



NOTICE

of

STRATEGY AND SERVICES COMMITTEE MEETING

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

TO BE HELD IN

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

MEMBERS MAY PARTICIPATE BY ELECTRONIC MEANS

ON

TUESDAY, 14 NOVEMBER 2023 AT 7:00PM

THIS MEETING WILL ALSO BE VIEWABLE AT
<https://www.youtube.com/user/CityOfPlayford>

**SAM GREEN
CHIEF EXECUTIVE OFFICER**

Issue Date: Thursday, 9 November 2023

MEMBERSHIP

CR CLINT MARSH – PRESIDING MEMBER

Cr Akram Arifi

Cr Andrew Craig

Cr Chantelle Karlsen

Cr Jane Onuzans

Cr Tanya Smiljanic

Cr Marilyn Baker

Mayor Glenn Docherty

Cr David Kerrison

Cr Peter Rentoulis

Cr Katrina Stroet

Cr Zahra Bayani

Cr Shirley Halls

Cr Misty Norris

Cr Gay Smallwood-Smith

Cr Rebecca Vandeppear

**City of Playford
Strategy and Services Committee Meeting**

**AGENDA
TUESDAY, 14 NOVEMBER 2023 AT 7:00PM**

ACKNOWLEDGEMENT OF COUNTRY

We would like to acknowledge that this land we meet on today is the traditional land of the Kaurna people, and that we respect their spiritual relationship with their country. The City of Playford would also like to pay respects to Elders past, present and emerging.

1 ATTENDANCE RECORD

1.1 Present

1.2 Apologies

Cr Zahra Bayani - Leave of Absence

1.3 Not Present

2 CONFIRMATION OF MINUTES

RECOMMENDATION

The Minutes of the Strategy and Services Committee Meeting held 10 October 2023 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 Kalara Reserve Facility Upgrade.....6

5.2 Playford Community Fund (Attachments).....16

Matters to be considered by the Committee Only

Matters delegated to the Committee

5.3	Appointment of Presiding Member (Attachment)	33
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6 INFORMAL DISCUSSION

Nil

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 KALARA RESERVE FACILITY UPGRADE

Responsible Executive Manager : Sam Green

Report Author : Tyson Roling

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

PURPOSE

To seek Council approval to progress the Kalara Reserve Facility Upgrade project to the next phase and allocate the additional funding required.

STAFF RECOMMENDATION

1. Council notes that the upgrade of the Kalara Reserve clubrooms has been approved via the 2023/24 Annual Business Plan, with a total external funding allocation of \$2.395M.
2. Council approves the commencement of a design and construct tender process for the upgrade of the Kalara Reserve club rooms and car parking, in line with the concept plan.
3. Council approves the \$3,460,328 of additional budget that will be allocated to the project, which will be accounted for through Budget Review 2.

EXECUTIVE SUMMARY

Kalara Reserve, located at Petherton Road, Davoren Park, is a large district level sports facility that primarily caters for soccer and cricket. It is home to the Andrews Farm Soccer & Community Club and most recently the Adelaide Dragons Soccer Club who are a current sub-licensee of the facility.

In its current form, Kalara Reserve has significant functionality issues and has poor-quality amenities. The facilities are used to service the sportsgrounds which are used by both the clubs and community.

Kalara Reserve was identified as a high priority project in Councils Sportsground Direction Strategy (2014), prior to the endorsement of the Sports Facility Strategy (2023). The 2014 Sportsground Direction Study recommended consolidation of the buildings at the site which are in poor condition, and the inclusion of a fitness track.

Council has already approved a budget of \$2.395M for this project through the 2022/23 and 2023/24 Annual Business Plans. So far, the budget has been funded through external grant funding.

Council has now completed a master planning process, concept planning, project costing and engagement activities.

In September the administration provided a project progress update on the Kalara Reserve Upgrade. This presentation highlighted the additional funding that is required to progress and deliver this project in line with the project objectives and concept plan. Council was advised that a funding decision report would be put to the Council in November.

1. BACKGROUND

In 2017, Council received funding to upgrade the sports lighting at Kalara Reserve. The lighting installation facilitated the expansion of the playing field provision, in the form of an additional senior and junior soccer pitch. Prior to the lighting upgrade, the clubroom serviced the reserve adequately. However, since the upgrade the location of the clubroom no longer services the reserve to its full potential due to its distance from the eastern side of the reserve (see Figure 1 below).

Kalara Reserve was identified as a high priority project in Councils Sportsground Direction Strategy (2014), prior to the endorsement of the Sports Facility Strategy (2023). The 2014 Sportsground Direction Study stated that a masterplan for Kalara Reserve was required. The study recommended consolidation of the buildings at the site which are in poor condition, and the inclusion of a fitness track. This site needed to include open space elements such as a perimeter running track, new playground, shelters and public toilets. This direction sought to provide a vision for future investment at the site, where sport, recreation and open space elements could connect with each other.

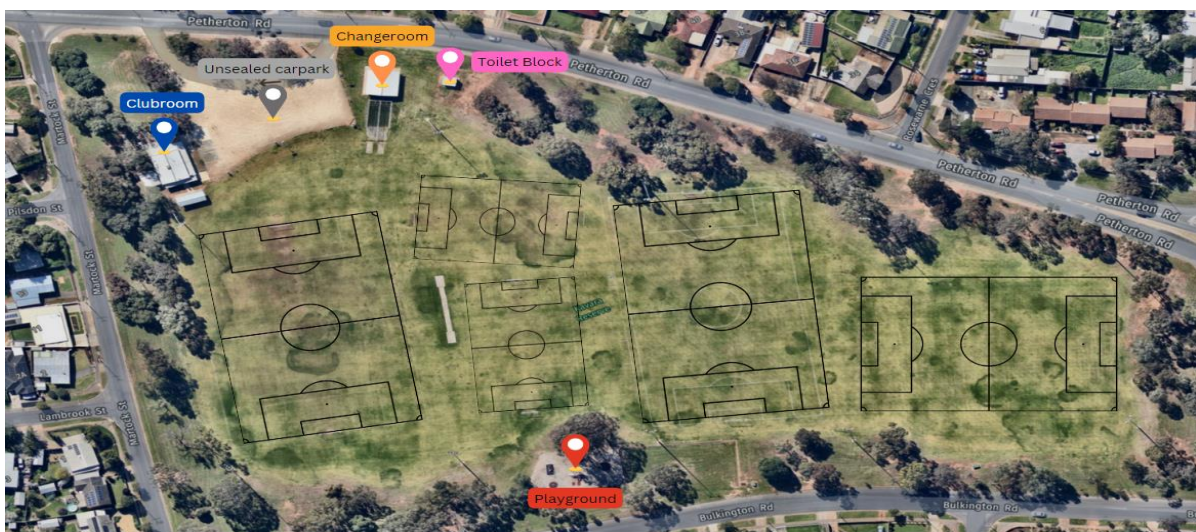


Figure 1 - Current facility layout

A memo was sent to Elected Members on 13 May 2022, announcing a State Government election commitment of \$1M through a special purpose grant made by the Labor Party. The primary condition of this election commitment was that the funding must assist with the redevelopment of clubrooms at the site.

