5)(e)
- Significant
 - Representation reviews – section 12(7)
 - Development and review of Strategic Management Plans – section 122(6)
 - Changes to use of differential rating – section 156(14a)(b)
 - Revocation of classification of land as community land – sections 194(2)(b)
 - Community Land Management Plans – adoption – section 197(1)
 - Community Land Management Plans – significant amendments – section 198(3)
 - Alienation of community land by lease or license – section 202(2)
- Standard
 - Opening hours and place of principal office – substantial changes – section 45(3)
 - Community Engagement Policy – section 50A(6)(b)
 - Council behavioural support policies – section 75F(6)
 - Access to meetings and documents – section 92(5)
 - Power to make orders – section 259(2)(b)
- Local
 - Proposed permit or authorisation for alteration or use of a road for business purposes when there are works and traffic impeded for more than 48 hours (with a detour in place) or where no detour will be available – section 223(1)

- Proposed planting of vegetation on a road – significant impact – section 232(b)
- Inform
 - Opening hours and place of principal office – minor changes – section 45(3)
 - Proposed permit or authorisation for alteration or use of a road for business purposes when there are works and traffic impeded for less than 48 hours and the Council ensures that a detour is in place – section 223(1)
 - Election information – section 13A(2) of the *Local Government (Elections) Act 1999*
- *Planning, Development and Infrastructure Act 2016*
- International Association Public Participation (IAP2) – Spectrum of Participation
- City of Playford Global Glossary

This Policy should not be considered as the only document that may relate to community engagement. Other tiers of government, agencies or organisations may have legislation or policies that also apply.

4. Application

Chief Executive Officer	Champion and embed a foundation of best practice in community engagement within the organisation.
Council Members	May endorse community engagement for matters considered as high risk or high impact. Consider views, ideas and feedback received from the community and other relevant information to inform their decision-making process.
General Managers	Provide strategic direction and oversight to enable the relevant areas of the administration to carry out community engagement. Provide context and guidance on the internal and external factors that may impact community engagement.
Senior Managers	Determine the program, project or service need for community engagement in consultation with the Community Insights team and relevant General Manager. Where a matter is listed in the Community Engagement Charter, determine the applicable Charter category and confirm the mandatory minimum requirements that apply. Ensure that all outcomes align and meet legislative and policy requirements.
Workers	Workers with community engagement responsibilities are to adhere to the principles of this Policy and ensure any procedures, guidelines and processes are followed.

Community Insights team	Ensure this Policy is made available for community engagement following correct community engagement procedures. Provide advice and support in relation to the application of this Policy and ensure guidelines and templates for community engagement are prepared.
Customer Contact team	Ensure this Policy is made available on request for viewing at Council's principal office.

5. Relevance to Risk Appetite Statement

Reputation

The City of Playford has a **LOW** appetite for negative perceptions that compromise its credibility and reputation. This Policy will be supported by procedures, guidelines, and a tool kit to support employees to deliver good community engagement that is well planned and accessible with clear objectives, flexible approaches, and appropriate resources.

Regulatory Compliance

Council has **ZERO TOLERANCE** for non-compliance with statutory requirements. This Policy sets out minimum standards for public consultation as required under the Act.

6. Feedback

Your feedback on this Policy is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact Team on 8256 0333.

Administration use only

ECM document set no.	3960954
Version no.	5
Procedure link	Community Engagement Procedure
Policy author	General Manager – Corporate Services
Endorsed by	Council
Resolution no.	TBC
Legal requirement	<i>Local Government Act 1999 – Section 50</i>
Review schedule	2 Years
Date of current version	TBC
Date of next review	TBC

Version history

Version no.	Approval date	Approval by	Change
1	October 2011	Ordinary Council Resolution No. 493	New Policy
2	December 2013	City Strategy and Enterprises Committee (no record of Ordinary Council resolution)	
3	25 May 2021	Ordinary Council Resolution No. 4628	Policy title change from Public Consultation Policy in line with Statutes Amendment (Local Government Review) Bill 2020 language. Clear identification of what good community engagement looks like for City of Playford. Removal of procedural matters and incorporated into the Community Engagement Procedure.
4	24 June 2025	Ordinary Council Resolution No. 6309	Clarity provided on difference between community engagement and public consultation. Additional information included to clarify IAP2 and the different outcomes of each level. Legislation and References updated. Application updated to reflect the role of Council General Managers and Senior Managers.
5	TBC	Ordinary Council Resolution No. TBC	Policy reviewed and amended to align with recent legislative changes.



Community Engagement Procedure

Procedure Author	General Manager – Corporate Services
Date of next review	June 2027

1. Purpose

This Procedure outlines the processes to be followed when planning and delivering community engagement activities on behalf of Council.

2. References and Supporting Documentation

This Procedure should be read in conjunction with the Community Engagement Policy.

Related documents include:

- Community Engagement Charter (gazetted 11 December 2025, established under Section 50 of the *Local Government Act 1999*)
- Issues and Stakeholder Analysis Template
- Community Engagement Plan Template

3. Application

Council Members	May endorse community engagement for matters considered as high risk or high impact. Consider views, ideas and feedback received from the community and other relevant information to form their decision-making process.
General Managers	Provide strategic direction and oversight to enable the relevant areas of the administration to carry out community engagement. Provide context and guidance on the internal and external factors that may impact community engagement.
Senior Managers	Determine the program, project or service need for community engagement in consultation with the Community Insights team and relevant General Manager. Where a matter is listed in the Community Engagement Charter, determine the applicable Charter category and confirm the mandatory minimum requirements that apply. Ensure that all outcomes align and meet legislative and policy requirements.
Workers with community engagement responsibilities	Plan, prepare and deliver community engagement activities.

Community Engagement and Experience team	Review documentation, provide advice and support to determine the relevant Charter category, level of engagement, and prepare and plan for engagement activities. Coordinate community engagement information on Council's online engagement platform. Ensure the community is appropriately informed about community engagement opportunities.
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4. Procedure

4.1 Determining the need for undertaking community engagement

- 4.1.1 Senior Managers will assess and determine, in consultation with the Community Insights team whether community engagement is recommended as part of a project or decision-making process.

The relevant General Manager will decide whether community engagement will proceed with regard to internal and external factors that may impact the engagement approach or outcomes.

Consideration will be given to:

- whether the engagement is legislatively required, including identification of the applicable Charter category and application of minimum legislative requirements
- the scale and impact of the project or decision
- whether there is likely to be significant community interest
- the economic, social, environmental, or cultural importance of the matter
- the scale of expenditure on a large-scale project; and
- whether input from the community may meaningfully shape or influence the matter.

4.2 Determining the Charter category and level of engagement required

- 4.2.1 Relevant workers will complete the Issues and Stakeholder Analysis Template with support from the Community Insights team to determine the relevant considerations required for both legislative and other proposed community engagement. The analysis considers the nature of the issue, degree of community impact, community expectations, competing values, scale of interest, degree of influence and availability of resources. This will provide an indication of the level of impact/risk.

- 4.2.2 Where a matter is listed in the Community Engagement Charter (the Charter), the Community Insights team will provide advice and support on the applicable Charter category and the mandatory minimum requirements that apply.

The Charter establishes five categories:

- **Significant – Annual Business Plan and Rating Policy:** decisions related to a Council's adoption of its Annual Business Plan or proposed changes to the basis of its Council rates.
- **Significant:** decisions that a Council makes that have a significant impact on most or all ratepayers and residents, or the wider community area.
- **Standard:** decisions that a Council makes that benefit from community input across the Council area.

