



3 June 2003

## COMMUNITY SERVICES COMMITTEE MEETING

NOTICE IS HEREBY GIVEN THAT A COMMUNITY SERVICES COMMITTEE MEETING OF THE COUNCIL OF THE CITY OF RANDWICK WILL BE HELD IN THE COUNCIL CHAMBER, TOWN HALL, 90 AVOCA STREET, RANDWICK, ON TUESDAY, 10TH JUNE 2003 AT 5:30 PM

Committee Members: His Worship, the Mayor, Cr D. Sullivan, Crs Backes (Chairperson), Matson, Notley-Smith, Procopiadis, Tracey (Deputy Chairperson), and Whitehead.

Quorum: Four (4) members.

**NOTE:** AT THE EXTRAORDINARY MEETING HELD ON 5<sup>TH</sup> SEPTEMBER, 2000, THE COUNCIL RESOLVED THAT THE COMMUNITY SERVICES COMMITTEE BE CONSTITUTED AS A COMMITTEE WITH FULL DELEGATION TO DETERMINE MATTERS ON THE AGENDA.

**1 Apologies**

**2 Minutes**

CONFIRMATION OF THE MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON TUESDAY, 8<sup>TH</sup> APRIL, 2003.

**3 Addresses to Committee by the Public**

**4 Mayoral Minutes**

**5 Community Services**

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**6 General Business**

**7 Notice of Rescission Motions**

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GENERAL MANAGER



## ***Director Planning & Community Development's Report 39/2003***

<b>SUBJECT:</b>	YOUTH SCHOOL HOLIDAY PROGRAM
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<b>DATE:</b>	27 May, 2003	<b>FILE NO:</b>	98/S/4589
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**REPORT BY:** DIRECTOR PLANNING & COMMUNITY DEVELOPMENT

### **INTRODUCTION:**

At the Community Services Committee Meeting of Council on 11<sup>th</sup> June 2002 the following resolutions were made:

1. Council work collaboratively with the Shack Youth Services in delivering a school holiday program for young people in the Randwick LGA during the July 2002 school holiday period;
2. Council work with in partnership with The Shack Youth Services and the Police Citizens Youth Club in developing structured youth programs such as skate clinics and competitions both in and out of school holiday periods; and
3. A report come back to the Committee comparing the fees charged under Council's repayment scheme with those charged by The Shack Youth Services and the Police Citizens Youth Club. Further, the report will assess whether more youth in South Ward would be encouraged to participate if bookings were accepted at a closer venue such as the Bowen Library rather than the Customer Service Centre. The report will also assess giving consideration to activities in the local government area, and whether a booking scheme is in itself necessary.

### **ISSUES:**

Following Councils resolution of 11 June 2002, Council assisted The Shack Youth Services in the provision of school holiday programs for the past four school holiday periods including January and April 2003, July and October 2002. During these programs Council has either paid for transport costs or distribution of promotional material for the program. This support has allowed The Shack Youth Service to increase the numbers of young people participating in the program. Once again all of The Shacks Youth Services school holiday activities were well utilised with many of the more popular activities continuing to experience long waiting lists.

Council has also commenced work on projects with both The Shack Youth Services and PCYC on the development of structured activities. The first project in partnership with The Shack Youth Services is the development and implementation of skate clinics at Maroubra Skate Park. This program is well underway with the first clinics held on the 24th May.

Council further sought a report detailing comparative costs of the programs provided by Council and other providers. Council also requested that the report detail issues relating to booking venues locations, booking scheme and level of fees.

To be able to organise an activity and determine the cost of activities it is essential for a booking and payment scheme to ensure participants attendance on the day and minimise the number of no shows. All local youth service providers have booking and payment systems.

Comparing fees for school holiday activities with other service providers, the majority of Council's activities were slightly more expensive with one popular activity considerably more expensive. The cheaper activities at other centres were a result of heavy subsidising by these service providers and the ability to hold in house programs, further reducing the cost of activities. To heavily subsidise activities requires considerable financial resources. Council in its past programs funded staffing costs however the participants paid the cost of transport and excursions.

Council's collaboration with The Shack Youth Services has enabled a larger number of young people to participate in a more varied and affordable program.

