



AGENDA

FOR SPORT, RECREATION AND GRANTS COMMITTEE MEETING TO BE HELD ON

11 JUNE 2019 AT 6:30 PM

IN COMMITTEE ROOMS, 12 JAMES STREET, SALISBURY

MEMBERS

Cr A Duncan (Chairman)
Mayor G Aldridge (ex officio)
Cr L Braun
Cr C Buchanan (Deputy Chairman)
Cr N Henningsen
Cr D Hood
Cr S Ouk
Cr S Reardon

REQUIRED STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
General Manager Community Development, Ms P Webb
Manager Governance, Mr M Petrovski
Governance Support Officer, Ms K Boyd

APOLOGIES

LEAVE OF ABSENCE

Leave of absence for this meeting was previously granted to Cr S Ouk.

PRESENTATION OF MINUTES

Presentation of the Minutes of the Sport, Recreation and Grants Committee Meeting held on 13 May 2019.

REPORTS

Administration

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Community Grants

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OTHER BUSINESS

CLOSE



**MINUTES OF SPORT, RECREATION AND GRANTS COMMITTEE MEETING HELD
IN COMMITTEE ROOMS, 12 JAMES STREET, SALISBURY ON**

13 MAY 2019

MEMBERS PRESENT

Cr A Duncan (Chairman)
Cr L Braun
Cr C Buchanan (Deputy Chairman)
Cr D Hood
Cr S Ouk

OBSERVERS

Cr K Grenfell

STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
Manager Governance, Mr M Petrovski
Governance Support Officer, Ms K Boyd
PA to the General Manager Community Development, Ms B Hatswell

The meeting commenced at 6.30 pm.

The Chairman welcomed the members, staff and the gallery to the meeting.

APOLOGIES

Apologies were received from Mayor G Aldridge, Cr N Henningsen and Cr S Reardon.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr L Braun
Seconded Cr C Buchanan

The Minutes of the Sport, Recreation and Grants Committee Meeting held on 08 April 2019, be taken and read as confirmed.

CARRIED

PRESENTATIONS

PRES1 QON1: Youth Parliament Program

At the 8 April 2019 meeting of the Sport, Recreation and Grants Committee, Cr C Buchanan asked a question in relation to whether there was any scope for funding for individual participants to attend the Youth Parliament Program at a cost of approximately \$500.00 per person.

The Question was Taken on Notice.

General Manager Community Development, Ms Pippa Webb has provided the following response:

Yes it is possible for funding to be allocated from the Youth Council training budget for this purpose. At the Council meeting held in May an allocated amount was approved to support one participant. In addition, staff have received requests from two other young people and these can be accommodated this year.

REPORTS

Administration

7.0.1 Future Reports for the Sport, Recreation and Grants Committee

Moved Cr C Buchanan
Seconded Cr D Hood

1. The information be received.

CARRIED

Community Grants

7.2.1 Youth Sponsorship Applications - April 2019

Moved Cr C Buchanan
Seconded Cr L Braun

1. The information be received.
2. A 2018/19 Third Quarter Discretionary Budget Review Bid for \$10,000 be presented to Council for consideration to provide additional Youth Sponsorship funding for the committee to continue funding applications up to 30 June 2019.

CARRIED

7.2.2 Community Grants Program Applications for May 2019

Moved Cr C Buchanan
Seconded Cr D Hood

1. The information be received and noted.

CARRIED

7.2.3 03/2019: Providence Ministries [LIFE] - Community Grants Program Application

Moved Cr C Buchanan
Seconded Cr L Braun

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the May 2019 round of Community Grants as follows:
 - a. 03/2019: Providence Ministries [LIFE] be awarded the amount of **\$1,500.00** to assist with the purchase of **catering for the 2019 Providence Conference** as outlined in the Community Grant Application and additional information.

CARRIED

7.2.4 05/2019: The Burundian Drummers' Club in SA Inc. - Community Grants Program Application

Moved Cr C Buchanan
Seconded Cr D Hood

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated funding for the May 2019 round of Community Grants as follows:
 - a. Grant No. 05/2019: The Burundian Drummers' Club in SA Inc. be awarded the amount of **\$2,500.00** to assist with the purchase of **catering and uniforms for the Burundian Drummers 10th Year Anniversary 2019** event as outlined in the Community Grant Application and additional information.

CARRIED

7.2.5 09/2019: Meals on Wheels (SA) Inc. - Community Grants Program Application

Moved Cr C Buchanan
Seconded Cr L Braun

1. The information be received and noted.

CARRIED

7.2.6 Applicant Acquittal 3/2018: Lions Club of Gilles Plains - Mawson Lakes Sub Branch - Community Event Sponsorship Program

Moved Cr L Braun
Seconded Cr C Buchanan

1. That, in accordance with delegated powers set out in its endorsed Terms of Reference, the Sport, Recreation and Grants Committee, receives and notes the acquittal from Grant No. 3/2018: Lions Club of Gilles Plains – Mawson Lakes Lions Club Branch, for the REAL Estate Mawson Lakes Lions Community Christmas Carols.

CARRIED

OTHER BUSINESS

Nil

The meeting closed at 6.41 pm.

CHAIRMAN.....

DATE.....

ITEM	7.0.1
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	11 June 2019
HEADING	Future Reports for the Sport, Recreation and Grants Committee
AUTHOR	Joy Rowett, Governance Coordinator, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	This item details reports to be presented to the Sport, Recreation and Grants Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

RECOMMENDATION

1. The information be received.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 Historically, a list of resolutions requiring a future report to Council has been presented to each committee for noting.

1. CONSULTATION / COMMUNICATION

- 1.1 Internal
 - 1.1.1 Report authors and General Managers.
- 1.2 External
 - 1.2.1 Nil.

2. REPORT

- 2.1 At the time of preparing this report, there are currently no resolutions of Council requiring a further report to be presented to the Sport, Recreation and Grants Committee.

3. CONCLUSION / PROPOSAL

- 3.1 Future reports for the Sport, Recreation and Grants Committee have been reviewed and are presented to Council for noting.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 03/06/2019

ITEM	7.2.1
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	11 June 2019
HEADING	Youth Sponsorship Applications - May 2019
AUTHOR	Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence
CITY PLAN LINKS	3.3 Be a connected city where all people have opportunities to participate.

RECOMMENDATION

The information be received.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

1.1 The Sport, Recreation and Grants Committee resolved that a report be provided listing all Youth Sponsorship grants approved.

2. CONSULTATION / COMMUNICATION

2.1 Internal

2.1.1 Elected Members

2.2 External

2.2.1 Youth Sponsorship applicants

3. REPORT

3.1 The following Youth Sponsorship Applications were assessed and approved by the Chairperson and one other member of the Sport, Recreation and Grants Committee in May 2019.