- **Local:** decisions that impact an identifiable smaller group of residents/ratepayers or a local area.
- **Inform:** matters where Council's provide information to a community impacted by a decision.

4.2.3 The Community Insights team will also advise if the community engagement required is most appropriately achieved through either the Inform, Consult, Involve or Collaborate levels of the IAP2 Spectrum as prescribed in the Community Engagement Policy.

4.2.4 The Senior Manager, in consultation with the relevant General Manager, will decide on the required community engagement level having regard to any analysis, Charter requirements, and Community Insights team advice. The Senior Manager will also ensure legislative requirements are met under the Charter.

4.2.5 For matters categorised as *Inform* in the Charter or identified as *Inform* in the IAP2 Spectrum, an Issues and Stakeholder Analysis and Community Engagement Plan may not be required.

4.3 Planning and preparing for community engagement

4.3.1 Relevant workers will develop a Community Engagement Plan that clearly identifies the objectives and level of engagement, Charter category and minimum requirements (where applicable), who the stakeholders are, proposed engagement techniques, access and inclusion checks, methods to close the loop, relevant timeframes, and any resources required.

4.3.2 For matters that are identified as high risk/impact or above, the Community Engagement Plan will go to the Community Insights team and relevant Senior Manager for input and review.

4.3.3 Any matter that is identified as being high risk/impact or more may require Council resolution of the engagement approach. This will require a Council decision report that includes an overview of the Community Engagement Plan.

4.3.4 For community engagement categorised in the Charter as Significant – Annual Business Plan and Rating Policy, Significant, Standard and Local the minimum engagement period will be 28 days. Public notice and other minimum requirements will be applied in accordance with the Charter and any applicable legislation.

4.3.5 Where community engagement is not legislatively required and is undertaken at the discretion of Council, the minimum period for Consult, Involve or Collaborate levels of engagement as defined by the IAP2 Spectrum will be 21 days from the date of notice.

4.3.6 Submissions received will be considered as part of the decision-making process and will also have regard to any relevant legislation.

4.4 Communication and coordination

4.4.1 The Community Engagement and Experience team will be advised in advance of any community engagement activity.

4.4.2 All current community engagement will be viewable on Council's online engagement platform and/or Council website.

4.4.3 Council Members will be advised via memo of any community engagement activities outlined in an Community Engagement Plan prior to those activities commencing.

4.5 Close the loop

- 4.5.1 A What We Heard Report will be developed at the end of the community engagement to inform Council and the community of the outcome. The report will summarise feedback and explain how it will be used to inform Council decision-making.

5. Feedback

Your feedback on this Procedure is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact Team on 8256 0333.

Administration use only

ECM document set no.	3961007
Version no.	3
Policy link	Community Engagement Policy
Procedure author	General Manager – Corporate Services
Endorsed by	Council
Resolution no.	TBC
Legal requirement	<i>Local Government Act 1999 – Section 50</i>
Review schedule	2 Years
Date of current version	TBC
Date of next review	TBC

Version history

Version no.	Approval date	Approval by	Change
1	25 May 2021	Ordinary Council Resolution No. 4628	New Procedure
2	24 June 2025	Ordinary Council Resolution No. 6309	'Close the loop' added as an additional step and align to Community Engagement Policy. Application updated to provide role clarity of Council Members, General Managers, Senior Manager and Community Insights team Team title changed from 'Engagement and Insights' to



			'Community Insights' and policy author department name changed from 'Strategy & Corporate' to 'Corporate Services'.
3	TBC	Ordinary Council Resolution No. TBC	Procedure reviewed and amended to align with recent legislative changes.

Community Engagement Policy



Policy Author	General Manager – Corporate Services
Date of next review	June-2027TBC

1. Statement of Intent

Our community has clearly told us they want more opportunities to connect with the Council and each other, and have their ideas and experiences understood and listened to.

The Council recognises the role of community engagement in helping to shape and test ideas and support ~~decision-making~~~~decision-making~~, leading to stronger outcomes (services, infrastructure, planning and programs) for the community. Its aim is to build effective relationships with the community and foster a sense of shared decision ownership in ~~decision-making~~~~decision-making~~.

The Council values and encourages the involvement and contribution of the community in engagement ~~and consultation~~ processes, acknowledging that the quality of community engagement outcomes relies on mutual effort and meaningful participation of community and stakeholders.

Community engagement for the Council means we:

- Know our mandatory legislative requirements. ~~This means we comply with relevant legislation and Section 50 of the Local Government Act 1999 (the Act) Community Engagement Charter (the Charter). The Charter outlines five categories of community engagement for legislative matters which set the minimum requirements Council must meet:~~
 - Significant – Annual Business Plan and Rating Policy
 - Significant
 - Standard
 - Local; and
 - Inform.
- Undertake non-legislative community engagement where appropriate. ~~While the Charter clearly identifies matters that Council must engage on and how we go about it, there will be other projects and decisions where engaging with the community may be appropriate. Council understands the need to seek input into projects and decisions that are likely to be of significant community interest, have economic, social, environmental, or cultural importance, involve significant expenditure on large scale projects, where there is influence available for the community, and decision-making is likely to be enhanced through community engagement.~~
- Determine the level of engagement. ~~The International Association for Public Participation (IAP2) Spectrum guides how community engagement is undertaken across all engagement~~

Commented [JE1]: 'Public consultation' has been removed and replaced with 'community engagement' across both draft Policy and draft Procedure to reflect the intent of the Community Engagement Charter.

Commented [JE2]: New principle introduced to reinforce compliance with legislative obligations is a primary, non-negotiable component of engagement planning and delivery process. New Charter categories included for practicality and awareness.

Commented [JE3]: New principle title introduced, with existing wording from Policy repositioned here to improve flow and clarity between legislative and non-legislative engagement activities. Language updated to align to Charter terminology.

Commented [JE4]: Minor wording adjustments made to improve clarity regarding the application of the IAP2 Spectrum, with no change to intent.

activities, legislative or otherwise. While the Charter outlines the minimum engagement requirements for legislative matters, the IAP2 Spectrum assists Council in determining the appropriate level of engagement based on the level of influence the community can reasonably have. The IAP2 Spectrum identifies four levels of engagement.

Council may:

- Inform the community of a decision that has been made as this is also a part of a community engagement process
- Consult the community to seek feedback on specific options or ideas (this level is often referred to as public consultation and may relate to matters that are triggered by legislation)
- Involve the community so they can help balance views and help shape ideas; and/or
- Collaborate with the community to develop joint solutions to a problem, even though Council may still be the final decision-maker.

- **Communicate a clear engagement objective.** This means people are clear on why they're involved and what we're seeking to understand, what can and cannot be influenced, and how feedback and information will be used to assist in decision-making.

- **Understand who our stakeholders are.** This means we consider who is impacted or has a stake in the matter we are engaging on, and further consider their gender, age, diversity, ability, location, and interest.

- **Determine the level of engagement.** Community engagement has several levels, which the International Association for Public Participation (IAP2) Spectrum defines as Inform, Consult, Involve, or Collaborate. The determination of this level is dependent upon the scope, complexity, impact and competing values or interests in the Council project or decision being made and timeframes may apply.

• Council may:

- Inform the community of a decision that has been made as this is also a part of a community engagement process.
- Consult the community to seek feedback on specific options or ideas (this level is often referred to as public consultation and may relate to matters that are triggered by legislation).
- Involve the community so they can help balance views and help shape ideas; and/or
- Collaborate with the community to develop joint solutions to a problem, even though Council may still be the final decision-maker.

