



Gusto means zest, vigorous and enthusiastic enjoyment of life.

# DRAFT

**TERMS OF REFERENCE  
THE LIFE WITH GUSTO PROJECT  
REFERENCE GROUP**

1. The Life with Gusto Project Reference Group will meet on a monthly basis or as required.
2. The Commonwealth has developed the Healthy Active Australia Community and School Grants Program and is the major funder of the Project.
3. The Fleurieu Healthy Active Communities Network, made up of the Eastern Fleurieu Schools, Strathalbyn & District Health Service and the Milang Old School House Community Centre, are the key partners of the Project.
4. Under the Agreement between the Commonwealth, as represented by the Department of Health and Ageing, and the Milang Progress Association, the Participant in the grant, have agreed to establish a reference group from the community to implement and manage the program. The Reference Group will include:
  - a representative from education
  - health
  - local government
  - service clubs
  - community centres
  - sporting clubs

- local business
  - 4 community reps drawn from across the region including a young person, parent, a senior and a disadvantaged target group.
5. The Reference Group will establish terms of reference for the Project Reference Group
  6. The objectives and outcomes of the Program as outlined in the Funding Agreement are to stimulate collaborative initiatives and build capacity at the local level that encourages sustainable physical activity and healthy eating projects in communities and schools across Australia. In achieving the objectives of the Grants Program the following elements are important for its success:
    - Promotion of healthy living consistent with the Government policy guidelines in physical activity and nutrition;
    - Implementation of a continuous quality improvement framework and the capacity to identify and share aspects of good practice;
    - Development of sustainable partnerships with schools, the wider local health and community services networks;
    - Data collection systems which capture participants' profiles, achievements and enhances the organisation's capacity to provide the required community support in maintaining healthy lifestyles and enables the outcomes of the project to be evaluated.
  7. The Reference Group is committed to helping the Milang Progress Association and its project partners to achieve the objectives and outcomes of the Life With Gusto Project.
  8. The Life With Gusto Project Reference Group is responsible for:
    - Overseeing the Life With Gusto Project as set out in the following Schedule and ensuring that it achieves its objectives,
    - Providing the Gusto Project Officer with advice and support with regard to the Project meeting its objectives,
    - Providing input into Project Progress reports,
    - Ensuring that project milestones and performance measures are met,
    - Providing input into regular expenditure reports to the Commonwealth
    - Assisting with the development of pre- and post- evaluation reports, and a risk assessment plan for the Project and the development of a partnership agreement (Optional) between the Eastern Fleurieu Schools, Strathalbyn and District Health Service and the Milang Progress Association.
    - Prepare & support sustainability plans for the continuation of the project after its completion.(Optional)
  9. The Milang Progress Association will have ultimate responsibility for the successful management of the Project.
  10. The Gusto Project Officer will provide secretariat services to the Life With Gusto Project Reference Group.
  11. The Commonwealth has agreed to fund the Participant to perform the Project in support of the Program on the following terms and conditions:

## **SCHEDULE**

### **A. PROJECT, AIM OF PROJECT and SUBCONTRACTORS (clauses 1.1, 6 and 7)**

#### **Project description**

*“LIFE with GUSTO” aims to improve the health and well being of adults, young people and children in the Eastern Fleurieu region (Strathalbyn, Milang, Langhorne Creek and Ashbourne) of South Australia, using innovative strategies which increase physical activity levels and healthy eating.*

*Using a community development approach, the population will be encouraged to participate in focus groups and planning for a range of health promotion activities underpinned by the “Ottawa Charter” that meet the needs of their local area.*

#### **Aim of Project**

*This project aims to enhance community health and well being in Strathalbyn, Milang, Langhorne Creek, Ashbourne and Clayton Bay in South Australia by getting participants to be involved in physical activity and healthy eating through the implementation of appropriate programs and activities.*

#### **Project approach and Methodology**

*Local communities will be encouraged to participate, develop and implement multiple strategies across a range of areas with the support of Adelaide Hills Community Health Service, Eastern Fleurieu School and Milang Old School House Community Centre.*