This election funding and upgrade for Kalara Reserve was approved by Council via the 2022/23 Annual Business Plan. To facilitate the funding objectives, further planning and project scoping was required, to determine the project objectives, scope, and the best outcomes for the site.

At the Ordinary Council meeting on 28 March 2023, a further \$1.395M in funding was allocated to this project, through the Local Roads and Community Infrastructure program. This grant funding allocation was also endorsed through the 2023/24 Annual Business Plan. Bringing the total approved budget for this project to \$2.395M. At this stage, the Annual Business Plan flagged that additional funding would be required in future years.

In September the administration provided a project progress update on the Kalara Reserve Upgrade. This presentation highlighted the additional funding that is required to progress and deliver this project in line with the finalised, masterplan and concept plan. Council was advised that a funding decision report would be put to the Council in November.

2. RELEVANCE TO STRATEGIC PLAN

Community Theme 1: Improving safety and accessibility.

Universally designed, new and upgraded change rooms will increase accessibility for those with a disability as well as providing greater access to basic amenities for the participants at the site. The site would benefit from formalised parking which would also improve safety and make clearer separation of pedestrian and vehicle movements. The new clubroom will be built in accordance with the *Disability Inclusion Act* and Council's Disability Access and Inclusion Plan 2020-2024 which ensures the facility is universally designed and equitable access is facilitated.

Community Theme 2: Lifting city appearance.

The current changerooms are in poor condition and the unsealed carpark routinely develops potholes and has drainage issues. A new facility and a sealed carpark will improve the appearance and functionality of the site, which also has main road presence.

Community Theme 3: Connecting with our community and each other.

New clubrooms will provide space for the community to connect and would be available for other groups to hire. Council is currently investigating the opportunity of using the existing clubroom as community facility to provide much needed community spaces for hire or programming.

Community Theme 5: Using money wisely.

Council received \$1M in State Government Funding & Council endorsed the allocation of \$1.395M in Local Roads and Community Infrastructure Funding towards this project. Thus, Council will be leveraging external investment to develop a much-needed facility and maximise utilisation of Kalara Reserve.

3. PUBLIC CONSULTATION

Throughout the scoping of this project, the Andrews Farm Soccer and Community Club have been engaged and have provided input into the facility design and the location of the new infrastructure. In accordance with Council's Engagement Policy no further public consultation requirements were identified.

Council will engage with the community when the open space elements of the masterplan become a priority project (stage 2).

4. DISCUSSION

4.1 The site currently has significant functionality issues and poor-quality amenities that service the sportsgrounds used by the clubs and community. These include:

- The current location of the clubroom only services the western side of Kalara Reserve. This contributes to a lack of utilisation of the eastern side of the reserve.
- 3 separate buildings which creates poor functionality and facility management challenges.
- Annual building inspections and audits have identified that the changeroom is in very poor condition.

- Only one home and away changeroom with an undersupply of toilets to service 3 senior soccer pitches, this causes accessibility issues when games are scheduled simultaneously.
 - Unsealed carpark which can cause accessibility issues during the winter season.
- 4.2 The current changerooms are separated with an openable wall to allow a home and away team to use the facility. There are shared wet areas with limited to no privacy and there is no toilet pan. This results in significant functionality issues and therefore the changerooms do not adequately serve the participants using the site. This is why the changerooms are currently used as storage, instead of changerooms. It is essential to address and include the changerooms as part of the redevelopment of this site.



Figure 2 - Current condition of changerooms

4.3 Based on an issues analysis of the site, the following project objectives were identified:

- Maximise the site for flexible community use and for sport.
- Provide a facility that best services all of the sportsgrounds.
- Improve the appearance and functionality of the site.

To achieve the project objectives, a concept masterplan was required to ensure the whole of Kalara Reserve was considered.

4.4 Council has completed the master planning and concept planning work for Kalara Reserve.

It has been determined that stage 1 of the masterplan should include the following:

- Consolidation of buildings on the site
- New clubroom located centrally
- 4 x new changerooms
- 2 x umpire changerooms
- 3 x external storage areas
- Sealing of the current carpark
- Footpath connections between the carpark and new facility

All the above elements are designed in alignment with the specifications and level of service for a District level facility in the Sports Facility Strategy.

The centralised location of the building will facilitate better utilisation of the lighting upgrade, will address the substandard facilities, and facilitate greater use of the additional pitches. See Figure 3 below for proposed stage 1 concept plan.