- **Are flexible in our approach and use a range of engagement techniques** to reach people and encourage feedback and discussion community participation. This means we consider the various stakeholders we need to engage and the techniques that may be most effective for the identified level of engagement, including but not limited to digital/online, face to face, on project site, direct mail, printed collateral, and existing community groups.

- **Strive to be accessible and inclusive.** This means we use easy to understand language plain language, try our best to make it easy for people to get involved, use accessible venues and formats, and consider other barriers to ensure people can meaningfully participate.

- **Close the loop.** This means we inform the community of the outcome as soon as we can and,

Commented [JE5]: Moved to third principle for better flow and wording adjusted.

Commented [RW6]: Removed 'feedback and discussion' and changed to 'community participation to align to Charter language.

Commented [RW7]: Changed wording from 'easy to understand language' to 'plain language to align to Charter wording.

for longer projects, keep them informed of the progress. We explain how their feedback was used to inform decisions.

- **Consider the resources, capacity, and expertise we have** available to support any engagement activity. This means that before we commit, we understand and confirm we have the resources we need to be able to deliver a meaningful community engagement process.
- **Close the loop.** This means we inform the community of the outcome as soon as we can and, for longer projects, keep them informed of the progress. We explain how their feedback was used to inform decisions.

While the *Local Government Act 1999* identifies matters that Council must consult on, there will be other projects and decisions where engaging with the community may be appropriate. Council understands the need to seek input into projects and decisions that are likely to be of significant community interest, have economic, social, environmental, or cultural importance, involve significant expenditure on large-scale projects, where there is influence available for the community, and decision making is likely to be enhanced through the involvement of the community.

Council strives to ensure that the community engagement undertaken is meaningful. This will mean that at times, that Council will not undertake community engagement or be restricted in the level of engagement it can take. This may be due to things like the limited ability to influence Council's direction, resourcing constraints, timing or that we have existing community insights to draw on already.

2. Scope

This Policy applies to all workers who undertake any community engagement ~~and public consultation~~ activity for, or on behalf of, the Council.

The adoption of this Policy meets Council's obligations under Section 50A of the *Local Government Act 1999* (the Act), which states that councils must prepare and adopt a ~~public consultation~~ community engagement policy and Section 50 – Community Engagement Charter (the Charter) that sets out the steps Council will ~~must~~ follow in ~~when~~ undertaking ~~public consultation~~ community engagement in accordance with as required by the Act.

3. Legislation and References

This Policy is to be read in conjunction with the Community Engagement Procedure.

Related documents include:

- ~~City of Playford Global Glossary~~
- ~~International Association Public Participation (IAP2) – Spectrum of Participation~~
- ~~City of Playford Community Engagement Framework~~
- Community Engagement Charter (gazetted 11 December 2025, established under Section 50 of the *Local Government Act 1999*)

The Charter establishes different categories for legislative matters, as follows:

- Significant – Annual business plan and rating policy
 - Adopting an Annual Business Plan – section 123(3)(b)
 - Changes to basis of rating, declaring differential rates, imposing a separate rate, service rate or service charge, or changing the basis on which land is valued for the

Commented [JE8]: Moved to bottom principle to align with steps in procedure.

Commented [JE9]: Moved to new principle "Undertake non-legislative community engagement where appropriate"

Commented [JE10]: Removal of reference to 'public consultation'.

Commented [RW11]: Updated paragraph to reference the Charter, its relationship under the Act and Council's obligations in community engagement.

Commented [JE12]: Moved to bottom of section.

Commented [JE13]: Removal of Community Engagement Framework as it is an internal resource only.

Commented [RW14]: Section updated to remove the previous list of legislative matters, (presented in legislative order). The updated version now includes the Charter as a key reference and outlines the legislative matters requiring community engagement under each Charter category, enabling simpler application and clearer awareness for staff. This has been adapted from the LGA's Model Policy for Councils



purpose of rating – section 151(5)(e).

o Significant

- Representation reviews – section 12(7).
- Development and review of Strategic Management Plans – section 122(6).
- Changes to use of differential rating – section 156(14a)(b).
- Revocation of classification of land as community land – sections 194(2)(b).
- Community Land Management Plans – adoption – section 197(1).
- Community Land Management Plans – significant amendments – section 198(3).
- Alienation of community land by lease or license – section 202(2).

o Standard

- Opening hours and place of principal office – substantial changes – section 45(3).
- Community Engagement Policy – section 50A(6)(b).
- Council behavioural support policies – section 75F(6).
- Access to meetings and documents – section 92(5).
- Power to make orders – section 259(2)(b).

o Local

- Proposed permit or authorisation for alteration or use of a road for business purposes when there are works and traffic impeded for more than 48 hours (with a detour in place) or where no detour will be available – section 223(1).
- Proposed planting of vegetation on a road – significant impact – section 232(b).

o Inform

- Opening hours and place of principal office – minor changes – section 45(3).
- Proposed permit or authorisation for alteration or use of a road for business purposes when there are works and traffic impeded for less than 48 hours and the Council ensures that a detour is in place – section 223(1).
- Election information – section 13A-(2) of the Local Government (Elections) Act 1999.

• ~~Local Government Act 1999 – Section 50~~

• ~~Legislative matters requiring public consultation:~~

• ~~Section 12(7): Representation Report~~

• ~~Section 13(2): Status of a Council/Change of Name~~

- ~~Section 50(6): Public Consultation Policy~~
- ~~Section 75F(6): Behavioural Support Policies~~
- ~~Section 92(5): Code of Practice for Public Access to Meetings and Meeting Documents~~
- ~~Section 122(6): Strategic Management Plans~~
- ~~Section 249(1): Passing By-Laws~~
- ~~Section 259(2): Policies on Orders~~
- ~~Legislative matters requiring public consultation in accordance with Council's public consultation policy:~~
- ~~Section 45(3): Principal Office — Opening hours~~
- ~~Section 123(3) and (4): Annual Business Plan~~
- ~~Section 151(5), (7) and (8): Changes to Basis of Rating~~
- ~~Section 156(14a): Rating Differential Rates~~
- ~~Section 194(2)(b): Community Land — Revocation of Classification~~
- ~~Section 197(1): Community Land — Adoption of a Management Plans~~
- ~~Section 198(2): Community Land Amendment or Revocation of a Management Plan~~
- ~~Section 202(2): Alienation of Community Land by Lease or License~~
- ~~Section 223: Roads — Permits that would result in any part of a road being fenced, enclosed or partitioned so as to impede the passage of traffic to a material degree or in relation to a use or activity requiring public consultation under the regulations.~~
- ~~Section 232: Planting of vegetation if the vegetation may have a significant impact on residents, the proprietors of nearby businesses or advertisers in the area~~
- Planning, Development and Infrastructure Act 2016
- [International Association Public Participation \(IAP2\) – Spectrum of Participation](#)
- [City of Playford Global Glossary](#)

This Policy should not be considered as the only document that may relate to community engagement. Other tiers of government, agencies or organisations may have legislation or policies that also apply.