#### **Objectives:**

- 1. To improve the health and well being of families in the Eastern Fleurieu region including Strathalbyn, Milang, Clayton Bay, Langhorne Creek and Ashbourne.*
- 2. To increase participation in physical activity across the community.*
- 3. To increase knowledge about nutrition and healthy eating.*
- 4. To improve quality of food that children have in their lunch boxes.*
- 5. To increase number of families sharing fun physical activities.*
- 6. To increase awareness in the community of steps to take to increase health and wellness.*
- 7. To train community groups to be proactive regarding future planning for health and well being.*

#### **To achieve these objectives the participant will:**

- establish a reference group from the community to implement and manage the program. The reference group will include a representative from education, health, local government, service clubs, community centres, sporting clubs, local business plus 4 community reps drawn from across the region including a young person, parent, a senior and a disadvantaged target group. The reference group will establish terms of reference for the project;*
- employ a full time project coordinator to work with reference group and the community to implement and promote the project;*
- establish focus groups in communities. This will identify community need, map community assets and enable implementation of the project through the establishing of networks and linkages and tapping into existing structures and supports Community development methodologies will be used to encourage engagement and participation from a broad cross section of the community;*
- undertake pre evaluation of community’s attitudes to physical activity and healthy eating through a community wide survey. The survey will seek information about people’s capability, physical and psychological health, social environment, neighbourhood situation, cognitions, efficacy and expectations. This baseline*

*measurement will provide evidence to effect the program and will also enable a final evaluation survey to establish the effectiveness of the program in the community;*

- *establish Kitchen/Community gardens;*
- *undertake a lunch box audit at school sites and provide parents with information on healthy lunch box alternatives;*
- *initiate the implementation of health promoting schools program;*
- *engage community in shared activities around food i.e. teaching, preserving food, cooking low cost meals;*
- *provide alternative activities at lunchtime at schools and in the community which promote physical activity and healthy lifestyle;*
- *explore and initiate "Something to do on Sunday" for those children who don't participate in organised sport;*
- *review canteens, schools and sport clubs to ensure that healthy food choices are available and promoted;*
- *enhance existing breakfast club programs and initiate where none available; and*
- *encourage participation from all organisers of physical activity and healthy lifestyle programs in a "live with Gusto" program of activities which is available on the internet and advertised jointly in the local paper.*

***The participant will also undertake an impact evaluation that must:***

- *conduct pre evaluation of youth and adults attitudes to physical activity and healthy eating;*
- *use Health the Promoting Schools Indicators Tool as reference;*
- *seek feedback from participants at the beginning and end of the individual programs:*

*count and record the numbers of participants including:*

- *total number of parents or primary carers participating in community garden activities;*
- *number of adults participating in nutrition workshops;*
- *number of schools participating in health promoting schools program;*
- *number of families and children participating in alternative Saturday program;*
- *number of children and teenagers participating in lunchtime activities;*
- *number of adults participating in physical activity;*
- *number of partnerships in the project;*
- *number of participants satisfied with the outcomes of the project as measured through consumer surveys;*
- *total number of community members who increased their physical activity levels or improved their nutrition as measured through evaluation survey;*
- *number of volunteers involved in the project;*
- *number of participants in individual programs;*
- *involve TAFE and University students to participate in the design and conduct of the evaluation; and*
- *implement evaluation strategy at the start of the project and ensure continuous evaluation and action research until the end of the project.*

**Project Plan**

The Participant must submit a Project Plan for the life of the Project. These Plans must include clear milestones and relevant timeframes for achieving each deliverable.

The Project Plan is due 7 days after signing this Agreement as outlined at Item D of this Schedule.