In the past years bookings for the school holiday activities were taken at the Council Customer Service Centre. The scheme was implemented at Randwick after investigations of availability of school holiday programs in the area. The Shack Youth Services currently delivers programs across Randwick and Botany LGA, with a larger number of young people in the immediate vicinity of Maroubra using the service. It was considered that providing a service that focused on the immediate Randwick would fill a gap in service provision.

It is difficult to obtain any data as to whether the change in a booking venue would increase the number of participants. The successful programs are the results of many factors such as the importance of personal relationships between staff and young people. Direct services by their very nature entail day-to-day contact with young people, young people feel confident to attend activities because of this contact, and most importantly the service has the resources and expertise to implement these programs. Council's collaborative approach with The Shack Youth Services has enabled a more successful and affordable program through a service provider with a long established affiliation with young people.

## **CONCLUSION:**

Local stakeholders are in a position to operate a range of successful youth programs given their expertise, facilities and resources. Council has the ability to work with local service

providers to enhance programs and support the implementation of programs. Council's collaborative work with The Shack Youth Services has enabled the delivery of a more cost effective and successful program.

**RECOMMENDATION:**

1. That council work in partnership with other service providers to deliver better services to young people in the Randwick Local Government Area.
2. This report is noted.

**ATTACHMENT/S:**

Nil

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SIMA TRUUVERT  
DIRECTOR PLANNING & COMMUNITY  
DEVELOPMENT

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MELINDA LEVES  
ACTING COORDINATOR  
COMMUNITY DEVELOPMENT



## ***Director Planning & Community Development's Report 40/2003***

<b>SUBJECT:</b>	COUNCIL'S HOME MAINTENANCE AND MODIFICATION SERVICE
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<b>DATE:</b>	27 May, 2003	<b>FILE NO:</b>	98/S/0954 (2)
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**REPORT BY:** DIRECTOR PLANNING & COMMUNITY DEVELOPMENT

### **INTRODUCTION:**

1. Council's Community Development Team, the Home Maintenance and Modifications Officers consult with the Department of Ageing, Disability and Home Care, local HACC Service Providers, Occupational Therapists and Hospital Staff in the development of community education strategies designed to improve the usage rates of the new service;
2. Council's Community Development Team work collaboratively with local ATSI specific and Ethno-specific organizations in developing culturally appropriate strategies to improve the level of access to the Home Maintenance and Modification Service to clients from these target groups; and
3. Council's Community Development Team in consultation with local HACC Service Providers review the current subsidy rate of 20% for larger scale jobs with the view to making the service more accessible through affordability.

### **ISSUES:**

Randwick City Council's Home Maintenance and Modification Service is one of the most affordable services in the Metropolitan South region, charging the lowest fee for its service along with the Inner Sydney HMMS of \$15 per hour.

From 1 April 2002 to 31 March 2003 the Randwick HMMS received 1034 referrals with 131 referrals from people from non-English speaking backgrounds. The 2001 ABS Census data for Randwick Local Government Area indicates that 8.8% of the population of Randwick LGA over the age of 55 speaks a language other than English at home. The data also indicates the largest NESB groups of people over 55 in Randwick LGA are Greek, Italian, Chinese, Spanish, Russian and Arabic respectively.

The Randwick Home Maintenance and Modification Service participated in the first round of the Department of Ageing, Disability and Home Care's Home and Community Care Program validations in July 2002 and scored 18.75 out of 20. In February 2003 the Community Development Officer, Aged Services, participated in the validation process for supervisors of HACC services and scored 20 out of 20. The validations include self-assessment against set criteria which determine whether HACC services meet seven key objectives. One of these objectives is to ensure access and equity of service provision.

A customer satisfaction survey of all clients in the past year is being undertaken from June 2003 to determine the level of satisfaction clients have with the Randwick HMMS.

The Service has received increasing numbers of referrals for major modifications to the value of \$5,000. Most of the major modifications involve renovations to bathrooms or the installation of ramps for wheelchair access to dwellings. By the end of the 2002/2003 financial year, the Service will have completed thirty major modifications, thus ensuring the recurrent annual funding of \$30,000 the Service receives from the Department of Ageing, Disability and Home Care for this work is fully utilized. There can be no further increase in the number of subsidized major modifications due to the \$30,000 limit of recurrent funding.