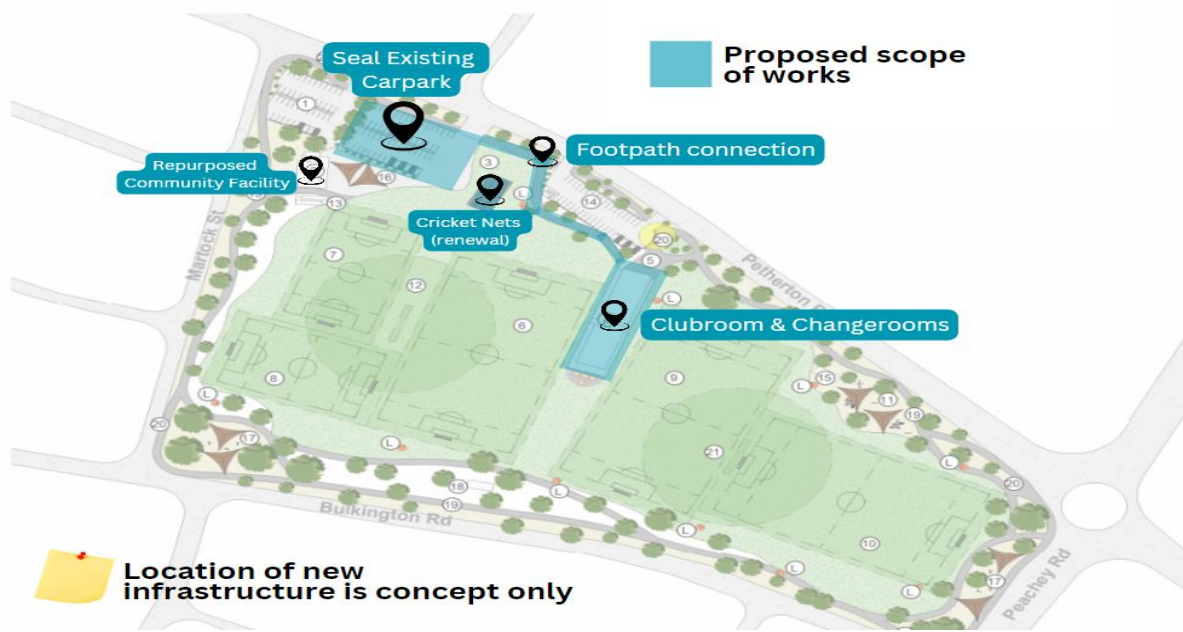


Figure 3 – Kalara Reserve Concept Masterplan – Stage 1 Proposed Scope of Works

- 4.5 Stage 2 of the masterplan will focus on the open space elements listed above and will be filtered through the four-year delivery plan when deemed a priority project (see Figure 4 below).

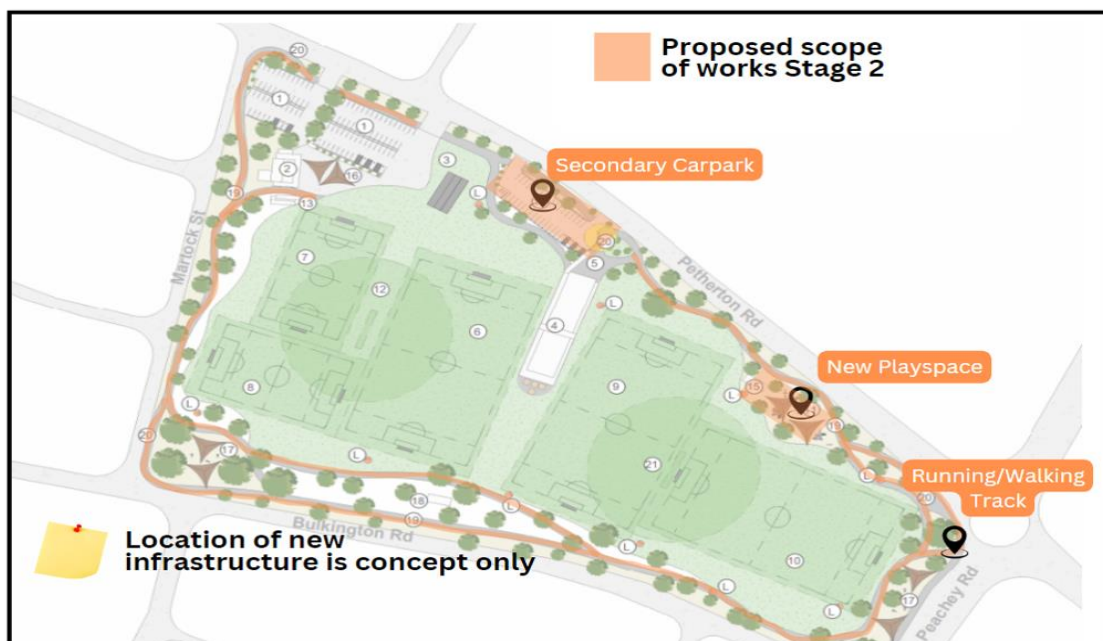


Figure 4 - Proposed Stage 2 Scope of Works

- 4.6 The proposed specifications for the new combined clubroom and changerooms are consistent with the recently endorsed Sports Facility Strategy for a District level facility, specifically football (soccer) which includes:

- Social room
- Flexible meeting area

- 2 x Home Changeroom
- 2 x Away Changeroom
- Trainer's Room
- 2 x Umpires Room
- Bar & Kitchen
- 3 x storage areas

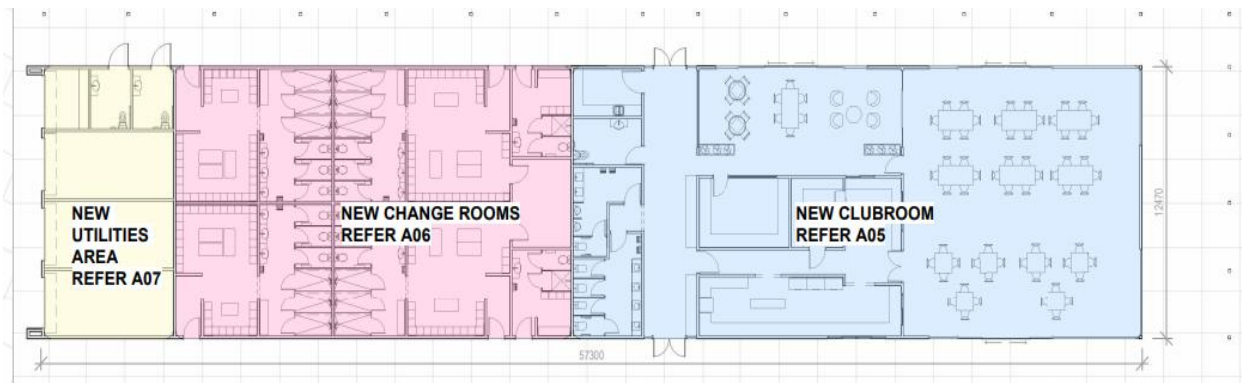


Figure 5 - Concept Floor Plan for Kalara Reserve Changeroom & Clubroom

- 4.7 The location and floor plan of the consolidated building were designed in consultation with the Andrews Farm Soccer & Community Club and have been purposely designed to accommodate shared tenancy. The design is also intended to service all the sportsgrounds, providing great functionality and viewing for spectators.
- 4.8 The full scope concept plan for stage 1 was estimated at approximately \$8M, \$5.6M more than the budget currently allocated to the project.

Various options have been analysed and a descoped recommendation has been provided, which focuses on addressing the priority infrastructure, whilst still achieving the overall project objectives. The revised scope estimate is \$5,855,166 with an additional budget requirement of \$3,460,328.

- 4.9 The \$1M Office for Recreation, Sport & Racing (ORSR) funding agreement (election commitment), required the project to be completed by 30 June 2024. The \$1.395M Local Roads & Community Infrastructure funding agreement has a delivery deadline of 30 June 2025.

A variation to the ORSR grant agreement for the \$1M election commitment has been sought and approved. The construction timeframe has been extended to 30 June 2025 which aligns with the LRCI funding agreement.