**B. BUDGET (clauses 1.1 and 6)**

The total Funds for the Project are to be expended as follows (all amounts stated are inclusive of GST):

<b>Item</b>	<b>Applicant's Contribution (GST inclusive)</b>	<b>Partner Contribution (if any) (GST inclusive)</b>	<b>Grant Funds Requested (GST inclusive)</b>
Staff Salaries/Wages	\$ -	\$ -	\$ 101,200
Salaries on-cost	\$ -	\$ -	\$ 14,080
Evaluation	\$ -	\$ -	\$ 2,200
Consultancy fees	\$ -	\$ -	\$ 3,520
Accounting/Auditing	\$ -	\$ -	\$ 1,100
Insurance	\$ -	\$ -	\$ 2,200
Administration/overheads	\$ -	\$ -	\$ 29,700
Travel	\$ -	\$ -	\$ 4,400
Telephone/internet	\$ 1,980	\$ 440	\$ -
Advertising	\$ 550	\$ 1,100	\$ 5,500
Events	\$ 1,100	\$ 660	\$ 1,100
Training	\$ 330	\$ 1,650	\$ 1,760
Printing	\$ 1,100	\$ 1,100	\$ -
Minor Capital Works	\$ -	\$ -	\$ 11,000
<b>Total</b>	\$ 5,060	\$ 4,950	\$ 177,760

**C. PROJECT PERIOD and COMPLETION DATE (clauses 1.1, 2 and 6)**

The Project Period is from the date of the execution of the Agreement to the completion date, which is determined as being **18 months from the execution of the agreement**.

The Completion Date is the date that is 60 days after the Commonwealth has received the Final Report and audited financial statement.

**D. REPORTS (clauses 1.1 and 11)****REPORTING – Project Plans, Progress and Final Reports**

<b>Name of Report</b>	<b>Due date</b>
<i>Draft Project Plan for whole of project period</i>	<i>Determined as being <b>7 days from execution of the Agreement</b></i>
<i>First Progress Report</i>	<i>Determined as being <b>6 months from execution of the Agreement - 1 December 2008</b></i>
<i>Second Progress Report</i>	<i>Determined as being <b>12 months from execution of the Agreement - 1 June 2009</b></i>
<i>Final Report covering the whole of Project</i>	<i>Determined as being <b>18 months and 2 weeks from execution of the Agreement - 14 December 2009</b></i>

*In addition to the information required under clause 11.3, each Progress Report must include but not limited to the following:*

- (a) *Provide brief details about what has been achieved to date against the milestones and deliverables outlined in the Project Plan and any unexpected outcomes.*
- (b) *Report any difficulties (if any) in performing the Project, that have been encountered during the period covered by the Progress Report and the action proposed or undertaken to overcome those difficulties;*
- (c) *Provide brief details of key activities, strategies or plans for the Project for the next reporting period. If any changes have been approved by the Department, include details of any changes to original Project Plan, such as new objectives or strategies.*

*Each Progress Report must be provided to the Liaison Officer in hard copy by mail at the address below and electronically by email to [healthyactiveaustralia@health.gov.au](mailto:healthyactiveaustralia@health.gov.au) in Microsoft Word format:*

*Healthy Active Australia Community and School Grants Program  
Department of Health and Ageing  
GPO Box 9848  
MDP 15  
Canberra ACT 2601*

*In addition to the information required under clause 11.3, the First Progress Report must include but not limited to the following:*

- *an audited financial statement for 2007-08 financial year.*

*In addition to the information required under clause 11.4, the Final Report must include but not limited to the following:*

- (a) Provide an assessment of the project's performance against the outcomes and objectives of the Project;
- (b) Where applicable, provide an explanation as to why some or all of the Aims of the Project was not achieved;
- (c) Provide a copy of an evaluation report, including a brief summary of how the proposed activities have stimulated physical activity and healthy eating in the target group/s; and

The Final Report must be provided in hard copy to the Liaison Officer by mail at the address below and electronically by email to [healthyactiveaustralia@health.gov.au](mailto:healthyactiveaustralia@health.gov.au) in Microsoft Word format:

Healthy Active Australia Community and School Grants Program  
Department of Health and Ageing  
GPO Box 9848  
MDP 15  
Canberra ACT 2601

#### **REPORTING – Audited Annual Financial Statements**

The independent audited Annual Financial Statements must be provided in hard copy with the final reports to the Liaison Officer by mail at the address below and electronically by email to [healthyactiveaustralia@health.gov.au](mailto:healthyactiveaustralia@health.gov.au) in Microsoft Word format:

Healthy Active Australia Community and School Grants Program  
Department of Health and Ageing  
GPO Box 9848  
MDP 15  
Canberra ACT 2601