4. Application

Chief Executive Officer	Champion and embed a foundation of best practice in community engagement within the organisation.
Council Members	Endorse community engagement approaches where public consultation is required by legislation and m May endorse

Commented [JE15]: Council Member application wording updated to align with the Charter and relevant legislation, which prescribe engagement requirements for these matters.

	community engagement for matters considered as high risk or high impact. Consider views, ideas and feedback received from the community and other relevant information to inform their decision-making process.
General Managers	Provide strategic direction and oversight to enable the relevant areas of the administration to carry out community engagement. Provide context and guidance on the internal and external factors that may impact community engagement.
Senior Managers	Determine the program, project or service need for community engagement in consultation with the Community Insights team and relevant General Manager. Where a matter is listed in the Community Engagement Charter, determine the applicable Charter category and confirm the mandatory minimum requirements that apply. Ensure that all outcomes align and meet legislative and policy requirements.
Workers	Workers with community engagement responsibilities are to adhere to the principles of what meaningful community engagement looks like this Policy and ensure any procedures, guidelines and processes are followed.
Community Insights team	Ensure this Policy is made available for public consultation community engagement following correct community engagement procedures. Provide advice and support in relation to the application of this Policy and ensure guidelines and templates for community engagement are prepared.
Customer Contact team	Ensure this Policy is made available on request for viewing at Council's principal office.

Commented [JE16]: "Oversight" included to reinforce the strategic governance role of General Managers throughout the community engagement process.

Commented [RW17]: New inclusion requiring reference to the Charter, identification of the relevant Charter category, and confirmation that minimum requirements are met.

Commented [RW18]: Removal of 'what meaningful engagement looks like' and replaced with 'this Policy' for alignment

5. Relevance to Risk Appetite Statement

Reputation

The City of Playford has a **LOW** appetite for negative perceptions that compromise its credibility and reputation. This Policy will be supported by procedures, guidelines, and a tool kit to support employees to deliver good community engagement that is well planned and accessible with clear objectives, flexible approaches, and appropriate resources.

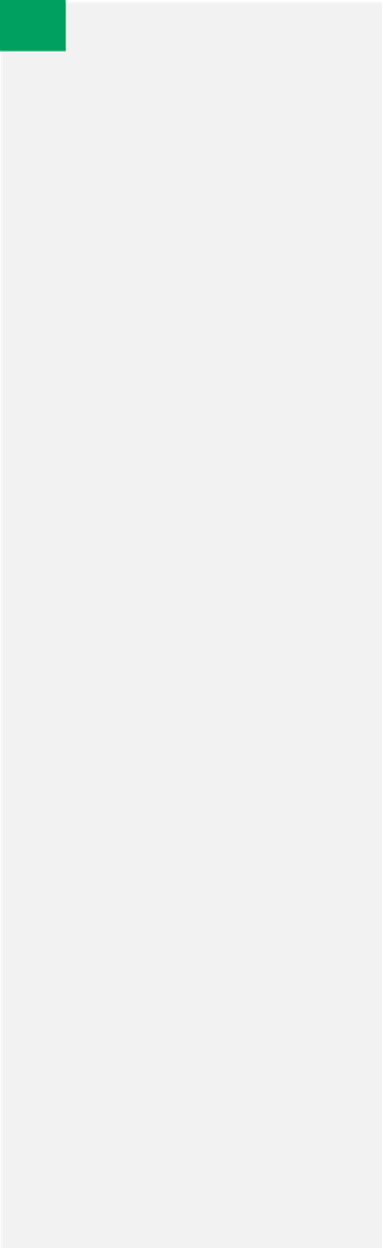
Regulatory Compliance

Council has **ZERO TOLERANCE** for non-compliance with statutory requirements. This Policy sets out minimum standards for public consultation as required under the Act.

6. Feedback

Your feedback on this Policy is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact Team on 8256 0333.

Administration use only



ECM document set no.	3960954
Version no.	45
Procedure link	Community Engagement Procedure
Policy author	General Manager – Corporate Services
Endorsed by	Council
Resolution no.	6309TBC
Legal requirement	<i>Local Government Act 1999</i> – Section 50
Review schedule	2 Years
Date of current version	June 2025TBC
Date of next review	June 2027TBC

Version history

Version no.	Approval date	Approval by	Change
1	October 2011	Ordinary Council Resolution No. 493	New Policy
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4	24 June 2025	Ordinary Council Resolution No. 6309	Clarity provided on difference between community engagement and public consultation. Additional information included to clarify IAP2 and the different outcomes of each level. Legislation and References updated. Application updated to reflect the role of Council General Managers and Senior Managers.
5	<u>TBC</u>	<u>Ordinary Council Resolution No. TBC</u>	<u>Policy reviewed and amended to align with recent legislative changes.</u>



Community Engagement Procedure

Procedure Author	General Manager – Corporate Services
Date of next review	June 2027

1. Purpose

This Procedure outlines the processes to be followed when planning and delivering community engagement activities on behalf of Council.

2. References and Supporting Documentation

This Procedure should be read in conjunction with the Community Engagement Policy.

Related documents include:

- [Community Engagement Charter \(gazetted 11 December 2025, established under Section 50 of the Local Government Act \(1999\)\) – Community Engagement Charter](#)
- Issues and Stakeholder Analysis Template
- Community Engagement Plan Template

3. Application

Council Members	Endorse community engagement approach where public consultation is required by legislation and May endorse community engagement for matters considered <u>as</u> high risk or high impact. Consider views, ideas and feedback received from <u>the community engagement processes as part of and other relevant information to form their</u> decision-making process.	Commented [RW1]: Addition of Local Government Act (1999) – Community Engagement Charter
General Managers	Provide strategic direction and oversight to enable the relevant areas of the administration to carry out community engagement. Provide context and guidance on the internal and external factors that may impact community engagement.	Commented [JE2]: Updated - engagement requirements for these matters are prescribed within the Charter and relevant legislation.
Senior Managers	Determine the program, project or service need for community engagement in consultation with the Community Insights team and relevant General Manager. Ensure that all outcomes meet legislative and policy requirements. Where a matter is listed in the Community Engagement Charter, determine the applicable Charter category and confirm the mandatory minimum requirements that apply. <u>Ensure that all outcomes align and meet legislative and policy requirements.</u>	Commented [JE3]: "Oversight" included to reinforce the strategic governance role of General Managers throughout the community engagement process. Commented [RW4]: Addition to reference the Community Engagement Charter and confirm responsibilities

Workers with community engagement responsibilities	Plan, prepare and deliver community engagement activities.
Community Engagement and Experience team	Review documentation, provide advice and support to determine the relevant Charter category, level of engagement, and prepare and plan for engagement activities. Coordinate community engagement information on Council's online engagement platform. Maintain a community engagement framework to support consistent and effective community engagement. Ensure the community is appropriately informed about community engagement opportunities.

Commented [RW5]: Reference to 'the Charter'

Commented [JE6]: Removed as Framework is internal use and not a public document.

4. Procedure

4.1 Determining the need for undertaking community engagement ~~or consultation~~

Commented [RW7]: Updated to reflect charter terminology

4.1.1 Senior Managers will assess and determine, in consultation with the Community Insights team whether community engagement is recommended as part of a project or decision-making process.

The relevant General Manager will decide whether community engagement will proceed with regard to internal and external factors that may impact the engagement approach or outcomes.

Consideration will be given to:

- Whether the engagement is legislatively required, including identification of the applicable Charter category and application of minimum legislative requirements.

Commented [JE8]: Recommend an additional step within the Procedure to provide greater clarity regarding decision-making responsibilities between Senior Manager and General Manager.

Commented [RW9]: Ensures consideration of Charter in early assessment

- the scale and impact of the project or decision;
- whether there is likely to be significant community interest;
- the economic, social, environmental, or cultural importance of the matter;
- the scale of expenditure on a large-scale project; and
- whether input from the community may meaningfully shape or influence the matter.

4.1.2 ~~Relevant Senior Managers will ensure that any matter that has legislative requirements for consultation engagement is delivered, and any legislative requirements are met.~~

Commented [RW10]: Updated to reflect charter terminology

4.2 Determining the **Charter category** and level of engagement required

Commented [JE11]: Removed this point as it is covered in 4.1.1 and reinforced in 4.2.4.