Other HACC Service providers carrying out major modifications also subsidise the work at a rate of 20%. At present the Randwick HMMS would not be able to increase the subsidy rate without an increase in funds. While the cost of major modifications presents financial concerns for older people and people with disabilities, the Service is still able to provide major modifications at a rate which is approximately half of what trades people may charge.

Strategies that Council has employed to increase usage rates of the service have included posting brochures about the HMMS to local services and organizations for older people, including private and public health services, private rehabilitation specialists, social groups for people over 55, Council's libraries, other Home and Community Care services and NESB groups and organizations.

Investigations into service use have shown that 12.6% of the people over 55 years accessing the Randwick HMMS in the past year are from non-English speaking backgrounds. As the 2001 ABS Census data indicates that 8.8% of the population of Randwick LGA speak a language other than English at home, it appears that culturally appropriate strategies are currently effective in enabling people from non-English speaking backgrounds to access the Randwick HMMS.

Translations of the Randwick HMMS brochure were previously available in Greek, Chinese and Italian and were updated to include the new contact information. Translation of the brochures into Russian, Spanish and Arabic will occur in the 2003/2004 financial year when funds have been allocated for this purpose.

The Community Development Officer for Aged Services has actively been involved in discussions with various NESB groups, such as the Greek Welfare Group at Kingsford and has met with staff from Eastern Suburbs Multicultural Access Project (ESMAP) in order to promote the HMMS. The Service is also promoted at special events such as the Greek Glendi Day, Seniors Week and stalls Council staffs at such community events to ensure a wider dissemination of the information to the community.

The Eastern Suburbs Multicultural Access Project has produced the “Consumer and Carer Handbook on Home and Community Services in Eastern Sydney” in English and other languages relevant to this area. Each new client of the Randwick HMMS is given a booklet in their native language.

While NESB people over 55 years are accessing the Randwick HMMS, it continues to experience difficulty in attracting referrals from Aboriginal and Torres Strait Islander people over 55. There has only been one referral (in April 2003) since the inception of the Service. The Community Development Officer, Aged Services, has been working with the Aboriginal HACC Liaison Officer in identifying reasons why eligible ATSI people are not accessing the service; ensuring issues such as cultural appropriateness of the service are addressed. Following these discussions the Community Development Officer is redesigning the HMMS brochure to ensure it is culturally appropriate for ATSI people, with the information appropriately presented.

It is difficult to determine the number of ATSI people over 55 years who are eligible to access the Randwick HMMS as the ABS data does not provide a breakdown of the statistics to show the number of ATSI people over 55 in the Randwick LGA. The ATSI-specific services contacted by the Community Development Officer for Aged Services were not able to give estimates of the number of potential eligible clients. Another issue that may have impacted the level of ATSI requests may be the fact the HMMS’ funding does not allow it to provide services where accommodation is leased through the Land Council (as at La Perouse) or the Department of Housing. The Land Council and the Department of Housing are required to fund the maintenance of their own housing.

The Community Development Officer will continue to liaise with the Aboriginal Community Development Officer and ATSI-specific services in order to ensure all eligible ATSI clients utilize the HMMS over 55 years.

### **CONCLUSION:**

Randwick Home Maintenance and Modification Service continues to offer a high quality, affordable service to older people, people with disabilities and their carers in the Randwick Local Government Area. The results from the validation process indicate that the Service endeavours to meet the HACC National Standards and continues to seek ways to ensure the service is accessible and equitable for all eligible residents of Randwick LGA. The issue of ensuring greater access for ATSI people will be addressed in the coming months and the Randwick HMMS will continue to be promoted to the community at every available opportunity and in culturally appropriate ways.

### **RECOMMENDATION:**

1. That Council’s Community Development Officer, Aged Services, continue to liaise with the Aboriginal Community Development Officer, the Aboriginal HACC Liaison Officer and ATSI-specific services to ensure the HMMS is advertised and actively promoted to all eligible ATSI clients.