Funding per application	Event	Total Funding
1 @ \$250	One application has been received to represent South Australia at the National Calisthenics Championships to be held in Western Australia in July 2019.	\$250
1 @ \$1,000	One application has been received to represent Australia at the 2019 Cycle Speedway World Championships to be held in Leszno, Poland in August 2019.	\$1,000
1 @ \$1,000	One application has been received to represent Australia at the Judo Cadet Eropean Tour to be held in Poland and Portugal in May 2019.	\$1,000
1 @ \$250	One application has been received to represent South Australia at the Australian Teams Tennis Championships to be held in the Gold Coast, Queensland in June 2019.	\$250
1 @ \$250	One application has been received to represent South Australia at the 2019 Border Challenge (Gymnastics) to be held in Caloundra, Queensland in June 2019.	\$250
2 @ \$250	Two applications have been received to represent South Australia at the Australian Indoor Cricket Championships to be held in Melbourne in June 2019.	\$500
2 @ \$250	Two applications have been received to represent South Australia at the National Judo Titles to be held in the Gold Coast, Queensland in June 2019.	\$500
1 @ \$1,000	One application has been received to represent Australia at the First Lego League INTO ORBIT World Festival to be held in Detroit, USA in April 2019.	\$1,000
Total Funding for May 2019:		\$4,750.00

3.2 The following applications were received, however, are deemed ineligible:

- 3.2.1 Three applications to represent South Australia at the BMX National Championships to be held in May 2019 however the applications were not eligible as the applications were not received 14 days prior to the event.
- 3.2.2 One application to represent South Australia at the Australian Women's Baseball Championships to be held in Canberra in April 2019 however the application is considered ineligible as the previous funding was not acquitted as requested.

4. CONCLUSION / PROPOSAL

- 4.1 The 2018/19 Youth Sponsorship budget allocation is \$54,000 (to be increased by \$10,000 per resolution 0174/2019 Council 27/05/2019), less expenditure to date of \$54,535 (including May applications) which leaves a balance remaining of \$9,465.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 03/06/2019

ITEM	7.2.2
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	11 June 2019
HEADING	Community Grants Program Applications for June 2019
AUTHOR	Bronwyn Hatswell, PA to General Manager, Community Development
CITY PLAN LINKS	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	This report outlines the Community Grants Program Applications submitted for the June 2019 round. No applications are submitted for consideration by the Sport, Recreation and Grants Committee. One application is submitted for information.

RECOMMENDATION

1. The information be received and noted.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Community Grants Program Guidelines and Eligibility Criteria

1. BACKGROUND

- 1.1 Two (2) applications were received for the June 2019 round of Community Grants of which none (0) are submitted for consideration as the two (2) are waiting for further information.
- 1.2 One (1) application received for the April 2019 round of Community Grants required further information. The further information has not been received and the application is therefore deemed ineligible.

2. REPORT

- 2.1 No (0) applications are presented for the June 2019 round of Community Grants for consideration.
- 2.2 Two (2) applications received for the June 2019 round of Community Grants require further information and will be submitted for consideration once the information has been received:
 - 2.2.1 12/2019: Tyndale Christian School Inc.
 - 2.2.2 13/2019: Valley View Tennis Club Inc.
- 2.3 One (1) application is presented for the June 2019 round of Community Grants in an individual report for information. The application was received for the April 2019 round of Community Grants and required further information. The further information has not been received and the application is therefore ineligible:
 - 2.3.1 06/2019: Burton Community Centre Inc.
Agenda item 7.2.3; Sport, Recreation and Grants Committee; 11/06/2018
- 2.4 The Community Grant Funding budget allocation for 2018/2019 is \$82,000.
- 2.5 No (\$0) monies are committed for the June 2019 round.
- 2.6 The remaining balance of the grant funding is **\$36,850.00**.

3. CONCLUSION / PROPOSAL

- 3.1 No (0) Community Grants Program applications are presented for funding consideration at the Sport, Recreation and Grants Committee meeting in June 2019.
- 3.2 Two (2) Community Grants Program Applications require further information and will be presented once the information has been received.
- 3.3 One (1) Community Grants Program Applications is deemed ineligible and presented in an individual report for information.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 03/06/2019

Effective 27 November 2017



Community Grants Program

Guidelines and Eligibility Criteria



live it up

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City of Salisbury Community Grants Program Guidelines and Eligibility Criteria

This document sets out the application process for organisations and groups wanting to apply for a Community Grant with the City of Salisbury. Applicants should review these Guidelines and Eligibility Criteria document carefully before submitting the organisation or group's application form. By submitting an Application Form your organisation or group agrees and acknowledges that it is bound by these Guidelines and Eligibility Criteria.

Applications must not be lodged unless all the eligibility criteria are met. The organisation or group must notify the Community Grants Program if it becomes aware that any of the criteria will not be met subsequent to the application being lodged.

If the organisation or group becomes aware that the application form is incorrect or requires updating the application form must be resubmitted with the correct and updated information.

The organisation or group acknowledges that it places no reliance on, and the Community Grants Program have not made any promise or statement, in association with the organisation or group's chances of receiving a Community Grant.

If you require any assistance in completing your application, please phone 8406 8352 and a City of Salisbury staff member will be happy to help you.

1. Introduction

- 1.1. The City of Salisbury, through its Community Grants Program, aims to encourage, develop and support community projects and events that provide a service to residents of the City of Salisbury, which foster opportunities for community participation and development.
- 1.2. The guidelines contained within this document outline the types of projects and events that will be considered for community grant funding. Eligible organisations or groups are invited to apply for up to \$5,000 to assist with projects and events:
 - Community Grants are bound to an upper limit of **\$2,500.00**;
 - For new groups an establishment grant may be available which is limited to a maximum of \$2,500 for an unincorporated (not-for-profit) group and \$5,000 for an incorporated group.
- 1.3. The Sport Recreation and Grants Committee may choose to allocate funding at an amount less than the maximum at its absolute discretion.
- 1.4. The Community Grants Program is open for applications year round and applications are submitted monthly.

Community Grants Program Guidelines and Eligibility Criteria - Page 3 of 18

2. Submitting an Application

- 2.1. A new application form is required every funding round and the **current** *Community Grant Application Form* must be accessed from the City of Salisbury website. The form can be downloaded from the City of Salisbury website:
www.salisbury.sa.gov.au/Council/Grants_and_Awards/Grants/Community_Grants.
- 2.2. The application form can be completed by:
 - Downloading the *Current Community Grant Application Form - Print & Complete [Handwriting Version]* form, print the form and complete by hand; **or**
 - Downloading the *Current Community Grant Application - Fillable PDF Form [Electronic Version]* form, save to your computer, complete electronically and print the completed form for submission or email direct using the email button.
- 2.3. Organisations or groups may request a hard copy application form to be posted by telephoning the Community Grants Program on 8406 8352.
- 2.4. Applicants are encouraged to submit their completed application via email to:
city@salisbury.sa.gov.au.
- 2.5. Where email is not possible applications can be:

Faxed to:	8281 5466
Posted to:	City of Salisbury Community Grants Program PO Box 8 SALISBURY SA 5108
Delivered in Person to:	City of Salisbury 12 James Street SALISBURY SA 5108
- 2.6. To assist applicants a *Guide to completing the City of Salisbury Community Grant Application* is also available from the City of Salisbury website.
- 2.7. If assistance is required with completing your application, please call the Community Grants Program on 8406 8352 and a City of Salisbury staff member will be happy to help you.