- 4.10 The Andrews Farm Soccer & Community Club are committed to developing a strategic plan with Council's Sport & Property Team to ensure they are equipped with the tools to effectively manage a new facility. This includes leveraging the increased revenue capacity and participation growth that a facility of this nature will provide.
- 4.11 Collaboration with the Community Services team has identified a need for additional community spaces due to the popularity of Spruance Hall and Uley Road Hall. The current clubroom at Kalara Reserve provides an opportunity to add another civic venue hall for hire. This has been considered through the planning process as opposed to decommissioning the building. To facilitate this, the scope of works for this project will

need to incorporate sealing the existing carpark as there will be a greater diversity of users visiting the site and a need for safer and more accessible infrastructure.

5. OPTIONS

Recommendation

1. Council notes that the upgrade of the Kalara Reserve clubrooms has been approved via the 2023/24 Annual Business Plan, with a total external funding allocation of \$2.395M.
2. Council approves the commencement of a design and construct tender process for the upgrade of the Kalara Reserve club rooms and car parking, in line with the concept plan.
3. Council approves the \$3,460,328 of additional budget that will be allocated to the project, which will be accounted for through Budget Review 2.

Option 2

1. Council notes that the upgrade of the Kalara Reserve clubrooms has been approved via the 2023/24 Annual Business Plan, with a total external funding allocation of \$2.395M.
2. Staff review and rescope the Kalara Reserve project based on the following feedback from Council:

3. Once the project has been rescoped, staff return to Council for a decision on progressing this project.

Option 3

1. Council notes that the upgrade of the Kalara Reserve clubrooms has been approved via the 2023/24 Annual Business Plan, with a total external funding allocation of \$2.395M.
2. Council decides to not proceed with the Kalara Reserve Upgrade, at this time, and return the \$1M of grant funding to the Office for Recreation, Sport & Racing and reallocate the \$1.395M in Local Roads & Community Infrastructure funding to another suitable project.

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

This decision will facilitate the continuation of this project to the next phase of detailed design and construction. Ensuring that Council delivers on its commitments in the 2022/23 and 2023/24 Annual Business Plans and associated funding agreements.

The upgrade will provide compliant facilities for the users of Kalara Reserve and will present an opportunity to expand the organised and casual use of the site. It will also provide an opportunity to expand our community service offerings with an additional fee for hire building to complement existing halls (Spruance & Uley Road) which will enable us to further connect with our community.

This decision aligns to our Sports Facility Strategy and has been planned with the guiding principles and level of service for a District level facility.

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 deliver a much-needed facility upgrade at Kalara Reserve, provide a facility that accommodates both male and female participants and supports shared-tenancy arrangements at the site. Failure to endorse this decision will leave Kalara Reserve with non-compliant infrastructure which will require funding in future years.

Work Health and Safety

The COP has ZERO TOLERANCE for risks that jeopardise compliance with Work Health and Safety (WHS) laws and put the physical and mental health of people in danger. The City of Playford is committed to creating a safe working environment for all employees, contractors, volunteers, visitors and members of the public.

This decision will deliver a sealed carpark which will support the new facilities and improve safety and accessibility. In addition, this decision will support the upgrade of the changerooms which will provide privacy and a safe environment for all users of the site. Failure to endorse this decision will leave the carpark unsealed which can be hazardous during the winter due to poor drainage and changerooms that are currently not adequate to support male or female participation.

Financial Sustainability

Council has a low appetite for short-term financial risk that adversely impacts on the delivery of the long term financial plan and the Council's overall stability and sustainability.

This decision will ensure we can deliver on the project objectives which will leverage the external funding commitments allocated to the project. Failure to endorse this decision could impact our ability to deliver and could put the external funding at risk.

6.1.2 Financial Implications

Council has already approved \$2.395M for this project with ongoing operating budget of \$182K.

\$1M was initially allocated through the 2022/23 Annual Business Plan which was funded via an election commitment.

Council subsequently approved an additional \$1.395M for the project which was funded via the Local Roads and Community Infrastructure allocation. This was endorsed at the Ordinary Council Meeting on 28 March 2023. The additional allocation was also included in the 2023/24 Annual Business Plan.

The total cost of this project is \$5,855,166, which means that an additional budget of \$3,460,328 is required to deliver the project in accordance with the concept plan.

It is proposed that the additional funds are allocated through Budget Review 2.

	Current Year 2023/24 \$'000	Future Years 2024/25 \$'000	Ongoing \$'000
Operating Revenue			
Operating Expenditure			497
Net Operating Impact			497
Capital Revenue			
Capital Expenditure		3,460	
Total Capital Investment		3,460	

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

As any amendments are yet to be identified, the implications cannot be fully analysed at this stage.

As the preliminary planning work has already considered the rescoping of the Kalara Reserve Upgrade, it may not be possible to deliver on the guidelines and principles endorsed through the Sports Facility Strategy if the project is descoped further. It is most likely that rescoping will not allow for the relocation of the clubrooms to a central location on the site.

6.2.2 Financial Implications

As any amendments are yet to be identified, the financial implications cannot be fully analysed at this stage. However, rescoping this project will result in project delays which will impede Councils ability to deliver on its external funding commitments. Primarily the due date for delivery.

6.3 Option 3 Analysis

6.3.1 Analysis & Implications of Option 2

Not proceeding with this project will mean that Council will not be able to deliver on its commitment to the community communicated through the Annual Business Plan and club consultation. Not delivering on external funding commitments presents some reputational risk to Council, also potentially putting future funding opportunities at risk.

6.3.2 Financial Implications

By proceeding with this option, Council will lose \$1M in external funding. In the future when Council does decide to proceed with an upgrade at Kalara Reserve, the full

project cost will need to be funded by the community. This will be an opportunity lost to the community and will have a financial impact.

5.2 PLAYFORD COMMUNITY FUND

Responsible Executive Manager : Tina Hudson

Report Author : Erin Findlay

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

Attachments :

- 1. Memorandum of Understanding
- 2. Playford Community Fund Submission 2023

PURPOSE

For Council to consider an extension of the current MOU financial assistance agreement (Attachment 1) with the Playford Community Fund (PCF) for a further 12 months.

STAFF RECOMMENDATION

Council endorse an extension to the current MOU financial assistance agreement (Attachment 1) with Playford Community Fund for a further 12 months, from 1 January 2024 to 31 December 2024 to the value of \$34,000 (plus GST), and that the acquittal needs to be submitted for the previous financial year prior to the MOU being finalised.