2. That Council's Community Development Officer, Aged Services, designs a new culturally appropriate HMMS brochure for ATSI people.
3. That this report be received and noted.

**ATTACHMENT/S:**

Nil

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SIMA TRUUVERT  
ACTING DIRECTOR PLANNING &  
COMMUNITY DEVELOPMENT

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DEIRDRE SAVAGE  
COMMUNITY DEVELOPMENT OFFICER  
AGED SERVICES



## ***Director Planning & Community Development's Report 41/2003***



<b>SUBJECT:</b>	COUNCIL'S SMALL GRANTS PROGRAMME (SECTION 356) TO NON-PROFIT COMMUNITY GROUPS
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<b>DATE:</b>	19 May, 2003	<b>FILE NO:</b>	98/S/0180
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**REPORT BY:** DIRECTOR PLANNING & COMMUNITY DEVELOPMENT

### **INTRODUCTION:**

Council provides funding to assist local non-profit community groups under Section 356 of the Local Government Act (1993). The aim of Council's Small Grants Programme is to encourage and assist initiatives and programmes that enhance the quality of life of residents in the Randwick Local Government Area.

The total Small Grants budget for 2003/2004 is \$26,000 (excluding GST). Attachment 1 is the 'Summary of Applications and Recommendations'. This summary provides recommendations for the allocation of funds for 2003/2004 financial year.

### **ISSUES:**

Randwick City Council offers funding through Council's Small Grants Programme to local non-profit community groups. The funding is non-recurrent and provides for once-off assistance to projects, programmes and services that have a direct benefit to people living in the Randwick local area. Attachment 2 is the Guidelines for the Small Grants Programme for 2003/2004.

The Council's Small Grants Programme was promoted through the Mayor's Column and an advertisement in Regarding Randwick in the Southern Courier on 4 March 2003. The Small Grants Information Kit was distributed through a mail out to the 40 groups on last years database inviting them to apply for funding this year. Council's Community Development Officers provided information regarding Council's Small Grants Programme to their respective interagencies. The Small Grants Information Kit was also made available under Council's web page at [www.randwick.nsw.gov.au](http://www.randwick.nsw.gov.au). Applications for funding closed on Friday 4 April 2003.

A total of 63 Small Grants Information Kits were distributed following the various advertising methods and networking meetings. 42 applications for funding were received requesting a total of \$37,310.53. Grants are limited to \$1,000 per application.

Attachment 1 provides information relating to the 42 applications received and recommendations for distribution of the 2003 grants. Attachment 2 is a copy of the Guidelines for Small Grants to Community Groups/Organisations. The Guidelines detail the criteria that applications have been assessed against.

**CONCLUSION:**

This report details the administration process of Randwick City Council's Section 356 Small Grants Programme 2003/2004. The groups recommended for funding have been identified as providing valuable services to residents in the Randwick Local Government Area. The contribution made by Council to organizations receiving funding will enhance and extend the provision of services available to residents in the Randwick LGA.

**RECOMMENDATION:**

It is recommended that the report on the allocation of Council's Small grants Programme for 2003/2004 under Section 356 of the Local Government Act (1993) be received and the recommendations made in the Summary of Applicants and Recommendations (Attachment 1) be accepted.

**ATTACHMENT/S:**

Summary of Applications and Recommendations for Council's Small Grants Programme 2003/2004

Guidelines for Council's Small Grants Programme 2003/2004 .