3. Community Grants Program Aim and Objectives

Aim

- 3.1. The Community Grants Program aims to uphold and improve community participation and development by providing financial assistance for activities, services and projects that support activities and services that sustain and/or enhance health and wellbeing, community participation, sport and recreation and supports Sister City and Friendship City relationships.

Objectives

- 3.2. The objectives of the Community Grants Program are to:
 - Increase opportunities for social activity and community participation: *increases in engagement, trust, respectfulness or collaboration; capacity to get involved in community groups or networks;*
 - Improve health behaviours and support healthy choices: *increases in improved mental health, physical activity, resilience and optimism and nutrition;*
 - Provide funds for one off projects or events that have a benefit for residents of the City of Salisbury: *better connected community, safer community, resourcefulness and interaction.*

4. Funding Rounds Opening and Closing Dates

- 4.1. The Community Grants Program funding rounds are open on an ongoing, rolling basis and are assessed monthly. Applications can be submitted at any time and will be processed in the next funding round.
- 4.2. Application forms must be properly completed and successfully received by the 15th of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15th of February will be assessed at the March Meeting). Due to the timing and assessment process applications will take a minimum of five (5) weeks. It is the responsibility of the Applicant to ensure the application form is properly completed and successfully submitted before the deadline.

5. Community Grants Program Categories

Community Grants Program funding is available under the following categories:

- Community Grant
- Community Grant – Establishment of a new group
- Community Grant - Event (*applicants must organise public liability insurance*)
- Community Grant - Project
- Community Grant Event - Christmas Carols

Community Grants Program Guidelines and Eligibility Criteria - Page 5 of 18

6. Types of Community Grants and Amount of Funding

Different levels of funding are available to eligible organisations under the following categories:

- Community Grant – Event: up to \$2,500 per year
- Community Grant Event – Christmas Carols: up to \$2,500 per year
- Community Grant – Project: up to \$2,500 per year
- Community Grant: up to \$2,500 per year
- New Establishment Grant for Non-incorporated, Not for Profit, organisations: up to \$2,500
- New Establishment Grant for Incorporated organisations: up to \$5,000

7. Eligible Areas

- Health
- Establishment of a new group
- Education and Training
- Sport / Recreation
- Environment
- Culture / Arts
- Disability
- Youth
- Crime Prevention
- Aged
- Event

Community Grants Program Guidelines and Eligibility Criteria - Page 6 of 18

8. Eligibility to Apply

Eligible Organisations

- 8.1. The Community Grants Program will only provide funds to eligible organisations and groups that have not-for-profit objectives:
- Non-Government, Incorporated community organisation or group;
 - Non-incorporated organisations endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission. DGR status must be maintained until such time as the community grant is acquitted and evidence must be provided with the community grant application.
 - The group/organisation must be established as a legally constituted incorporated organisation or can demonstrate they are auspiced by an incorporated organisation who will take legal and financial responsibility for any grant monies received from the City of Salisbury*.
 - The group/organisation has a satisfactory management structure (e.g. President, Secretary, Treasurer). Evidence must be provided by way of meeting minutes that the group/ organisation's committee has endorsed submission of the Community Grant Application.
 - Where applicable, the group/organisation has not received a Community Grant from the City of Salisbury within twelve months of submitting this application.
 - The organisation or group must hold a current bank account in South Australia in its name (i.e. the name of the organisation or group applying for the Community Grant must have their bank account in the same name).

** Legal entity details are checked with the Australian Business Register (ABR) website. If the organisation or group's legal entity is not clearly listed on the ABR website the Community Grants Program will request a copy of the legal entity's Certificate of Incorporation or Registration.*

Non-Eligible Organisations

- 8.2. Funding will not be considered for the following:
- An organisation trading as a Sole Trader or Individual including applications placed by organisations on behalf of individuals;
 - An organisation that is a non-incorporated body and is not auspiced by a parent incorporated body or is not endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission;
 - Organisations that are seeking commercial gain from the project (either directly or indirectly);
 - Organisations that have any outstanding acquittals and associated documents for any previous Community Grants Program funding;
 - Money already spent or funding of existing debts or shortfalls;
 - Salaries (initial or on-going);

Community Grants Program Guidelines and Eligibility Criteria - Page 7 of 18

- Recurrent administration or ongoing costs;
 - Capital development (e.g. renovations or building changes, which will be permanently part of the structure);
 - Upgrading facilities which belong to Local, State or Commonwealth Governments;
 - Educational programs in schools and other formal educational institutions;
 - Employment and training programs which are the core responsibility of State and Commonwealth Governments;
 - Applications from Public or Private Schools (unless the application is for assistance with a Community event);
 - Organisations receiving Local, State or Federal Government funding either directly or indirectly via a third party for the same purpose;
 - Organisations located outside of South Australia.
- 8.3. An organisation is assessed as a whole business entity when determining eligibility, rather than broken down into different locations or operations - for example, an organisation that receives Community Grants Program funding for the provision of services, a project or event may not receive a second source of Community Grants Program funding for similar services, project or event, regardless of its operation or location, within twelve (12) months of receipt of their previous Community Grant.

9. Eligible Items

Funding will be considered for the following:

9.1. Equipment

- 9.1.1. Funding may be considered for equipment purchases that are integral to a project or event providing the application demonstrates how the equipment will support delivery of the program or event. All items must be justified and be relevant to the project/event.

9.2. Administration and Organisational Costs

- 9.2.1. An organisation or group's start-up administration costs, including:
- capital equipment (e.g. computers, office furniture, machinery, tools, sport equipment etc.);
 - consumables;
- All items must be justified and be relevant to starting up the organisation or group.

9.3. Replacement Items

- 9.3.1. Consideration will be given to replacing items previously funded through the Community Grants Program after a reasonable period of time has elapsed and where sufficient justification for replacement is provided.

9.4. Public Events and Tournaments

- 9.4.1. Funding may be considered for eligible items related to the costs associated with exhibitions, fairs, festivals, entertainment, sport and leisure events. Eligible items include costumes and accessories, sport uniforms and equipment, hall hire, bus hire, marquee & furniture hire, trophies, medals, musical instruments, public address equipment.

9.5. New Establishment Grant

- 9.5.1. Applications to establish a new organisation or group must address the sustainability of the service or program and must include evidence that the program and the organisation will have sufficient resources or foundation to maintain the program once the Community Grants Program funds have been expended.

10. Ineligible Items

Funding will not be considered for the following:

10.1. *Projects or items not deemed consistent with the Community Grants Program Aim and Objectives*

- 10.1.1. Funding for projects that support activities that are not consistent with the City of Salisbury's Aim and Objectives will not be considered.