4.2.1 Relevant workers will complete the Issues and Stakeholder Analysis Template with support from the Community Insights team to determine the relevant considerations required for both legislative and other proposed community engagement. The analysis considers the nature of the issue, degree of community impact, community expectations, competing values, scale of interest, degree of influence and availability of resources. This will provide an indication of the level of impact/risk.

Commented [JE12]: Inclusion of Charter in step.

4.2.1.2 Where a matter is listed in the Community Engagement Charter (the Charter), the Community Insights team will provide advice and support advise on the applicable Charter category and the mandatory minimum requirements that apply.

Commented [JE13]: Added new step to reference Charter definitions and clarified the role of Community Insights team.

The Charter establishes five categories:

• Significant – Annual Business Plan and Rating Policy: decisions related to a Council's adoption of its Annual Business Plan or proposed changes to the basis of its Council rates. • Significant: decisions that a Council makes that have a significant impact on most or all ratepayers and residents, or the wider community area. • Standard: decisions that a Council makes that benefit from community input across the Council area. • Local: decisions that impact an identifiable smaller group of residents/ratepayers or a local area. • Inform: matters where Council's provide information to a community impacted by a decision. 4.2.24.2.3 The Community Insights team will <u>also</u> advise if the community engagement required is most appropriately achieved through either the Inform, Consult, Involve or Collaborate levels of the IAP2 Spectrum as prescribed in the Community Engagement Policy. 4.2.4 4.2.3—The Senior Manager, in consultation with the relevant General Manager, will decide on the required community engagement level <u>having regard to any analysis, Charter requirements, and Community Insights team advice. The Senior Manager will also ensure legislative confirm that the proposed engagement approach meets any mandatory requirements are met, under the Charter.</u> 4.2.34.2.5 <u>For matters categorised as Inform in the Charter or identified as Inform in the IAP2 Spectrum, an Issues and Stakeholder Analysis and Community Engagement Plan may not be required.</u> 4.3 Planning and preparing for community engagement 4.3.1 Relevant workers will develop a Community Engagement Plan that clearly identifies the objectives and level of engagement, <u>Charter category and minimum requirements (where applicable),</u> who the stakeholders are, proposed engagement techniques, access and inclusion checks, methods to close the loop, relevant timeframes, and any resources required. 4.3.2 For matters that are identified as high risk/impact or above, the Community Engagement Plan will go to the Community Insights team and relevant <u>Senior Manager</u> for input and review. 4.3.3 Any matter that is identified as being high risk/impact or more may require Council resolution of the engagement approach. This will require a Council decision report that includes an overview of the Community Engagement Plan. 4.4—Public consultation process 4.4.14.3.4 <u>At a minimum, and subject to the Issues and Stakeholder Analysis referred to in 4.2.1, where the Local Government Act 1999 (the Act) states that public consultation must take place, Council will publish a notice in a newspaper circulating the local area, describing the matter for which public consultation is required, and invite interested persons to make submissions to the Council. For community engagement categorised in the Charter as Significant – Annual Business Plan and Rating Policy, Significant, Standard and Local the minimum engagement period will be 28 days. Public notice and other minimum requirements will be applied in accordance with the Charter and any applicable legislation.</u> 4.4.24.3.5 <u>Where public consultation and community engagement is not legislatively required mandated by the Act and is undertaken at the discretion of Council, the</u>	Commented [RW14]: Added reference to Charter requirements to align with Senior Manager application and ensure consistency across document Commented [RW15]: New inclusion which provides flexibility where there is no opportunity for community influence, recognising that 'Inform' applies to minor matters where a communications plan may be more appropriate. Commented [RW16]: Align with new charter requirements Commented [JE17]: Title removed for better flow of steps. Commented [JE18]: Amended to reflect Charter requirements.
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minimum period for Consult, Involve or Collaborate ~~Levels of engagements as defined by the IAP2 Spectrum~~ will be 21 days from the date of notice.

~~4.4.3 All details of consultations will be placed on Council's website and/or online engagement platform.~~

~~4.4.4.3.6~~ Submissions received will be considered as part of the decision-making process and will also have regard to any relevant legislation.

4.5.4.4 Communication and coordination

~~4.5.14.4.1~~ The Community Engagement and Experience team will be advised in advance of any community engagement ~~or public consultation~~ activity.

~~4.5.24.4.2~~ All current community engagement ~~and public consultation~~ will be viewable on Council's online engagement platform and/or Council website.

~~4.5.34.4.3~~ Council Members will be advised ~~via memo~~ of any community engagement ~~or public consultation activities outlined in an Community Engagement Plan y via memo~~ prior to ~~any community engagement or public consultation those~~ activities commencing.

4.6.4.5 Close the loop

~~4.6.14.5.1~~ A What We Heard Report will be developed at the end of the community engagement ~~or public consultation~~ to inform Council and the community of the outcome. The report will summarise feedback and explain how it will be used to inform Council ~~decision~~ decision-making.

Commented [RW19]: Removed 'mandated by the Act' and replaced with 'legislative' to reflect Charter language and added reference to IAP2 spectrum for clarity

Commented [RW20]: Removed sentence as duplicated in 4.4.2

Commented [RW21]: Clarified that Council Members will be notified by 'memo' of community engagement activities, as the previous Procedure did not specify how Council Members would be notified. References to 'public consultation' terminology have also been removed to align with the Charter.

Commented [RW22]: Updated to align with charter language

5. Feedback

Your feedback on this Procedure is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact Team on 8256 0333.

Administration use only

ECM document set no.	3961007
Version no.	23
Policy link	Community Engagement Policy
Procedure author	General Manager – Corporate Services
Endorsed by	Council
Resolution no.	6309TBC
Legal requirement	Local Government Act 1999 – Section 50
Review schedule	2 Years
Date of current version	June 2025TBC
Date of next review	June 2027TBC

Version history

Version no.	Approval date	Approval by	Change
1	25 May 2021	Ordinary Council Resolution No. 4628	New Procedure
2	24 June 2025	Ordinary Council Resolution No. 6309	'Close the loop' added as an additional step and align to Community Engagement Policy. Application updated to provide role clarity of Council Members, General Managers, Senior Manager and Community Insights team Team title changed from 'Engagement and Insights' to 'Community Insights' and policy author department name changed from 'Strategy & Corporate' to 'Corporate Services'. _____
3	TBC	Ordinary Council Resolution No. TBC	Procedure reviewed and amended to align with recent legislative changes.



City of Playford Community Engagement Policy and Procedure Review

What We Heard Report
July 2026



Community Engagement Policy & Procedure Review

What We Heard Report

July 2026

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Community Engagement Policy & Procedure Review

What We Heard Report

July 2026

Purpose of report

This report outlines the findings from community engagement on the draft Community Engagement Policy and Procedure. It provides a summary of community sentiment and feedback to support Council in finalising these documents.

In line with Council's current Community Engagement Policy and Procedure, this report shares what we heard during the engagement process, helping to close the loop with participants and the broader community. By making the findings available, it supports transparent decision-making and demonstrates how community feedback informs Council's decisions.

Community Engagement Policy & Procedure Review

What We Heard Report

July 2026

Executive summary

This report outlines the findings from community engagement on proposed updates to Council's existing Community Engagement Policy and Procedure. The proposed amendments align the existing documents with the Community Engagement Charter under the *Local Government Act 1999*, while maintaining Council's established approach to community engagement. Consultation was undertaken between 18 June and 19 July 2026 in accordance with Section 50(6) of the *Local Government Act 1999*.