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SIMA TRUUVERT  
DIRECTOR PLANNING & COMMUNITY  
DEVELOPMENT

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MELINDA LEVES  
ACTING CO-ORDINATOR,  
COMMUNITY DEVELOPMENT

## ATTACHMENT 1:

**COUNCIL'S SMALL GRANTS PROGRAMME 2003-2004  
SUMMARY OF APPLICATIONS AND RECOMMENDATIONS**

NO	CATEGORY	ORGANISATION	PROJECT DESCRIPTION	AMOUNT REQUESTED	COMMENTS	AMOUNT RECOMMENDED
1	Children	3 <sup>rd</sup> Coogee Cub and Scout Troop	To purchase camping equipment to enable cubs and scouts to participate in activities organised by the Scout Association.	\$1,550	This project addresses an identified lack of affordable recreational activities for children and young people.	\$1,000
2	Children	Aunties & Uncles Co-operative Family Project Ltd	To cover recruitment and training costs involved in linking one of the 8; children on the local area waiting list to a volunteer aunt/uncle for mentoring and friendship.	\$1,000	Project aims to assist at risk children and support the parents through role modelling and mentoring.	\$1,000
3	Women/Families	Australian Breastfeeding Association – Randwick Group	To provide continuing education to local counsellors and community educators and partly fund a new electric breast pump.	\$1,000	Service plays an important role in supporting mothers and families providing an important community service.	\$1,000
4	Children	Blue Gum Cottage Children's Centre	To replace and upgrade educational resources in the 0-2 year old room at the centre.	\$450	Project has merit, as it will assist delivery of child care services of children 0-2 years, an identified need in the area.	\$450
5	Culturally and Linguistically Diverse Backgrounds (CALD)	Botany Migrant Resource Centre	To purchase a computer to be utilised for open-access by migrant refugees (new arrivals) in order for them to prepare employment related documents as well as have access to the Internet.	\$1,000	Project would provide a vital service in assisting migrant refugees to enter the workforce.	\$1,000
6	General Community	Branches of Element Limited, The	To develop and produce an educational information brochure on the environmental and social aspects of the Malabar Headland section of the coastal walk.	\$1,000	Project provides community education on the ecological and geographical headland area.	\$1,000
7	CALD	Chinese Elderly Welfare Association Inc.	To run a Chinese community health expo to be held in 2003 in the Randwick LGA.	\$1,200	Project aims to increase health outcomes for Chinese older people, a significant number of Randwick NESB residents speak Chinese.	\$1,000
8	CALD	Chinese Seniors Group	To purchase a video camera for the members of the group.	\$1,000	Program enhances recreational activities for older Chinese citizens providing an important role to NESB community members.	\$700
9	Older People	Computer Pals	To purchase a scanner to be used by	\$300	Service provides an important resource to older	\$300

NO	CATEGORY	ORGANISATION	PROJECT DESCRIPTION	AMOUNT REQUESTED	COMMENTS	AMOUNT RECOMMENDED
		for Seniors, Kensington	participants.		community members by increasing access to technological resources.	
10	Youth	Coogee Netball Club	To purchase netball bibs to allow the club to follow protocol for the Randwick Netball Association.	\$1,000	Project enhances delivery of recreational activities to children and women.	\$600
11	Women	Deli Women & Children's Centre Inc. The	To run a 10 week art group for women to build self-esteem and confidence.	\$500	This innovative project involves working with women who have experienced domestic violence in a therapeutic creative art process.	\$500
12	Youth/ General Community	Eastern Redbacks Martial Arts Club	To replace the existing flooring with shock absorbent rubber.	\$1,000	Project involves capital expenditure, although worthwhile, it is assumed the organization has paying participants that can fund such work.	\$0
13	People with Disabilities	Halliwick Swimming Club for Adults with a Disability Inc.	To cover the cost of a bus driver to transport members to the Sunday morning warm water-swimming club.	\$1,000	Project assists implementation of recreational activities for people with a disability however, recommend partial funding due to organization seeking funding from other relevant bodies.	\$700
14	Children	HOME After School Care	To purchase recreational equipment for indoor and outdoor activities for the primary school aged children attending after school care service.	\$500	Project will enhance service delivery, providing recreational services to children 8-12 years.	\$500
15	Children	In Safe Hands Inc – Before and after School Care	To purchase toys, stationary, art and craft supplies and books for the service.	\$800	Project will enhance delivery of before and after school care services, an important service to families and the community.	\$800
16	Children/ General Community	Kooloora Community Centre	To professionally paint the childcare room at Kooloora. The room is used by six community groups who meet at the Centre.	\$1,000	This project aims to enhance community facilities and meet increased obligations for community organizations to implement OH&S legislation.	\$1,000
17	Children/ People with Disabilities	Lifestart Co-operative Ltd	To purchase toys, gross motor equipment, books and puzzles to enhance the development of gross motor, fine motor, language and cognitive skills.	\$1,000	This project aims to fill an identified need to support families with children who have a disability.	\$1,000
18	Older People	Little Bay Coast Centre for Seniors Inc.	To purchase a musical sound system for the exercise programme and an overhead projector for presentations held by the centre.	\$1,000	Service plays an important role in service provision for seniors in the LGA however, recommend partial funding as reports note a capacity to fund projects with surplus funds.	\$700
19	Children	Malabar Occasional Care Centre	To purchase fine motor and gross motor skill play equipment and craft supplies.	\$500	Project aims to develop and upgrade resources that assist in the development of children 1-5 years.	\$500
20	Women	Maroubra Ladies	To purchase a small photocopier to print	\$828	Project provides a service to older women in the	\$400