10.2. *Existing Projects*

- 10.2.1. Projects or events that have already commenced with the exception of those considered to be a significant new direction or enhancement of an existing project.

10.3. *Expenses*

- Accommodation costs;
- Personal transportation costs such as fuel expenses and maintenance;
- Vehicle acquisition.

10.4. *Administration and Organisational Costs*

- 10.4.1. An organisation's **ongoing business**, administration or **day-to-day** running costs, including:
- capital equipment (e.g. computers, office furniture, machinery, tools etc.);
 - vehicles (used for business or administration purposes);
 - fundraising activities (for commercial, competition and/or event door prizes);
 - consumables (e.g. paper, toner, stationery, equipment etc.);
 - maintenance and repairs;
 - service charges (including additional warranties, service agreements and maintenance).

However, some administrative costs may be considered if directly and exclusively associated with the establishment of the project.

10.5. *Wages and Salaries*

- 10.5.1. Wages, salary payments or consideration of any type (e.g. payment to presenters/trainers/instructors including gifts for services/guest speakers etc.).

10.6. *Memberships and Fees*

- 10.6.1. Memberships and fees (e.g. physical fitness centre memberships, club memberships, entrance fees).

10.7. Existing Debts and Shortfalls

- 10.7.1. Reimbursement of expenses incurred by the organisation prior to grant funds being approved.

10.8. Other Exclusions

- 10.8.1. Equipment and services that are not supported by a program of activities and services.

11. Application Process

- 11.1. An acknowledgement letter will be posted within ten (10) working days of receiving the application. Community Grants Program Staff may contact you via post or email to seek further information. Community Grants Program Staff will contact both signatories to verify the application (application will not proceed until verification has occurred).
- 11.2. Applications that are incomplete or do not contain all essential documentation may be considered ineligible or result in deferral to a subsequent round to enable an assessment to be made pending receipt of the incomplete/additional information. Applicants are requested to submit additional information within the timeframe for submission to the next round. Should the additional information not be received within three (3) months of receipt of the original application the application will be deemed ineligible and the organisation or group must submit a new application should it wish to proceed with applying for Community Grant funding.
- 11.3. Any changes in circumstances with regard to the Application must be made in writing; such as: resignation of the person responsible for the Grant, contact person details, change of address, change of ABN or any other variation to that listed on the Application. Receipt of the variation will be acknowledged in writing and the organisation or group may be asked for further information or to resubmit their Application.

Assessment of Applications

- 11.4. All applications are submitted to and assessed by the Sport, Recreation and Grants Committee at their monthly meeting.
- 11.5. A copy of Community Grant applications and any other relevant document(s) are presented to the Sport, Recreation and Grants Committee in its entirety as an attachment to the Committee Report. This means that all information contained within the application forms part of a public document and as such can be inspected by anyone. Reports presented to the Sport, Recreation and Grants Committee is also accessible via the City of Salisbury website.
- 11.6. Applications received that are identified ineligible against the funding guidelines are submitted to the Sport, Recreation and Grants Committee for information. A copy of the application and any other relevant document(s) is presented to the Sport, Recreation and Grants Committee in its entirety as an attachment to the Committee Report as outlined in paragraph 11.4.
- 11.7. Applications are assessed on merit and a comparative assessment made of all applications to establish priority for funding. Funding should not be anticipated or believed to be automatic.
- 11.8. Final decisions on all applications are at the discretion of Sport, Recreation and Grants Committee.
- 11.9. Applications in excess of available grant funds may result in some applications not being approved, being approved for a reduced amount or being deferred to a subsequent funding round even though they meet the eligibility requirements.

Community Grants Program Guidelines and Eligibility Criteria - Page 12 of 18

12. Funding Criteria

The following criteria are examined when assessing applications:

12.1. *Aim and Objectives*

- 12.1.1. The project must meet the Aim and Objectives of the Community Grants Program.

12.2. *Target Group*

- 12.2.1. The primary target group for projects and events must be the City of Salisbury community.

12.3. *Project Outcomes*

- 12.3.1. The project must provide one or more of the following outcomes for the City of Salisbury community:
- promote and enhance healthy lifestyles, particularly nutrition, physical activity and mental wellbeing;
 - encourage involvement in community activities;
 - reduce social isolation;
 - encourage supportive and safe communities;
 - address gaps in local services;
 - Social Connectedness; and
 - Mental Wellness.

12.4. *Contribution*

- 12.4.1. Organisations and groups are expected to contribute towards the project. This can be financial or in-kind (such as the provision of volunteer labour costs).

12.5. *Value for Money*

- 12.5.1. Grant funds requested must be proportional to the benefits provided and the number of members/residents targeted by the project.

13. Community Grant Application

- 13.1. Applicants must address the following points in their application for Community Grants Program funding:

Target Group

- 13.2. Applications must identify the target group in the City of Salisbury that is the subject of the project. Where possible it is advantageous to provide evidence that the target group:
- is the focus of the project or event;
 - has been consulted about and is involved in the project or event;
 - is committed to actively participating in the project or event in significant numbers; and
 - has expressed support for the project or event.

- 13.3. The application must outline details of the relationship of the applicant to the target group.

Project or Event Plan

- 13.4. Provide a Project/Event Plan which details the activities and services that will be facilitated. The Project/Event Plan should include:
- details of the proposed program of activities and services including frequency and duration (this refers to the activities that will be supported by the project, or the items or services to be purchased with grant funds);
 - timeframes and how the project will be implemented, facilitated, and monitored;
 - details of the benefits/outcomes that the target group will derive from the project; and
 - details of how the project will meet any of the Community Grants Program Aim and Objectives.

Budget Plan

- 13.5. Provide a Budget Plan with details of the items/services to be purchased or works to be undertaken for the project. The Budget Plan must be reasonably costed and include:
- total cost of the project or event;
 - the amount of grant funds requested;
 - funds committed to the project by the applicant (this contribution can be financial or in-kind);
 - funds committed to the project from other sources, such as donations, funding from other stakeholders, funding from other grant sources; and
 - one quotation for each item requested.
- 13.6. Note that quotations must include GST and be sufficiently formal to clearly identify the proposed supplier and the items requested.

Evaluation Plan

- 13.7. Provide an Evaluation Plan appropriate to the complexity of the project and the level of funding requested. This must include details of:
- measures that will be taken to gather information to evaluate the project;
 - criteria that will be used to measure the success of the project; and
 - how information gathered for evaluation will be used to enhance/direct the project.
- 13.8. The Evaluation Plan is essential to the application and will form the basis of the Project Evaluation that must be provided as part of the grant acquittal at the conclusion of the project.

Other Requirements

- 13.9. In addressing the above points, applications must provide a level of detail that is in proportion to the amount of funds requested and the complexity of the project. Organisations applying for funding must demonstrate, where applicable:
- a capacity to provide infrastructure, administrative and operating costs;
 - an ability to support the project beyond the grant period; and
 - the availability of volunteer support for the ongoing viability of the project.