Community engagement was undertaken at the 'consult' level of the International Association for Public Participation (IAP2) Spectrum to inform the community of the proposed amendments and seek feedback on the draft Policy and Procedure.

A total of 25 respondents participated in the consultation, with feedback received through 21 survey responses and four emails. Overall, the proposed changes were well supported and, following consideration of all feedback received, no changes to the draft Community Engagement Policy or Procedure are recommended.

Key insights

- 76% of survey respondents supported the proposed changes to the draft Community Engagement Policy and Procedure.
- Written feedback was generally supportive, with respondents describing the documents as clear, easy to understand and comprehensive. Respondents also described the proposed changes as "fair and commonsense" and the policy as "simple and to the point".
- Suggestions for improvement focused on how community feedback is considered in Council's decision-making, opportunities to further strengthen transparency, and refining terminology relating to legislative obligations.
- A small number of comments related to matters outside the scope of the review and did not require changes to the draft documents.

Community Engagement Policy & Procedure Review

What We Heard Report

July 2026

1. Engagement background and objectives

Council's Community Engagement Policy and Procedure underwent a scheduled review with community input and was adopted by Council in June 2025.

Since then, changes to the *Local Government Act 1999* (the Act) introduced a new Community Engagement Charter (the Charter). The Charter establishes a more consistent approach to community engagement across South Australia by setting out engagement principles, categories of engagement and minimum requirements that apply to all councils.

Although the Community Engagement Charter formed part of the *Statutes Amendment (Local Government Review) Act 2021*, no commencement date had been confirmed when Council completed its 2025 review. The Charter was subsequently gazetted in December 2025, requiring all councils to adopt a Community Engagement Policy aligned with the Charter by 11 September 2026.

Council's existing approach to community engagement already aligns closely with the Charter's principles. As a result, the proposed changes align the Policy and Procedure with the new legislative requirements, clarify and strengthen staff roles and responsibilities, and maintain Council's established approach to engaging with the community.

Community engagement objectives

- Inform and educate the community on the draft Policy and Procedure.
- Consult the community by providing the opportunity to share their views and level of support on the draft Policy and Procedure.

Community engagement level

Council recognises the role of community engagement to support decision-making, leading to stronger outcomes for our community. Based on International Association for Public Participation (IAP2) best practice principles, Council's current Community Engagement Policy and Procedure outlines Council's requirements to determine the level of engagement on any project/decision. The level of engagement (inform, consult, involve or collaborate) depends on the scope, complexity, impact and competing values or interests in decisions being made.

For this project, the engagement level was 'consult', as Council sought community feedback on specific options or ideas.

Legislative requirements

Under the transitional provisions of the *Local Government Act 1999*, councils may continue to operate under their existing Community Engagement Policy during the transition period. However, before adopting an amended policy, councils are required to undertake public consultation in accordance with former section 50(6) of the Act. This includes:

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- preparing a document outlining the proposed changes
- publishing a public notice inviting written submissions for a minimum period of one month
- considering all submissions received before making a decision.

Council has completed the community engagement process required under former section 50(6) of the Local Government Act 1999. This report represents the final step in the legislative process, where Council considers the feedback received before determining whether to adopt the amended Community Engagement Policy.

2. What we asked

The consultation was open from 18 June to 19 July 2026. During this time, the community was invited to provide feedback on the draft Community Engagement Policy and Procedure.

To support the community in participating in the engagement, the following information was made available:

- the new Community Engagement Charter
- an overview of the proposed changes to Council's draft Community Engagement Policy and Procedure
- clean and tracked change versions of Council's draft Community Engagement Policy and Procedure.

The following was asked of participants:

- Level of knowledge - whether participants had read the draft Policy and Procedure
- Level of support - participants' level of support for proposed changes to the draft Policy and Procedure
- Additional feedback – any feedback Council may need to consider

3. How we asked it

To promote awareness and encourage broad community participation, a Community Engagement Plan was developed and implemented. A summary of the engagement activities is provided in the table below.

The community was informed about the consultation through a range of communication channels, including:

- Public Notice in *The Advertiser*
- A news article published in *The Bunyip* on 8 July 2026
- City of Playford Engagement Hub project page

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- Social media post on the City of Playford Facebook page
- Information made available at Customer Contact locations including Playford Civic Centre and Stretton Centre
- Connected Community database email - the Connected Community is a database of community members who have selected to be informed of community engagements.

The community was able to provide feedback through the following:

Feedback Options	Description
Engagement Hub	• Dedicated online engagement listing provided a central location for all engagement documents and outlined timeframes. • Community members could complete an online submission or access a printable hard copy submission form. • It is updated at the end of the engagement process with the engagement outcome to close the loop with our community.
Direct email	• Community members were able to make a submission via email to Council.
Phone	• Council staff were available to receive phone calls and answer questions associated with the engagement.
Face-to-face	• Council staff were available to meet with community members on request.
Letters/Hard Copy	• Community members were able to make a submission via hard copy.

4. What we heard

4.1 Overview of community consultation and performance

To ensure the community engagement objectives were met and performance was measured, Council tracked the number of aware, informed and engaged community members. These are defined in the following table with the associated performance measure.

Category	Channels	Performance
Aware visitors Number of those who visited the Engagement Hub page, saw the social media post and/or opened Connected Community email	Engagement Hub page views	397
	Engagement Hub unique views	266
	Social media post views	1450
	Social media post reach	776
	Social media post interactions	4
	Social media post link clicks	5
	Connected Community emails sent	3478
	Opened email	2011

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Informed visitors Number of those who downloaded documents	Engagement Hub document downloads	106
	Unique Engagement Hub document downloads*	57
	Draft CE Policy downloads	36
	Draft CE Policy with tracked changes downloads	32
	Draft CE Procedure downloads	11
	Draft CE Procedure with tracked changes downloads	10
	CE Charter	8
Engaged visitors Number of those who provided feedback	Printable Survey Form	9
	Survey responses	21
	Hard Copy submissions	0
	Emails	4
	**Face to face	1

*Unique Engagement Hub document downloads are based on the number of different users who have downloaded documents. Engagement Hub document downloads are the number of total downloads.

** A face-to-face meeting followed an email enquiry from the same respondent and is treated as a single response.

4.2 Overview of respondents

Number of respondents: 25

Respondents by suburb

Feedback was received from residents across the city, with the breakdown below:

Suburb	Number of responses
Andrews Farm	3
Angle Vale	3
Blakeview	2
Craigmore	1
Davoren Park	2
Elizabeth Downs	1
Elizabeth East	4
Elizabeth Park	1
Elizabeth South	1
Munno Para West	1
Virginia	2
Unknown	4
Total	25

Emails (4) did not include their suburb or respond to questions 1-3 to indicate level of knowledge or level of support for the draft Policy or Procedure.

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Note: In addition to the 21 completed and submitted surveys, Council received 5 partially completed responses where individuals commenced the survey but exited before selecting 'submit'. As these responses were not formally lodged, they have not been included.