NO	CATEGORY	ORGANISATION	PROJECT DESCRIPTION	AMOUNT REQUESTED	COMMENTS	AMOUNT RECOMMENDED
		<b>Probus Club</b>	the newsletter that is distributed at each monthly meeting.		community providing information and helping to minimise social isolation.	
21	<b>Children</b>	<b>Maroubra Neighbourhood Children's Centre</b>	To allow three staff members to attend the 'Unpacking Meaning – Making: Voices from Australia and Reggio Emilia' conference	\$675	Project focuses on staff training that will enhance service delivery, partial funding is recommended.	\$340
22	<b>Children/ Families</b>	<b>Maroubra Neighbourhood Children's Centre</b>	To purchase a digital camera to be used to document the educational process and allow families insight into a day at the Maroubra Neighbourhood Children's Centre.	\$399	This project allows purchase of equipment that will ensure provision of quality child care services.	\$399
23	<b>Children</b>	<b>Maroubra Neighbourhood Children's Centre</b>	To provide the hands-on experience of the St George Foundation's 'Zoo Mobile' to the Centre.	\$220	This project aims to provide activities that enhances learning and involves family members and the broader community.	\$220
24	<b>General Community</b>	<b>Meeks Street Residents Association</b>	To establish a suitable outdoor venue to conduct meetings for local residents.	\$500	This community group submitted a similar application in 2002. The project seems to have no formal structure and provide a service that currently exists in the community. It is suggested that the group work in partnership with Kingsford Legal Centre, Botany Migrant Resource Centre and Randwick Information and Community Centre to access appropriate meeting venues.	\$0
25	<b>General Community/ Youth</b>	<b>Opals Netball Club Inc</b>	To purchase netballs, playing bibs and coaching equipment for teams in the club.	\$712	Project increases number of children and young people participating in recreational programs.	\$600
26	<b>Youth</b>	<b>Options Youth Housing Association Inc.</b>	To purchase a computer, printer and software to train their clients and assist them with school, TAFE and job searching.	\$1,000	Project aims to enhance vocational experiences for young people who are unable to live at home.	\$1,000
27	<b>Youth</b>	<b>PALM EAST – Randwick Ted Noffs Foundation</b>	To purchase resources for the therapeutic groups run at the PALM program including that addressing issues relating to harm minimisation, Hep C and relapse prevention.	\$480	Project is an innovative program that works with young people who have a drug and alcohol issue.	\$480
28	<b>People with Disabilities</b>	<b>Post-Polio Network (NSW) Inc.</b>	To purchase a laser printer that would allow the Network to produce business quality documents.	\$590	Project assists in administrative tasks for organization however, these projects are not a priority as noted in the funding guidelines.	\$0
29	<b>General</b>	<b>Prince Henry</b>	To purchase computer equipment to	\$899	Project will assist with administration tasks	\$500