EXECUTIVE SUMMARY

In September 2022 Council agreed to extend the MOU financial assistance agreement with Playford Community Fund for a further 12 months, commencing 1 January 2023, expiring 31 December 2023 to the value of \$34,000 (plus GST) per year (Council Resolution 5147). The previous agreement with the Playford Community Fund had been for a period of 3 years.

The current memorandum of understanding (MOU) expires in December 2023. PCF have contacted us to request an extension of the MOU (Attachment 2).

Council receives a large number of requests from a range of different organisations for ongoing operational support. Requests include financial support as well as free or low-cost provision of spaces and buildings, or other in-kind support.

At the June 27th Council Meeting, Council endorsed the Community Organisation Support Framework (Council Resolution 5452) which will provide a mechanism to consider requests of this nature from the beginning 2024/25 financial year.

PCF originally requested that their funding agreement be extended for 3 years (Attachment 2), however a subsequent conversation confirmed that Council staff would recommend a 1-year extension to enable PCF to continue operating until the framework commences in July 2024.

1. BACKGROUND

First established in 1964, the Playford Community Fund provides services in Emergency Relief and Budgeting to residents of the City of Playford and is fully run by experienced and qualified volunteers. The service is located on Level 2 of the Windsor Building within the Elizabeth City Shopping Centre. The service currently supports over 5,000 residents per year with emergency flood relief, urgent bill pay assistance and assistance acquiring furniture and other household goods.

Council has been a long-term supporter of this organisation by way of direct funding agreements, most recently to assist with rental costs in the CBD location along with peppercorn rent agreements for other facilities at The Precinct and in Elizabeth North. These 2 locations are used to manufacture and store furniture that is provided to families in need.

2. RELEVANCE TO STRATEGIC PLAN

Community Theme 3: Connecting with our community and each other.

Many community organisations contact Council with requests for the provision of ongoing operational support. The nature of the support includes financial support as well as free or low-cost provision of spaces and buildings, or other in-kind support. PCF is one of these organisations.

3. PUBLIC CONSULTATION

The Community Engagement Policy does not require public consultation on this matter.

4. DISCUSSION

Community Support

- 4.1 An increasing number of community organisations contact us with requests for Council to provide ongoing operational support. Requests include financial support as well as free or low-cost provision of spaces and buildings, or other in kind support.
- 4.2 These requests do not meet the current community development and event grants criteria, as they are typically requests for long term or ongoing funding for leasing or rental costs, or day to day operational costs of the service.
- 4.3 At the June 27th Council meeting, Council endorsed the Community Organisation Support Framework. This framework has four key categories: Council's current Community Development and Event Grants, Programs and Events Sponsorship, Building Spaces and Financial Support. This framework will commence in the 2024/25 financial year and will look to provide equitable support to community organisations throughout Playford.

PCF

- 4.4 In February 2020 Council agreed to enter into a 3-year MOU financial assistance agreement with Playford Community Fund commencing 1 January 2020, expiring 31 December 2022 to the value of \$34,000 (plus GST) per year (Council Resolution 3930).
- 4.5 In September 2022 Council agreed to extend this MOU for 12 months while the Community Organisation Support Framework was being developed.
- 4.6 The current memorandum of understanding with PCF expires in December 2023. PCF have contacted us to request an extension of the MOU as the Community Organisation Support Framework is the to commence in July 2024.
- 4.7 PCF provides emergency assistance to City of Playford residents, staffed wholly by volunteers. Their direct service delivery arm is located on Level 2 of the Windsor Building within the Elizabeth City Shopping Centre.

- 4.8 PCF supports Playford residents with emergency food assistance, urgent bill pay assistance and assistance to purchase urgent medical prescriptions, furniture, whitegoods and manchester.
- 4.9 PCF also construct furniture that is distributed to families in need, many of whom are setting up new homes due to fleeing domestic and family violence.
- 4.10 Council has provided both financial and in-kind assistance for all 3 PCF locations since at least the year 2000.
- 4.11 Council also provides financial assistance for the PCF workshop at the Precinct located on 112 Coventry Rd which includes a metal workshop, paint shop, woodworking area and storage areas, by way of a peppercorn rent agreement with Council. This agreement has been in place since 2009.
- 4.12 Council financial and in-kind assistance for storage sheds and related spaces at Figsbury St Elizabeth North has been by way of a License agreement from 2009 onwards and with an informal peppercorn agreement in place for a number of years prior to that.
- 4.13 Council financial assistance to support their CBD office location has been in place, in increasing amounts for approximately 20 years.

PCF are aware that the Community Organisation Support Framework will commence in July 2024 and any future request for funding will need to be applied for through the appropriate framework category.

PCF have requested that their funding agreement be extended for 1 year to enable them to continue operating under the framework commences in July 2024.

5. OPTIONS

Recommendation

Council endorse an extension to the current MOU financial assistance agreement (Attachment 1) with Playford Community Fund for a further 12 months, from 1 January 2024 to 31 December 2024 to the value of \$34,000 (plus GST), and that the acquittal needs to be submitted for the previous financial year prior to the MOU being finalised.

Option 2

Council does not extend the current MOU with Playford Community Fund beyond December 2023. Council to encourage PCF to make an appropriate application once a framework is established.

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

This option will enable PCF to continue their current level of service and support to the community.

6.1.2 Financial Implications

There are no financial implications for the current financial year as this money is already budgeted.

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

This option will likely result in PCF needing to close the Elizabeth City Centre site, thereby negatively impacting the current level of service and support PCF provides to the community.

6.2.2 Financial Implications

There are no financial implications for the current financial year.

MEMORANDUM OF UNDERSTANDING

This non-binding Memorandum of Understanding ("MOU") is entered into between:

City of Playford of 12 Bishopstone Rd, Davoren Park SA 5113 (**ABN 99 3977 936 62**)

And

Playford Community Fund Inc, Level 2, Windsor Building, Elizabeth City Centre Elizabeth
ABN: 49449475973

hereinafter referred to collectively as 'the Parties'.

WHEREAS the City of Playford

Are entering into this agreement in order to continue the longstanding financial support to Playford Community Fund whom provide an essential emergency assistance program to City of Playford residents.