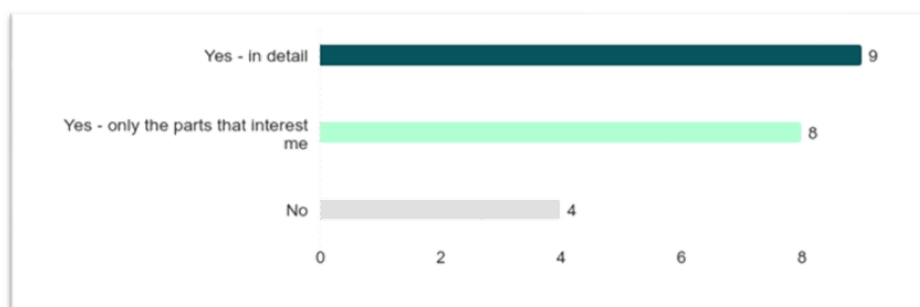
4.3 Overview of feedback

Level of knowledge

Q: Have you read the Council's Draft Community Engagement Policy & Procedure? (n=21)

A total of 81% (17) survey respondents reviewed the draft documents before providing feedback. Of these, 43% (9) had read the documents in full, while a further 38% (8) had reviewed the sections most relevant to them. The remaining 19% (4) provided feedback without reviewing the documents.

The high proportion of respondents who reviewed the draft documents suggests that feedback was generally informed by an understanding of the proposed Policy and Procedure.



Level of support

Q: How supportive are you of the proposed changes to the Council's draft Community Engagement Policy? (n=21)

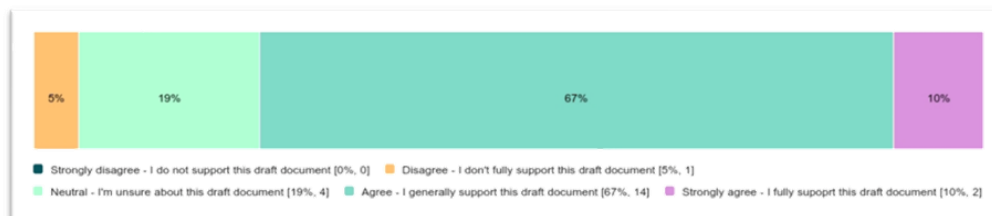
Of the 21 respondents, 76% (16) indicated support for the proposed changes to the draft Community Engagement Policy, demonstrating broad support for the proposed amendments. A further 19% (4) were neutral, expressing neither support nor opposition, while one respondent disagreed with the proposed changes.

Community Engagement Policy & Procedure Review

What We Heard Report

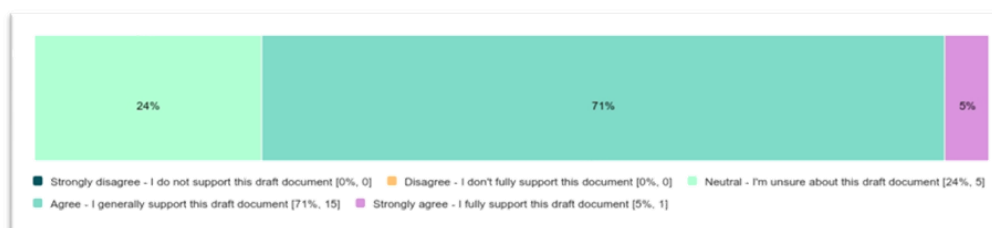
July 2026

Overall, the results indicate that the proposed changes to the draft Policy were well supported by survey respondents.



Q: How supportive are you of the proposed changes to the Council's draft Community Engagement Procedure? (n=21)

Respondents demonstrated a similar level of support for the draft Procedure as they did for the draft Policy. Seventy-six per cent (16 respondents) supported the proposed changes, while the remaining 24% (5 respondents) were neutral. Unlike the draft Policy, no respondents indicated that they disagreed with the proposed changes to the draft Procedure.



Overview of written feedback

Q: We welcome any feedback you may have on Council's draft Community Engagement Policy or Procedure.

Of the 21 survey submissions received during consultation, nine included written comments relating to the draft Policy, Procedure or consultation process.

Six comments were generally supportive of the proposed changes and the consultation process. Several respondents commented that the information provided was clear and easy to understand and appreciated the opportunity to provide feedback before decisions were made. One respondent described the proposed changes as "*fair and commonsense*", while another commented that the document was "*very good, comprehensive*". A third respondent

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commented that the Policy was “*simple and to the point, not repeating the Charter*”. One respondent also emphasised the importance of ensuring community engagement remains community-focused and responsive to the needs of Playford's growing and diverse population.

Respondents also provided several suggestions to further strengthen the documents, including:

- one respondent suggested replacing the word “*requirements*” with “*obligations*” in the Statement of Intent when referring to legislative obligations
- two respondents suggested providing greater clarity about how community engagement influences Council decision-making. One respondent noted that the documents appeared to focus more on internal responsibilities than on how community input influences outcomes, while another suggested explaining how feedback informs decision-making, including why community suggestions are adopted or not adopted, to further strengthen transparency and accountability.

A small number of comments related to the consultation process or matters outside the scope of the draft Policy and Procedure. These included:

- broader suggestions to strengthen community engagement practices, such as encouraging Elected Members to hold regular community drop-in sessions at local shopping centres
- comments relating to planning and development matters outside the scope of the draft Policy and Procedure.

Email responses

During the consultation period, four emails were received. One community member requested assistance to understand the draft documents. Council staff met with the community member to discuss the review and purpose of the proposed changes. No formal feedback on the draft Policy or Procedure was provided following the meeting. The remaining three emails related to matters outside the scope of this review.

5. Council response to feedback

Overall, survey respondents were supportive of the proposed changes to the documents, with **76%** of survey respondents indicating their support.

Suggestion/concern	Council response
One respondent suggested replacing the word “ <i>requirements</i> ” with “ <i>obligations</i> ” when referring to legislative requirements.	Council considered this suggestion. However, the term “ <i>requirements</i> ” reflects the terminology used in the relevant legislation, therefore no change to the draft Policy or Procedure is recommended.

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Suggestion/concern	Council response
Two respondents suggested providing greater clarity about how community engagement influences Council decision-making. One respondent noted that the documents appeared to focus more on internal responsibilities than on how community input influences outcomes, while another suggested explaining how feedback informs decision-making, including why community suggestions are adopted or not adopted.	The draft Community Engagement Policy and Procedure are governance documents that guide how Council plans and delivers community engagement. They establish the principles, roles and processes for engagement rather than prescribe how individual Council decisions are made. Council acknowledges the importance of clearly communicating how community feedback is considered as part of decision-making. The draft Procedure requires a What We Heard Report to be prepared following community engagement. The report summarises the feedback received, includes Council's response to the key themes raised, and explains how community feedback has been considered as part of Council's decision-making process. For matters requiring a Council decision, consultation outcomes are also reported through the relevant Council report, which is considered at a public Council meeting and is available to the community. Together, these documents provide transparency about how community feedback is considered as part of Council's decision-making process. No changes to the draft Policy or Procedure are recommended following consideration of this feedback.

Council thanks everyone who contributed to the review. Your feedback continues to strengthen how we engage with our community.

6. Next steps

This What We Heard Report will be reviewed by Council's Policy Review Committee and subsequently considered at an upcoming Ordinary Council Meeting.

Following Council's consideration of the community feedback, the What We Heard Report and consultation outcome will be provided to community members who nominated to be kept informed. Updates will also be published on Council's Engagement Hub project page.

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What We Heard Report

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7. Appendices

A. Playford Engagement Hub

Community Engagement Policy and Procedure Review

Project Overview



The City of Playford is seeking your feedback on proposed updates to the Community Engagement Policy and Procedure.

The proposed updates align with the Community Engagement Charter under the Local Government Act 1999, which sets new requirements for how South Australian councils engage with their communities. We encourage you to take a look at the proposed changes and provide your feedback by 19 July 2026.

Your Language

To translate this page into another language, use the 'Select Language' dropdown below. Please note, automatic translations are provided as a guide only and may not be accurate.