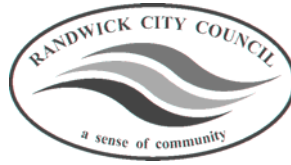
NO	CATEGORY	ORGANISATION	PROJECT DESCRIPTION	AMOUNT REQUESTED	COMMENTS	AMOUNT RECOMMENDED
	Community	Hospital Trained Nurses Association Inc. The	assist in the backup, storage and archiving of material in the Medical Museum.		relating to the museum, partial funding recommended.	
30	Children	Randwick 2 Playgroup	To purchase ride in cars for gross motor movement, module blocks for building and paints for creativity and imagination.	\$980	Playgroups play an important role given long waiting lists experienced at child care centres in the area.	\$980
31	People with Disabilities	Randwick City Vision Impaired Support Group	To cover the cost of transport for the 19 members of the group to social outings.	\$1,000	Project aims to increase social and recreational activities for older people with vision impairments however.	\$1,000
32	General Community	Randwick District Rugby Union Football Club	To hold two Gala Days for the Round Robin Football Tournament to be held in May and August.	\$1,000	Project will increase access to recreational activities however, recommended partial funding and suggest project seek funding from relevant sporting organizations.	\$250
33	Children/ Youth	Randwick-Botany Little Athletics	To purchase a stopwatch for swimming competitions and training sessions and a multi stop watch used for racing.	\$693	Project will facilitate delivery of services to children and young people, partial funding recommended.	\$350
34	General Community	Randwick-Waverley Community Transport	To purchase a computer to assist in the administration of the increasing demand for community transport bookings.	\$1,000	The project aims to assist administration associated with community transport. Whilst the project provides a valuable service to older people and people with a disability, the purchase of such equipment for administrative tasks should be provided by the funding body, thus recommend partial funding.	\$500
35	Youth	Shack Youth Services Inc. The	To purchase a LG Filter and Bagless semi-industrial vacuum cleaner.	\$699	Project would enable service to meet increasing obligations with OH&S duty of care requirements.	\$400
36	Children	SOS Preschool	To purchase of a video camera and accessories, laminating machine, TV/video unit for use at the preschool.	\$2,296.53	Resources will facilitate the operation of the centre providing an identified need of childcare facilities.	\$1,000
37	Children	South Coogee Public School	To establish a protected environmentally based outdoor learning area in the grounds of South Coogee Public School.	\$1,200	Whilst this project has merit, the school and facilities are the responsibility of the State Government.	\$0
38	People with Disabilities	Technical Aid to the Disabled	To specifically design wheelchair modifications for four people with a physical disability in the Randwick LGA.	\$2,200	Project assists access issues for people with a disability who have been identified, as a high need group.	\$1,000
39	Youth	Waverley Action for Youth Services (WAYS)	To fund the Safe Summer Survival project for 2003/2004. This project is specifically aimed at young people	\$1,000	Project is an example of how services and Councils can work collaboratively to address emerging social needs including issues relating to	\$1,000

NO	CATEGORY	ORGANISATION	PROJECT DESCRIPTION	AMOUNT REQUESTED	COMMENTS	AMOUNT RECOMMENDED
			between the ages of 12 and 24.		sexual health and drug and alcohol issues.	
40	People with Disabilities	Windgap Foundation Ltd	To purchase a trampoline for the Community Access Service to assist in the development of fine and gross motor skills.	\$620	Project enhances services for children with a disability, fulfilling an identified need for services.	\$620
41	Women	Women Writers of Randwick	To purchase a Canon fax machine for to be used by participants in the writing course.	\$499	Project entails purchase of administrative resources to assist in the delivery of writing projects and workshops. Funding is not recommended however, as it does not address an identified need.	\$0
42	Women/ Youth	Women's Support Network	To fund a joint project by the Women's Support Network and The Shack Youth Service in training young women from local high schools in the Randwick LGA in boxerise, kick boxing and aerobic techniques.	\$1,000	Project targets local area needs including safety for women, intergenerational and recreational projects.	\$800
				\$37,290.53		\$25,589.00

**TOTAL AMOUNT REQUESTED: \$ 37,310.53**

**TOTAL AMOUNT RECOMMENDED FOR FUNDING: \$ 25,589.00**

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# **RANDWICK CITY COUNCIL**

## **INFORMATION KIT FOR SMALL GRANTS TO COMMUNITY GROUPS/ ORGANISATIONS**

**2003/2004**

**PART 1: GUIDELINES  
PART 2: APPLICATION FORM**



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## **Randwick City Council**

# **GUIDELINES for SMALL GRANTS TO COMMUNITY GROUPS/ORGANISATIONS**

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Randwick City Council offers local non-profit community groups/organizations the opportunity to apply for one-off grants on an annual basis.