14. Referees

- 14.1. Referees listed on the application may be contacted regarding their support and should be informed of their inclusion prior to the application being submitted. Members of the Management Committee cannot be a referee. Written evidence is not required of the referees support.

15. Financial Information

- 15.1. The organisation or group must hold a current bank account in South Australia in its name. The account name (the organisation or group, not the type of account – i.e. savings, cheque), financial institution name (the name of the bank or credit union) and the location (city/suburb of where the account is held) is the only information required. BSB and account numbers are not required to be submitted on the application.

16. Application Outcome

- 16.1. All applicants will receive written notification via post regarding the outcome of their application.

Unsuccessful Applicants

- 16.2. If applicants are unsuccessful they are encouraged to phone or request an appointment with the Community Grants Program staff to receive feedback about the decision and where applicable aspects of the application that may be improved should the applicant wish to resubmit.

17. Expenditure of Community Grants Program Funds

Successful Applicants - Contractual Obligations

- 17.1. Successful applicants will receive a notification letter and Acceptance of Community Grant – Form 1 which is a legally binding agreement detailing the terms and conditions of funding. The Acceptance letter contains obligations which include agreed project or event outcomes and timeframes, acquittal, reporting and evaluation requirements. Agreements will be in place for a six (6) month period.
- 17.2. Organisations or groups that are awarded a community grant must only use their community grant to implement their project or event as outlined in their application form and spent in accordance with the conditions of the agreement.
- 17.3. Any proposed change to the project or expenditure of grant funds must be requested in writing to the Community Grants Program.
- 17.4. Organisations or groups must spend their Community Grant within six (6) months of receipt of Community Grant funding or they may be asked to return all or part of the funding. Unspent Community Grant funds must be returned to the City of Salisbury at the end of the project/event period. An unspent amount less than \$10.00 is not required to be returned.
- 17.5. Checks are undertaken to ensure that all information provided can be substantiated and that the Community Grant funding was spent on eligible items. All tax invoices and/or receipts submitted with the acquittal documentation must contain the business name, date of transaction, contact details and ABN number listed (where applicable) of the supplier. All items must be clearly identifiable and listed separately.
- 17.6. Where valid tax invoices or receipts cannot be produced the organisation or group will be requested to complete a statutory declaration, declaring that the Community Grant funding was used to purchase eligible items. Failure to provide valid tax invoices or receipts may result in the organisation or group's ineligibility for any future Community Grants regardless of completion of a statutory declaration. Failure to complete a statutory declaration will result in the organisation or group being requested to return the applicable Community Grant funding.

18. Goods and Services Tax (GST)

- 18.1. If the organisation or group is registered for GST and the application for Community Grant funding is successful, a tax invoice must be provided with the Acceptance of Community Grant Form before payment can be made. Furthermore, the Grant will be subject to GST and the organisation or group will be liable to remit the GST component to the Australian Taxation Office.
- 18.2. The Tax Invoice must clearly state the words **TAX INVOICE, Business Name, ABN and the approved Grant funding amount including GST.**

ABN Declaration

- 18.3. If the organisation or group does not have an ABN, an ABN Declaration must be completed as part of the application process.
- 18.4. Furthermore, if the organisation or group does not have an ABN, the City of Salisbury may be obliged to withhold tax from Grant payments at the highest marginal tax rate (currently 48.5%) unless a "Statement by a Supplier" is completed to justify the City of Salisbury not withholding from the payment. This document is contained within the Community Grants Program Application Form "Declaration Where No Australian Business Number is Required".
- 18.5. For more details, contact the Australian Tax Office on **132 866**.

19. Presentation of Community Grants Program Cheques

- 19.1. Successful applicants will receive payment by bank cheque made out to the organisation submitting the application form. The presentation of Community Grant cheques will take place at a quarterly Ceremony held on the fourth Wednesday of the month in March, June, September and December. Successful applicants are invited to attend a Community Grants Program Cheque Presentation Ceremony on the 4th Wednesday of the relevant quarter at the City of Salisbury Municipal Offices.

20. Accountability and Reporting Requirements

- 20.1. The reporting and acquittal requirements are specified in the Acceptance of Community Grant Letter. This legally binding agreement must be signed and returned within seven (7) days of receipt of the Acceptance Letter.
- 20.2. All organisations and groups approved for Community Grants Program funding will be required to:
 - Measure the impact of the project or event and report the results in a Project/Event Evaluation;
 - Acknowledge the City of Salisbury as the funding body where applicable;
 - Provide valid tax invoices/receipts (*the organisation or group should maintain financial records in accordance with the generally accepted accounting principles and comply with the relevant laws in force in South Australia*);
- 20.3. These documents are due within six (6) months of receiving the grant funding and is detailed in the Acceptance of Community Grant Offer letter.

Community Grants Program Guidelines and Eligibility Criteria - Page 17 of 18

- 20.4. The Community Grants Program requires organisations and groups to comply with reporting requirements for past completed projects and events to be eligible to receive future community grants funding for another project or event. Failure to comply will result in the organisation or group being ineligible for future community grant funding.

Recognition of Community Grants Program Funding

- 20.5. Organisations must acknowledge the City of Salisbury's financial contribution to the project or activity where appropriate, e.g. through recognition of the grant in publicity and/or marketing material (use of the City of Salisbury Corporate Logo is prohibited without consent from the City of Salisbury Marketing Department).

21. Repayment of Community Grant

- 21.1. The City of Salisbury may take action to recover the Community Grant paid to the organisation or group if:
- The organisation or group does not use the Community Grant as set out in the City of Salisbury Community Grants Program Guidelines and Eligibility Criteria and/or the Acceptance of Community Grant Agreement;
 - If applicable, the organisation or group does not have Deductible Gift Recipient (DGR) status at the time of acquittal;
 - The organisation or group does not provide documentation as required under these guidelines by the times specified.

ATTACHMENT A – Community Grants Program Documents

- 1. Documents relating to the Community Grants Program**
 - 1.1. Application form for the City of Salisbury Community Grants Program;
 - 1.2. A Guide to completing the City of Salisbury Community Grant Application;
 - 1.3. The Acceptance of Community Grant Offer – Form 1 letter
- 2. Documents relating to the Acquittal of successful Community Grant funding**
 - 2.1. Acquittal – Form 2
 - 2.2. Tax Invoice/Receipt
 - 2.3. Project Evaluation Report (refer to Attachment D).