Select Language 

Project Document Library

- [Draft Community Engagement Policy](#)
- [Draft Community Engagement Procedure](#)
- [Community Engagement Charter](#)
- [Printable Survey Form](#)

Provide your feedback

Review the documents in the 'Document Library' and share your feedback below

[Survey](#)

Why the changes?

Council's current Community Engagement Policy and Procedure were reviewed with community input and adopted in June 2025.

Since then, changes to the Local Government Act 1999 have introduced a new [Community Engagement Charter](#) (you can download the Charter from the Document Library on the right-hand side of this page). The Charter replaces the previous legislative framework with a more structured approach to community engagement by setting out engagement principles, categories of engagement and the minimum requirements that apply to all South Australian councils.

The Charter introduces the following categories of community engagement:

Category	When it applies
Significant – Annual Business Plan and Rating Policy	Decisions related to a council's adoption of its annual business plan or proposed changes to the basis of its council rates.
Significant	Decisions that a council makes that have a significant impact on most or all ratepayers and residents, or the wider community or area.
Standard	Decisions that a council makes that benefit from community input across the council area.
Local	Decisions that impact an identifiable smaller group of residents/ratepayers or a local area.
Inform	Matters where councils provide information to a community impacted by a decision.

Councils are required to adopt a Community Engagement Policy that aligns with the Charter by 11 September 2026. This review updates Council's Policy and Procedure to meet those requirements.

The **Document Library** includes the proposed Policy and Procedure (with and without tracked changes), along with the Community Engagement Charter published in the South Australian Government Gazette. You can refer to these documents for more detailed information, including the Charter's minimum engagement requirements.

What's changing?

Providing feedback

Key dates

-  **Council decision**
16 June 2026
Council endorsed consultation on the Draft Community Engagement Policy and Procedure.
-  **Consultation open**
Thursday 18 June to Sunday 19 July 2026
Review the proposed documents and share your feedback.
-  **What We Heard Report prepared**
Late July- August 2026
We'll review all your feedback and prepare a What We Heard Report.
-  **Ordinary Council meeting**
25 August 2026
Council will consider the What We Heard Report before making a final decision on the Community Engagement Policy and Procedure.
-  **Close the loop**
We'll publish the outcome of the consultation and let you know Council's final decision.

Community Engagement Policy & Procedure Review

What We Heard Report

July 2026

Engagement Hub Page continued...

Why the changes?	What's changing?	Providing feedback
Council's overall approach to community engagement is not changing. The current Policy and Procedure already reflect the key principles of the Community Engagement Charter, including meaningful opportunities for community participation, the use of plain language, engagement methods that are appropriate to the decision being made, and providing information about how community feedback has been considered. The proposed updates are designed to align the documents with new legislative requirements while building on Council's existing approach to community engagement. The proposed updates include: • Introducing new principles to strengthen Council's approach to community engagement. • Know our legislative requirements – reinforcing Council's commitment to meeting legislative engagement requirements • Undertake non-legislative community engagement where appropriate - confirming Council's commitment to considering community engagement on projects and decisions where community input will help inform decision-making. • Updating terminology to align with the Charter replacing 'public consultation' with 'community engagement'. • Improving clarity and consistency throughout the documents, including the use of plain language. • Clearer staff roles and responsibilities for planning, approving and supporting community engagement activities. • Updated legislative references to reflect the Charter. We encourage you to review the proposed documents and share your feedback on this page.		

Why the changes?	What's changing?	Providing feedback
We'd love to hear your feedback on the proposed updates. Please review the documents in the Document Library and share your feedback by 19 July 2026. You can do this by: • Completing the online survey • Emailing your feedback to connected@playford.sa.gov.au. • Visiting the Playford Civic Centre (10 Playford Boulevard, Elizabeth) or Stretton Centre (307 Peachey Road, Munno Para) to view the documents and complete a hard copy survey. • Mailing your feedback to: Reply Paid, Community Engagement, Playford Operations Centre, 12 Bishopstone Road, Davoren Park SA 5113. If you would prefer to chat with the Community Engagement Officer, Roxanne, please contact us on 8256 0333 or connected@playford.sa.gov.au		

Community Engagement Policy & Procedure Review

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B. Public notice – *The Advertiser*

CITY OF



Public Notice

Share your views on the City of Playford Draft Community Engagement Policy and Procedure.

In accordance with Section 50 of the *Local Government Act 1999*, the City of Playford is reviewing its Community Engagement Policy and Procedure and invites community members to provide feedback on the proposed changes.

The proposed updates have been developed to align the Policy and Procedure with the requirements established under the Community Engagement Charter of the *Local Government Act 1999*.

The draft policy and procedure can be viewed, and feedback submitted, in the following ways:

Online: visit playford.engagementhub.com.au
In-person: view information and collect a hard copy feedback form at Council's Customer Contact locations:

- o Playford Civic Centre, 10 Playford Boulevard, Elizabeth
- o Stretton Centre, 307 Peachey Road, Munno Para

• **Email:** send your feedback to connected@playford.sa.gov.au
• **Post:** Reply Paid, Att: Community Engagement, City of Playford, 12 Bishopstone Road, Davoren Park, SA 5113

Consultation is open between Thursday 18 June 2026 to Sunday 19 July 2026.

For more information, please contact our Customer Contact Team on 8256 0333 or email connected@playford.sa.gov.au.

Community Engagement Policy & Procedure Review

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C. Social media post



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D. Feedback form



Share your views on the Draft Community Engagement Policy and Procedure

Submission Form

Consultation is open Thursday 18 June – Sunday 19 July 2026

The City of Playford is seeking your feedback on proposed updates to our Draft Community Engagement Policy and Procedure.

We've attached an overview of the changes, along with two versions of the draft documents—one with tracked changes and one without.

Before completing the survey, we encourage you to review the documents and share your thoughts. Your feedback will help shape our final policy and procedure.

We look forward to hearing from you!

Your suburb _____

1. Have you read the Draft Community Engagement Policy & Procedure?

☐ Yes – in detail ☐ Yes – only the parts that interest me ☐ No

2. How supportive are you of the proposed changes to the Council's Draft Community Engagement Policy?

☐ Strongly agree	☐ Agree	☐ Neutral	☐ Disagree	☐ Strongly disagree
I fully support this draft document	I generally support this draft document	I'm unsure about this draft document	I don't fully support this draft document	I do not support this draft document

3. How supportive are you of the changes to the Council's Draft Community Engagement Procedure?

☐ Strongly agree	☐ Agree	☐ Neutral	☐ Disagree	☐ Strongly disagree
I fully support this draft document	I generally support this draft document	I'm unsure about this draft document	I don't fully support this draft document	I do not support this draft document

1

CITY OF
Daymond

[illegible]

Community Engagement Policy & Procedure Review

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E. Bunyip article

8 July 2026

Council seeks further feedback

CITY of Playford is calling on the community to have its say on its Community Engagement Policy and Procedure.

The move comes after a new Community Engagement Charter set minimum requirements for how South Australian councils engage with their communities while making decisions that may affect them.

To align with the charter, council is now asking for feedback as it updates its new policy and procedure documents.

Community feedback can be given by completing council's online survey by 19 July, with more information available from the City of Playford Engagement Hub.



City of Playford is changing its Community Engagement Policy and Procedure. (File)

INFORMAL DISCUSSION

6.1 Community Support and Grant Program Policy and Procedure Review

Presenter: Ms Amy Godfrey, Manager Connection and Inclusion

Purpose: To provide an update on the Community Support and Grant Program Review of Policy, Procedures and Guidelines.

Duration: 30 Minutes