WHEREAS Playford Community Fund

Are seeking financial assistance from the City of Playford in order to subsidise their annual rent arrangement in the Windsor Building of the Elizabeth City Centre

NOW, THEREFORE, in consideration of the mutual interests described above, the Parties agree to work together in the following manner:

1. Purpose

The Parties agree to cooperate with each other on the principles, terms and conditions set out in this Memorandum of Understanding (MOU), for the purpose of enabling Playford Community Fund to continue to support the City of Playford community with emergency assistance

2. Key Principles to Collaborate

- 2.1. The Parties acknowledge the following statement of principles to guide their collaboration under this MOU in relation to this agreement.
 - 2.1.1. The Parties will demonstrate, through their action, a willingness to work together;
 - 2.1.2. the Parties to the agreement share a common vision, values, and understanding of the scope of their individual obligations under this MOU; and
 - 2.1.3. The Parties will adhere to acceptable levels of privacy and confidentiality protection.

2.2. The Parties agree that in their interactions with each other they will adhere to following behaviours:

- 2.2.1. demonstrate and maintain transparency and trust
- 2.2.2. demonstrate and maintain responsiveness to timelines and communications
- 2.2.3. create and maintain mutual value
- 2.2.4. demonstrate and maintain a willingness to work together.

3. Term and Operation

3.1. Term of Agreement

This is a 3 year agreement commencing 1 January 2023, expiring 31 December 2023

3.2. Non-Binding Memorandum of Understanding

This MOU merely constitutes a statement of the mutual intention of the parties with respect to its contents. It is not a formal undertaking and implies that the signatories will strive to reach, to the best of their ability, the objectives stated in this MOU.

3.3. Nature of the Relationship

- 3.3.1. This MOU relates solely to supporting payment of the current rental premises situated at Level 2 Windsor Building, Elizabeth City Centre.
- 3.3.2. Should the abovementioned rental arrangement be subject to change this MOU will deemed null and void.
- 3.3.3. Subject to the terms of this MOU, the implementation and pursuit of the goals, objectives, conditions and terms of this collaboration will be carried out in accordance with the policies and procedures of each party.
- 3.3.4. This MOU will in no way alter the terms of employment or compensation of employees of either organisation that is a party to this MOU.
- 3.3.5. Each party is responsible for its own obligations arising under this MOU and neither party shall have the right power, or authority to obligate or bind the other in any manner whatsoever, except as otherwise agreed to in writing.

4. Responsibilities of the Parties

Playford Community Fund Inc.

- 4.1 Provide bi-annual reports identifying the services provided, number of people receiving assistance and volunteer data in December and July throughout the term of this agreement along with an audited financial statement annually as per Clause 5.3.
- 4.2 Provide a valid tax invoice annually to City of Playford in January of each year for the term of this agreement.

4.3 Ensure that all promotional materials for Playford Community Fund acknowledge the City of Playford as a sponsor through the inclusion of Council's logo on printed and electronic collateral.

4.4 Provide copies of insurance Certificates of Currency to Council annually for the term of this agreement.

4.5 Where the opportunity exists seek to collaborate with the City of Playford to link with the Playford Healthy Food Co. This includes but it not limited to active referrals of clients.

4.6 If applicable, the Service Provider shall comply with the provisions of the Work, Health and Safety Act 2012 and all associated regulations.

City of Playford

4.7 Upon the presentation of a valid tax invoice annually, release the annual payment to Playford Community Fund Inc.

4.8 Payment will be released as per Council's payment terms, 30 days end of month.

4.9 Where the opportunity exists seek to collaborate with Playford Community Fund to align with the work of the Playford Healthy Food Co. and other Community Development programs and activities.

5 Financial Arrangements

5.1 A party may not commit the other to any cost, expense or obligation without the written consent of that party.

5.2 The City of Playford agrees to the provision of \$34,000 plus GST for 1 calendar year to support the payment of rent in the Windsor Building of the Elizabeth City Centre.

5.3 Playford Community Fund agrees to provide to Council an annual audited financial statement for each year of the term of this agreement to evidence the acquittal of this Council funding.

5.4 CPI will not apply to this agreement.

6 Confidentiality

6.1 The parties agree that in the course of undertaking the Project, that each may be given access to, or come into possession of, confidential information of the other party which

information may contain trade secrets, proprietary data, or other confidential material of that party.

6.2 Therefore the parties agree to maintain confidentiality with respect to any confidential information associated with the other party.

7 Intellectual Property

7.1 Intellectual Property of the Parties

7.1.1 Any intellectual property developed as a result including but not limited to information, materials, products and deliverables, shall be the property of the respective parties performing the work.

7.1.2 All background intellectual property which was created and/or developed by either before the date of this MOU and utilised in the course of performing engagements pursuant to this MOU shall not become the property of the other.

7.2 Trademarks, Trade Names and Copyrights

Except as otherwise expressly provided herein, this MOU does not give either party any ownership rights or interest in the other parties trade name, trademarks or copyrights.

8 General Provisions

8.1 Assignment

Neither party will assign or otherwise transfer its rights or delegate its obligations under this MOU without both parties prior written consent. Any attempted assignment, transfer or delegation without such consent is void.

8.2 Variation

This MOU can be modified or amended only in writing signed by all parties.

8.3 Conflict of Interest

Each party warrants that no conflict of interest exists or is anticipated relevant to its role in this MOU or the Project. If a conflict of interest arises, the party affected will notify the other party immediately and the parties will seek to resolve the conflict to ensure the successful performance of the Project is not jeopardised.

8.4 Insurance

Where required by law, the parties will maintain insurance policies with respect to performance of their obligations under this MOU.

8.5 Governing Law

The laws in force in the State of South Australia shall apply to the Agreement and the Parties shall submit to the jurisdiction of the courts of South Australia.

Attachment 1 - Payment Schedule

This is a 1 year agreement commencing 1 January 2023, expiring 31 December 2023.

The City of Playford agrees to the provision of \$34,000 plus GST for 1 year to support The Playford Community Fund Inc. towards payment of rent in the Windsor Building of the Elizabeth City Centre as follows:

Funding year	Amount	Term	Requirements
2023	\$34,000 plus GST	1 January 2023 - 31 December 2023	Completed acquittal for 2022 as per clause 4.1 Valid Tax Invoice

SIGNED this 1st day of November 2022

By the City of Playford

Signed by an authorised representative in the presence of:



Signature of authorised representative

Tina Hudson

Name of authorised representative

Gim City Services

Position of authorised representative



Signature of Witness

Amy Matthews

Name of Witness

By Playford Community Fund

Signed by an authorised representative in the presence of:



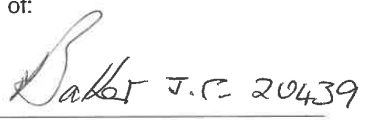
Signature of authorised representative

MICHAEL LLOYD SCOTT

Name of authorised representative

CHAIRMAN

Position of authorised representative



Signature of Witness

MARILYN BAKER

Name of Witness



***THE PLAYFORD COMMUNITY
FUND INC.***

SUBMISSION FOR FUNDING

to

THE CITY OF PLAYFORD

2023

INTRODUCTION

The Playford Community Fund has been providing Emergency Relief in the suburbs incorporated within the City of Playford, and its predecessors, for over 30 years.