ATTACHMENT B – Likely Funded Project and Event Examples

Project/Event examples likely to be funded through the Community Grants Program

Project/Event	Grant funds can assist to:
Community Christmas Carols	Purchase of candles, booklets, stage hire, children's entertainment (i.e. face painting, jumping castle); fireworks, catering, advertising).
New Group	Purchases to establish the group such as computer equipment, launch catering, costs associated with inaugural Annual General Meeting, forums and workshops – i.e. seal, venue hire, stationery, promotional materials, letterhead, envelopes and stamps.
Volunteer Lawn Mowing Service	Purchase of mowing equipment and garden tools appropriate to the project.
Fitness classes	Purchase equipment appropriate to the project (<i>a fitness trainer is not eligible as this is deemed a salary</i>).
Dance Club Competition	Purchase uniforms, material, costumes and related accessories.
Craft Groups	Purchase equipment and supplies appropriate to the project (<i>i.e. purchase of wool and knitting needles to knit knee rugs for the needy</i>).
Men's Shed	Purchase equipment and furniture for woodworking, metalworking and social activities.
Sporting Club	Purchase training equipment and uniforms; bus hire to transport team to an event.
History Group	Purchase computer and scanning equipment for scanning of books.

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment B
Page 20*

ATTACHMENT C – Unlikely Funded Project and Event Examples

*Examples of projects/events and items **unlikely** to be funded through the Community Grants Program*

Project/Event	Items
<ul style="list-style-type: none"> Projects or events held outside the City of Salisbury region. 	<ul style="list-style-type: none"> Gifts for any purpose (i.e. judges, MC's, presenters).
<ul style="list-style-type: none"> Capital equipment that is stored at a residential address (e.g. computers, office furniture, machinery, tools etc.). 	<ul style="list-style-type: none"> Capital equipment (e.g. computers, office furniture, machinery, tools etc.) unless for the establishment of a new group.
<ul style="list-style-type: none"> Project that requests the purchase of a vehicle. 	<ul style="list-style-type: none"> Website Development.

*Examples of items **ineligible** for funding through the Community Grants Program*

<ul style="list-style-type: none"> Salaries, wages or compensation – i.e. payment for competition judges, trainers, presenters, umpires including gifts for service. 	<ul style="list-style-type: none"> Vehicle acquisition.
<ul style="list-style-type: none"> Payments to volunteers. 	<ul style="list-style-type: none"> Consumables.
<ul style="list-style-type: none"> Payments for fuel expenses/vehicle maintenance. 	<ul style="list-style-type: none"> Maintenance and repairs.

ATTACHMENT D - Project Evaluation Requirements

1. An evaluation of the project must be undertaken at the completion of the grant period as detailed in the Acceptance of Community Grant letter.
2. Where applicable, the Project Evaluation must detail the following:
 - 2.1. Introduction – *outline the project, its purpose and overall achievements.*
 - 2.2. People assisted (target group) – *provide details about the people assisted by the project. This could include families, individuals, age groups, type and level of needs/issues.*
 - 2.3. Number of people assisted by the project (*and outlining the number of residents of the City of Salisbury*).
 - 2.4. Assistance provided – *describe what was provided for the target group in terms of programs, activities, other actions or strategies, such as:*
 - 2.4.1. *Assistance to meet general and basic needs;*
 - 2.4.2. *Group programs, courses, activities and training;*
 - 2.4.3. *Improving resources/facilities/equipment or other initiatives.*
 - 2.5. Outcomes achieved by target group – *describe what the target group achieved through participation in the project, such as:*
 - 2.5.1. *Improvement in knowledge, skills, self-esteem, social contacts/networks, motivation, confidence, community participation, quality of life, empowerment and personal development;*
 - 2.5.2. *Enhanced healthy lifestyles, particularly physical activity and mental well-being;*
 - 2.5.3. *Reduction in social isolation.*
 - 2.6. Other achievements – *describe other achievements of the project, such as:*
 - 2.6.1. *Existing programs expanded or enhanced;*
 - 2.6.2. *Improvement in facilities or services;*
 - 2.6.3. *New programs or services established;*
 - 2.7. Any other comments or information relevant to the project or event, such as *(newspaper articles, media releases, internal newsletters, etc.)*.

ATTACHMENT E – Frequently Asked Questions

About applying for a City of Salisbury Community Grant

1. Will late applications be accepted?

- 1.1. Applications for Community Grants must be received by the 15th of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15th of February will be assessed at the March Meeting). Applications received after the 15th of the month will be submitted for the following round, without exception (i.e. an application received on the 16th of February will be assessed at the April meeting as it has missed the March deadline).

2. When will organisations or groups know if their application is successful?

- 2.1. All applicants will be advised in writing about the outcome of their application within ten (10) days of the relevant Sport, Recreation and Grants Committee meeting.

3. How do organisations and groups apply for Community Grants?

Applications can be submitted in the following ways:

- 3.1. A new application form is required every funding round and the current Community Grant Application Form must be accessed from the City of Salisbury website. The form can be downloaded from the City of Salisbury website: www.salisbury.sa.gov.au/Council/Grants_and_Awards/Grants/Community_Grants.
- 3.2. The form can be saved to a computer, completed electronically and then printed for submission or printed and completed by hand for submission.
- 3.3. Organisations or groups may request a hard copy application form to be posted by telephoning the Community Grants Program on 8406 8352.
- 3.4. Applicants are encouraged to submit their completed application via email to: city@salisbury.sa.gov.au.

4. What if our organisation or group doesn't have access to the internet or email?

4.1. Where email is not possible applications can be:

Faxed to: 8281 5466
Posted to: City of Salisbury
Community Grants Program
PO Box 8
SALISBURY SA 5108

Delivered in
Person to: City of Salisbury
12 James Street
SALISBURY SA 5108

5. Can I speak to someone about our organisation or group's Community Grant Application if I deliver it in person?

5.1. While City of Salisbury staff endeavour to make themselves available at short notice this is not always possible and therefore Applicants are encouraged to phone the Community Grants Program to make an appointment should they wish to speak to staff when submitting their Application.

6. Can our organisation or group get assistance to complete the Community Grant application?

6.1. To assist applicants a *Guide to completing the City of Salisbury Community Grant Application* is also available from the City of Salisbury website.

6.2. If assistance is still required with completing your application, please call the Community Grants Program on 8406 8352 and a City of Salisbury staff member will be happy to help you. Staff are unable to provide personal advice however will guide you as to the information required in the application.

7. Do documents need to be included with the application?

7.1. Yes. All relevant documents requested must be provided with your Application. Failure to provide the documents required will result in a delay with processing your application to the Sport, Recreation and Grants Committee; or the Application may be deemed ineligible.

8. Can organisations and groups submit more than one application per round?

- 8.1. No. Organisations and groups that receive community grant funding will not be eligible to apply for funding for a period of twelve (12) months from the date of funding receipt. Furthermore community grant funding already provided for a project/event is not eligible to apply for further funding to assist with that same project/event regardless of when the funding was received.

9. Who assesses the Community Grants Program Applications?

- 9.1. The Applications are assessed initially by the Community Grants Program Team and the General Manager Community Development who make recommendations to the Sport, Recreation and Grants Committee based on the Community Grants Program Eligibility Criteria.
- 9.2. The Sport, Recreation and Grants Committee have delegation to authorise funding and make the final decision on offering grants.