Guidelines and an Application Form are provided in this Small Grants Programme Information Kit.

### **OBJECTIVES**

Council's Small Grants are provided for community development projects to:

- Assist community based services to develop and implement relevant programmes and projects that address the social needs of the residents of the Randwick LGA
- Facilitate access to services and programmes by the whole community
- Encourage community participation in the development and implementation of community based programmes/projects
- Encourage the effective delivery of community based services

### **AMOUNT OF GRANTS**

- The current budget for Small Grants is \$26,000 in total
- Individual grants are limited to a maximum of \$1,000 per project
- The majority of grants are \$500 or less
- Please be aware that there are always **more applications than funds available**
- Randwick City Council cannot guarantee to fund any applicant, to fund the full amount requested, or to fund an organisation every year

### **FUNDING CRITERIA**

THE FOLLOWING ARE ELIGIBLE FOR FUNDING:

- Non profit community organisations or groups
- Organisations providing a service or activity which is wholly or substantially for the benefit of Randwick residents or the Randwick local government area

The following are not eligible for funding:

- Commercial organisations and enterprises
- Government departments or agencies
- Organisations which hold a liquor licence
- Individuals

Small Grants are available for the following:

- Services, resources and events for local communities
- Small projects

- Specific activities or items in a larger project
- Specific activity or equipment costs
- Community services, community arts, information and education etc

Examples of projects funded previously include the establishment of a Ranger Guide Unit, the purchase of equipment for children with a disability, indoor soccer programme for young people aged 5 to 16 years, a contribution towards a wheelchair hoist for a new community bus and training workshops for a local writers group.

The following components or costs will not be funded:

- Non-specific expenditure, eg. administration
- General shortfalls in funding
- Ongoing salary costs
- Completed projects
- Profit making projects

### **THE APPLICATION PROCESS**

The timetable for the grants may vary from year to year. This year, the closing date for applications is Friday 4 April 2003. Late applications will not be accepted.

Requests for funding **must be submitted on the application form for Small Grants.**

- Applicants can apply for funding for more than one project
- A separate application form is required for each project
- Faxed application forms will not be accepted
- Additional items such as brochures or annual reports can be attached to the application form

### *ASSESSMENT OF YOUR APPLICATION*

The merit of an application for funding will be judged against the following criteria and the degree to which it addresses any or all of these categories:

- Need identified by a community
- Innovative projects
- Numbers of people to benefit within Randwick LGA
- The objectives of the Small Grants Programme (see previous page)
- Ability of the applicant to access other funds
- Resources to be contributed to the project by the applicant
- Clearly stated goals
- A realistically costed budget
- Demonstrated capacity/experience to manage and complete the project
- The number and quality of applications for similar projects

The assessment process will involve the following steps:

- A Council officer may seek further information from the applicant
- All grant applications will be considered and assessed by Council officers
- Final recommendations are forwarded to the Council for approval
- Applicants will be advised within 4 weeks of the Council's decision

- Successful applicants will be required to sign a basic funding agreement, advise GST status and comply with Council GST procedures for the grant
- Submit an Evaluation Report Form at the end of the project

### **CONDITIONS OF THE GRANT**

- Funds must be deposited in an account in the organisation's name and used for the purpose applied for
- All publicity relating to the project must mention the contribution by Randwick City Council
- A Small Grants Evaluation Report Form must be completed by the end of the project or the grant period
- Any unspent monies that you are not requesting to carry over are to be returned to Council, as soon as the project has been finalised

### **ENQUIRIES**

All enquiries should be directed to:

Susanna Susic  
Community Development  
Randwick City Council  
Telephone: 9399 0677  
Fax: 9319 1510  
Email: susanna.susic@randwick.nsw.gov.au

Street address:

Randwick City Council  
Administration Building  
30 Frances Street  
Randwick

Applications should be mailed to:

The General Manager  
Small Grants Programme  
Randwick City Council  
30 Frances St  
Randwick 2031

Marked the attention of:

Susanna Susic

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