For the majority of this time the Council has provided funding to support our vital activities, and we are submitting this request to have this funding continue.

The funding previously granted to the Fund, enables us to be domiciled in the Elizabeth City Centre. This is absolutely essential as the majority of our clients do not have independent means of travel and have to rely on Public Transport.

Your support is fundamental in providing ongoing support and without this support we would have to curtail or, as a minimum, reduce some of our support abilities.

We are requesting funding for the next 3 years.

AIMS AND OBJECTIVES

We believe the Fund provides an essential service within the City.

No other charity or Emergency Relief agency in the North provides all the services we do.

While others may provide food, they do not provide Furniture, Manchester, and household goods, as we do.

Every other Agency in Playford requires clients to make a financial payment for services and provisions provided. Playford Community Fund is a 100% Volunteer organization, providing our services completely free of any charges.

Many of our residents find themselves in crisis situations, either due to Domestic Violence, fire or other disasters, which has been even more evident in previous times especially with the Cost of Living crisis increasing the demand on our services.

Some of our clients have previously been homeless or boarding and when they gain accommodation have no furniture at all, and we are one of the few, if not the only the organisation, in the area, that both clients and other Agencies including both the State and Federal Governments turn to for help.

We do not believe anyone, especially children, should be sleeping on the floor and have no chairs to sit on.

It is important for these families to become settled as quickly as possible in decently furnished accommodation where they feel safe and comfortable. It is not until then that they can look forward to re-building their lives and overcoming the trauma they have suffered, and our organisation can provide this vital physical and emotional support for the residents of the City of Playford.

Assistance is provided to those in need, with the only criteria being they must be in receipt of Centrelink benefits and living within the City boundaries.

Types of assistance include:

- Emergency Food Relief
- Food Vouchers
- Vouchers for Shoes and Clothing
- Bill Pay assistance for Rent and Utility bills
- Vouchers for Prescriptions
- Furniture and Household goods
- White goods and kitchen appliances
- Manchester and bedding

EVIDENCE OF NEED

Clients are referred to us by other Emergency Relief providers in the area, and also by other organisations (i.e. Anglicare, Salvation Army) including the Women's Safety Service, Centrelink, Housing SA, OARS, the Migrant Resource Centre, the Department for Child Protection, and Victim Support at SAPOL.

Over a number of years (2019, 2020, & 2021) we have continued to operate for the benefits of the community during the COV-ID 19 pandemic, working within the required restrictions and complying with all health regulations for not only the health of our clients but also our volunteer staff. Items continued to be provided to clients in Playford, and the number of families seeking assistance have continued.

Data sourced from the Australian Bureau of Statistics states that the number of persons living in low income households within the City of Playford increased by 34.8% from 2011 to 2016. Our experience and internal statistics tells us that these numbers are still increasing. With the growth expected in the area, the numbers of disadvantaged residents will continue to increase, along with greater demand for our services.

We are fully staffed by Volunteers, from our Chairperson, our Board Members and all our staff; there are no wages or salary costs at all. All of our people work very hard, donating many hours annually, to assist approximately 8000 people in need each year, with 98% of these being resident in the City of Playford.

We receive significant in kind support from a local food manufacturer, worth approximately \$20,000 annually, as well as doing as much business with companies within the Playford Council area as possible (e.g. SAFCOL). We are also supported by local churches, businesses and service organisations. Council can be confident our manufacturing, and operational, costs are kept to a minimum, and due to strong relationships built up over the years, all of our purchases are made at the best possible savings.

The Fund also follows up with any available opportunities to apply for grants, and we will continue to source as much funding as possible through this avenue. However we have noted that there is a greater demand on philanthropic organisations, and there is strong competition for all opportunities.

SUMMARY

From 1st January 2020 our Emergency Relief Funding from the Commonwealth Government reduced by 50%, and we do not anticipate this changing for the foreseeable future despite the increase in the costs of food etc.

This reduced amount is what our Fund currently spends on Food and Food vouchers alone, and as such we are extremely grateful for the support we receive from the City of Playford.

Without Council support we would find it extremely difficult, if not impossible, to remain in the Elizabeth City Centre and this will impact on our ability to continue providing the services clients need.

Reduced funding will also negatively impact the amount and diversity of support we offer, as we must cover our rent and utility costs.

We are strongly committed to continuing to do whatever we can to ensure the Fund survives. We provide an essential service, and the fact that larger Providers consistently refer clients to us bears witness to this.

We are seeking funding to allow us to continue providing services that are clearly needed by the residents of Playford, in an easily accessible venue.

We are very appreciative of the support provided by the Council in the past, and respectfully request that our submission be given favourable consideration.

STAFF REPORTS

MATTERS TO BE CONSIDERED BY THE COMMITTEE ONLY

***Matters delegated to the
Committee***

5.3 APPOINTMENT OF PRESIDING MEMBER

Responsible Executive Manager : Sam Green

Report Author : Sarah Schutz

Delegated Authority : Matters delegated to the Committee

Attachments : 1↓. Strategy and Services Committee Charter

PURPOSE

To appoint a Presiding Member to the Strategy and Services Committee (the Committee) in accordance with the Committee's Charter (Attachment 1).

STAFF RECOMMENDATION

The Committee appoint _____ as Presiding Member of the Strategy and Services Committee for a period of one year commencing 2 December 2023 and concluding 2 December 2024.

If required, the private ballot process outlined in Section 6.16 of the Code of Practice for Council and Committee Meetings be utilised to elect a Presiding Member, with the results of the ballot becoming the outcome.

EXECUTIVE SUMMARY

In accordance with the Committee's Charter, the Presiding Member is determined by the Committee for a period of one (1) year, after which the appointed member may stand for re-election.

At the Strategy and Services Committee held on 6 December 2022, the Committee resolved (Resolution 5232) to appoint Councillor Clint Marsh as Presiding Member for a period of one year from 6 December 2022 until 1 December 2023.

The term of the current Presiding Member, Councillor Clint Marsh, is due to expire on 1 December 2023 at which time the position will be vacant.

1. BACKGROUND

The Strategy and Services Committee exists as a Section 41 Committee in accordance with the *Local Government Act 1999* and the membership comprises of the Mayor and all Council Members.

The Strategy and Services Committee was established at the Ordinary Council meeting held on 29 November 2022.