10. How are the Community Grants Program Applications assessed?

- 10.1. Applications are assessed on merit based on the following criteria:
- The level and type of need, evidence of the need provided and geographic area;
 - The benefit to the target group, specifically residents of the City of Salisbury;
 - Proposals that represent value for money;
 - Relevance to Community Grants Program Aims and Objectives and/or the City of Salisbury Strategic Plan;
 - New organisations or groups that can demonstrate sustainability and do not require ongoing funding to succeed;
 - Proposals that have secured in-kind support to reduce the project or event cost;
 - Proposals that demonstrate a level of community engagement;
 - The extent to which the applicant has the infrastructure, support or resources to successfully carry out the project or event;
 - The extent to which the application estimates, and proposes to measure, the impact of the project or event.

11. Can organisations and groups apply for another round if they are unsuccessful in a previous round?

11.1. Yes. Organisations and groups that are unsuccessful in a round can apply for another round providing the eligibility criteria has been met. An organisation or group that has been declined funding for a project or event can submit an application for a separate project or event (i.e. another application cannot be made for the same project or event that was declined). The application can be made at any time (the organisation or group doesn't need to wait twelve (12) months).

12. Our organisation/group's name on the application is different from our ABN and/or that registered with ASIC, are we eligible to apply?

12.1. No. The organisation or group applying for the Community Grant must have the same name registered with ASIC and the ASIC registration must be in the same name as the ABN registration. The only exception is where an organisation or group is auspiced by an incorporated organisation who will take legal and financial responsibility for any grant monies received from the City of Salisbury.

13. If successful, when will our organisation receive the Community Grant cheque?

13.1. Successful applicants will receive payment by bank cheque made out to the organisation submitting the application form. The presentation of Community Grant cheques will take place at a quarterly Ceremony held on the fourth Wednesday of the month in March, June, September and December, commencing at 6.30 pm. The table below outlines the cheque presentation schedule:

Application Received:	Application submitted to the Sport, Recreation and Grants Committee held in:	Successful Applicants - Community Grants Program Cheque Presentation Ceremony to be held in:
16 November to 15 December	January	March
16 December to 15 January	February	March
16 January to 15 February	March	June
16 February to 15 March	April	June
16 March to 15 April	May	June
16 April to 15 May	June	September
16 May to 15 June	July	September
16 June to 15 July	August	September
16 July to 15 August	September	December
16 August to 15 September	October	December
16 September to 15 October	November	December
16 October to 15 November	December	March

ITEM	7.2.3		
	SPORT, RECREATION AND GRANTS COMMITTEE		
DATE	11 June 2019		
PREV REFS	Sport, Recreation and Grants Committee	7.2.2	08/04/2019
HEADING	06/2019: The Burton Community Centre Inc. - Community Grants Program Application		
AUTHOR	Bronwyn Hatswell, PA to General Manager, Community Development		
CITY PLAN LINKS	3.3 Be a connected city where all people have opportunities to participate. 3.4 Be a proud, accessible and welcoming community. 4.3 Have robust processes that support consistent service delivery and informed decision making.		
SUMMARY	The Burton Community Centre Inc. Application is submitted to the Sport, Recreation and Grants Committee for consideration.		

RECOMMENDATION

1. The information be received and noted.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. 06/2019: The Burton Community Centre Inc. - Application

1. BACKGROUND

- 1.1 The Burton Community Centre Inc. Application was received for the April 2019 Community Grants Program funding round.
- 1.2 The Application was incomplete and required further information.
- 1.3 The Burton Community Centre Inc. received \$2,500 Community Grants Program funding in December 2016 to assist with the purchase of visitor chairs, trestle tables and chair trolley for ongoing use.

2. REPORT

2.1 The Burton Community Centre Inc. Application was originally received for the April 2019 round of Community Grants Program funding however the Application was incomplete and required further information as follows:

- evidence that the Committee has endorsed submission of the Community Grant Application was not provided;
- a detailed, current quote was not provided; and
- The Assistant Treasurer had not acknowledged each item of the Application Declaration.

2.2 The additional information has not been received and therefore the Application is deemed ineligible as per clause 11.2 of the Community Grants Program Guidelines and Eligibility Criteria:

Applications that are incomplete or do not contain all essential documentation may be considered ineligible or result in deferral to a subsequent round to enable an assessment to be made pending receipt of the incomplete/additional information. Applicants are requested to submit additional information within the timeframe for submission to the next round. Should the additional information not be received within three (3) months of receipt of the original application the application will be deemed ineligible and the organisation or group must submit a new application should it wish to proceed with applying for Community Grant funding.

2.3 The Applicant has been notified that their Community Grants Program Application has lapsed.

3. CONCLUSION / PROPOSAL

3.1 The Burton Community Centre Inc. Application is submitted for information as per clause 11.6 of the Community Grants Program Guidelines and Eligibility Criteria:

Applications received that are identified ineligible against the funding guidelines are submitted to the Sport, Recreation and Grants Committee for information. A copy of the application and any other relevant document(s) is presented to the Sport, Recreation and Grants Committee in its entirety as an attachment to the Committee Report as outlined in paragraph 11.4.

CO-ORDINATION

Officer: EXECUTIVE GROUP

Date: 03/06/2019



Burton Community Centre

386 Waterloo Corner Road, Burton | T: 8280 8843

Sports and Recreation
Grants Committee
City of Salisbury
James Street
Salisbury SA

To Whom It May Concern

Please find attached Grant Application for the purpose of purchasing a Marquee for the Burton Community Centre.

We look forward to hearing from you in due time.

Thankyou for taking the time to consider our application.

Kindest regards

Chris Macfarlan
Community Development Coordinator
Burton Community Centre

18th February 2019



A Community Growing Together



Community Grants Program

Application Form

Applications for Community Grants must be received by the 15th of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15th of February will be assessed at the March Meeting).

Please ensure you have read and understood the City of Salisbury Community Grants Program Guidelines and Eligibility Criteria document prior to completing an Application.