At the Strategy and Services Committee meeting held on 6 December 2022, the Committee appointed Councillor Clint Marsh as Presiding Member for a period of one year, concluding 1 December 2023.

The Committee are required to appoint a Presiding Member to oversee the conduct of meetings for a term of one year in accordance with the Strategy and Services Committee Charter.

2. RELEVANCE TO STRATEGIC PLAN

Community Theme 3: Connecting with our community and each other.

Determining the Presiding Member of the Committee provides for effective and efficient decision making and engagement with each other and the community.

3. PUBLIC CONSULTATION

There is no requirement to consult with the community on the appointment of the Strategy and Services Committee Presiding Member.

4. DISCUSSION

- 4.1 In accordance with the Strategy and Services Committee Charter, the Presiding Member will be determined by the Committee for a period of one (1) year, after which the appointed Presiding Member may stand for re-election.
- 4.2 The role of the Presiding Member is outlined in the Strategy and Services Committee Charter:
 - 4.2.1 Oversee the conduct of meetings in accordance with the *Local Government Act 1999* and Code of Practice for Council and Committee Meetings.
 - 4.2.2 Ensure all Committee Members have the opportunity to participate in debate and discussions in an open and encouraging manner.
 - 4.2.3 Where a matter has been debated significantly and no new information is being discussed the Presiding Member may call the meeting to order and ask for the debate to be finalised and proceed to voting.

5. OPTIONS

Recommendation

The Committee appoint _____ as Presiding Member of the Strategy and Services Committee for a period of one year commencing 2 December 2023 and concluding 2 December 2024.

If required, the private ballot process outlined in Section 6.16 of the Code of Practice for Council and Committee Meetings be utilised to elect a Presiding Member, with the results of the ballot becoming the outcome.

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

The recommendation ensures the Strategy and Services Committee appoints a Presiding Member in accordance with the Committee Charter and ensure the Committee continues to function as required.

If only one nomination is received for the position, the Committee will not need to conduct a private ballot process.

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 fulfils Council's obligations under the Strategy and Services Committee Charter which states *the Presiding Member will be appointed by the Committee from within the Committee and the term of the Presiding Member will be one (1) year, after which they may stand for re-election.*

6.1.2 Financial Implications

There are no financial or resource implications applicable to this decision.



STRATEGY AND SERVICES COMMITTEE CHARTER

1 Role

The role of the Committee is to:

- 1.1 Act in an advisory capacity to the Council regarding all high level operations.
- 1.2 Monitor the operational performance of the Council as it relates to the delivery of services to standards.
- 1.3 Hear community deputations and representations on matters important to the community.

2 Terms of Reference

The Committee will provide advice on matters relating to:

- 2.1 Development of the Annual Business Plan and Budget, Long Term Financial Plan and Asset Management Plans for Council consideration.
- 2.2 Review and develop operational aspects of Council business.
- 2.3 Review and develop Council service standards assessed against community need.
- 2.4 Performance reporting of the Council.

3 Definitions

As specified in the City of Playford Global Glossary.

4 Functions

The Committee may undertake the following:

- 4.1 Approve Committee Minutes as a true and accurate record of proceedings.
- 4.2 Consider and provide a response to LGA Circulars or other business of a strategic nature, in line with the Committee's role.
- 4.3 Determine the Playford Position on Notices of Motion for ALGA and LGA Meetings, in the case that timing of the release of the ALGA or LGA Agenda falls outside a Council Meeting.
- 4.4 Allow community deputations and representations on matters that are important to the community.
- 4.5 Any other business referred to the Committee in accordance with its Role and Terms of Reference that is not listed as a function of the Committee; may be debated with a recommendation referred to the next Ordinary Council Meeting for consideration.

5 Meetings

- 5.1 The Committee will meet on the 2nd Tuesday of each month, excluding January, starting at 7:00pm. The Chief Executive Officer, in consultation with the Presiding Member may determine on reasonable grounds that a meeting is not required to take place where there:
- a. are insufficient items for consideration by the committee to warrant a meeting being held;
 - b. there are unforeseeable, unusual or emergency circumstances for the meeting not being held.
- 5.2 The Committee will meet in the Council Chambers at the Playford Civic Centre, 10 Playford Boulevard, Elizabeth.
- 5.3 Meetings may be conducted via electronic means.
- a. A member of the Council participating in a Council meeting by electronic means is taken to be present at the meeting provided that the member:
 - i. can hear all other members present at the meeting;
 - ii. can be seen and heard by all other members present at the meeting; and
 - iii. can be heard by the person recording the minutes of the meeting.
- 5.4 Special Meetings of the Committee may be necessary from time to time and may be called in accordance with Section 87 of the *Local Government Act 1999*. Notice of a Special Committee Meeting may be at a minimum of four hours notice, due to the urgency of the matters on the agenda.

6 Membership

- 6.1 The Committee shall comprise of the Mayor and Councillors.
- 6.2 The Presiding Member will be appointed by the Committee from within the Committee.
- 6.3 The term of the Presiding Member will be one (1) year, after which they may stand for re-election.
- 6.4 The term of the Presiding Members appointment will be for a period not exceeding the next General Election.
- 6.5 Membership of the Strategy and Services Committee is for the current term of the Council.

7 Role of the Presiding Member

- 7.1 Oversee the conduct of meetings in accordance with *the Local Government Act 1999* and Code of Practice for Council and Committee Meetings.
- 7.2 Ensure all Committee Members have the opportunity to participate in debate and discussions in an open and encouraging manner.
- 7.3 Where a matter has been debated significantly and no new information is being

discussed the Presiding Member may call the meeting to order and ask for the debate to be finalised and proceed to voting.

8 Role of Committee Members

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

9 Role of Administration

- 9.1 An Executive Officer is appointed by the CEO to support the administration and operation of the Committee.
- 9.2 The Executive Officer and relevant staff may provide advice as required during meetings to assist with informed decision making.
- 9.3 A minute taker will be provided to the Committee.

10 Reporting and Review

- 10.1 Council will assess the on-going role and effectiveness of the Committee as part of the Committee Review following a General Election or as required by Council.

11 Supporting Documents

- 11.1 *Local Government Act 1999*
- 11.2 *Local Government (Procedures at Meetings) Regulations 2013*
- 11.3 Code of Practice for Council and Committee Meetings
- 11.4 Code of Practice for Public Access to Meetings and Meeting Documents
- 11.5 City of Playford Global Glossary

12 Document Control

- 12.1 Approved by Ordinary Council Resolution 5208 on 29 November 2022.
- 12.2 Before using a printed copy, please verify it is the current document.