**City of Salisbury
The Living City**

Live it up

Application Eligibility Checklist		
Is the Funding For:	Yes	No
• Money already spent?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Salaries (initial or ongoing)? <i>Payment of facilitator or contractor engaged specifically to deliver program / activity under the grant may be considered</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Recurrent administration costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Capital development (e.g. renovations or building changes that will be permanently part of the structure)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Upgrading facilities which belong to Local, State or Commonwealth Governments?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Application from Public / Private Schools?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• An organisation trading as a sole trader/individual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• A group that is a non-incorporated body and does not have a parent incorporated body or is not endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Groups/organisations that have previously received funding and NOT fulfilled reporting obligations, including provision of post event evaluation/report and financial acquittal?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Groups/organisations that have received Community Grants Program funding from the City of Salisbury within the past twelve (12) months.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*If you have answered **YES** to any of these questions,
this application is **NOT** eligible for grant funding.*

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Grant Application - Page 2 of 13

Applicant Organisation Information		
1. GROUP / ORGANISATION DETAILS		
Name:	Burton Community Centre	
Address:	386 Waterloo Corner Road	
Suburb:	Burton	Postcode: 5110
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)		
Name:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/>	
	Melissa Gray	
Title (your role with the group/organisation):	Centre Support Officer	
Address:	386 Waterloo Corner Road, Burton	
Phone:	Landline: 8280 8843	
	Mobile: [REDACTED]	
Email:	[REDACTED]	
3. COMMUNITY GRANT RESPONSIBILITY		
Name of Person Responsible for the Grant:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/>	
	Melissa Gray	
Title (role with the group/organisation):	Centre Support Officer	
4. GROUP / ORGANISATION MANAGEMENT DETAILS		
How is your group/organisation managed:	Voluntary Management Committee / Not for profit	
Is your organisation:		
a) Incorporated:	Yes <input checked="" type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question b)
ASIC Registration Number:		
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	Yes <input type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question c)
Parent Organisation		
Name:		
ASIC Registration Number:		

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input checked="" type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e & f)</i>	Yes <input checked="" type="checkbox"/> <i>(go to question e & f)</i>	No <input type="checkbox"/>
e) Funding source/s:	Department Communities & Social Inclusion	
f) Purpose:	Not for profit Community Services	
g) Other (please specify): Job pathways/education/Health & Wellness activities which promote livability & sustainability.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
5. BANKING INFORMATION		
<i>Your organisation must have its own Bank/Credit Union Account or similar</i>		
Full Account Name: Burton Community Centre Inc. <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: [REDACTED]	
	Branch Location: [REDACTED]	
6. REFEREE INFORMATION		
<i>Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)</i>		
Referee's Name:	Michelle Grinter	
Referee's Contact Information:	[REDACTED]	

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <small>(If Yes - Please Quote ABN:)</small> 19 360 631 426 <small>(If No, the ABN Declaration Form attached must be signed)</small>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
NB: GST Registration <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Grant Application - Page 5 of 13

Project/Event Budget Information		
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>If Yes, provide details:</i>		
INCOME	\$ AMOUNT	
Project or event generated income:	\$	
Organisation's contribution:	\$	
Income received from other Grants: <i>(list organisation(s) providing Grant funding and their contribution)</i>	\$	
Income received from sponsors: <i>(list sponsor(s) and their contribution)</i>	\$	
Donations: <i>(please specify the source, product or service and estimated amount of funding requested)</i>	\$	
Have you sought any other funding for the project: <i>(please specify the source and amount of funding requested)</i>	\$	
TOTAL (including GST):	\$	
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?		
EXPENSES <i>(specify the proposed expense budget by item:)</i>	\$ AMOUNT	
3x3 Marquee package	\$ 1864.50 (including GST)	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL (including GST):	\$	

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> New Group
Name of Project/Event Requiring Funding	Purchasing of a marquee to be used for community events.
Date(s) of Project/Event <i>(if ongoing please state "ongoing")</i>	Ongoing
Total cost of Project/Event	\$ 1864.50
Amount of Community Grant Funding Requested	\$ 1864.50
Is there any other information that you may feel is relevant to your application?	<input checked="" type="checkbox"/> There are no relevant attachments. <input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. 2.
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input checked="" type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input checked="" type="checkbox"/>
Disability	<input checked="" type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input checked="" type="checkbox"/>

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Grant Application - Page 7 of 13

Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? (If Yes – when, amount granted and what the grant was for:)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(go to Group/Organisation Information)</small>
When was the Grant funding received (month & year):	October 2016
What amount of Grant funding was provided:	\$ 2500 Including GST
When was the previous Grant acquitted (month & year):	02/16 (Invoice 11/15)
Group/Organisation Information	
Group/Organisation Name	Burton Community Centre Inc
Group/Organisation Description	community centre
Group/Organisation Registered Address	Number/Street: 386 Waterloo Corner Road Suburb: Burton Postcode: 5110
Is the Club Incorporated?	Yes
Number of Members	7 Management Committee
% of Membership that reside in the City of Salisbury	100%
Project/Event Details	
Project/Event Name	Purchasing a marquee
Project/Event Summary	to practice sun safety while promoting events & activities in the City of Salisbury.
Date(s) of Project/Event	Ongoing
Location of Project/Event:	Number/Street: 386 Waterloo Corner Road Suburb: Burton Postcode: 5110
How will the Project/Event benefit the residents of the City of Salisbury?	To raise awareness of our facility & programs so the local community can take advantage of the services we offer.
How many individuals will benefit from the Project/Event?	1 off item will benefit numerous events & activity Numbers are not able to be projected but over a year (2019)
% of project/event participants that reside in the City of Salisbury	Estimated 85/90%
If it is an Event, is it open to the public?	All events the marquee will be used for will be public community events.
How will the Project/Event be promoted?	Electric Noticeboards, flyers, whats on guide, centre noticeboard, face to face, facebook, web page

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Grant Money Requested		
Amount Requested	\$ 1864.50	
Itemised Breakdown of Costs:		
<i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>		
1x 3x3 printed marquee	\$	package price
2x 3.5m tear drop banners	\$	" "
1x printed rear wall	\$	" "
1x printed tablecloth	\$	" "
1x roller carry bag	\$	" "
1x spares kit	\$	" "
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL (including GST):	\$ 1864.50	
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Project or Event Scope
<p>Provide a description of the proposed project or event:</p> <p>The marquee would provide an opportunity for Burton Community Centre to attend community events for the purpose of promoting our programs and services.</p> <p>Examples of such events include the Australia Day breakfast, the Para Hills Community Hub opening, Salisbury Secret Garden, Bridgestone Reserve opening, local markets, other City of Salisbury events and events/open days at our own centre.</p> <p>The marquee is simple and quick to erect, would be printed with an eye catching design, would provide sun/weather protection for staff and volunteers while distributing marketing material, program guides to the public at events.</p> <p>The marquee will assist in promoting sunsafe policies by providing protection during promotional activities.</p> <p>Attachments</p> <p><input type="checkbox"/> There are no attachments relating to the Project or Event Scope.</p> <p><input type="checkbox"/> The following documents are attached relating to the Project or Event Scope:</p> <ol style="list-style-type: none"> 1. 2. 3.

Benefits and Outcomes of the Project or Event
<p>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</p> <p>The marquee allows us to further our participation, away from the Centre at larger activities, with a Community focus. Benefiting both the Centres promotions & marketing but further expanding our promotional reach with community.</p>

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Support for the Project or Event
<p>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community: <i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p> <p>At present there are few vehicles for promoting the Burton Community Centre other than via the literature handed out at other community centres and libraries in the City of Salisbury.</p> <p>The marquee would allow us to directly promote our services to those residents most likely to benefit from them.</p> <p>New participants often comment that they are surprised to discover the range of services we offer as they are not widely known in the community.</p> <p>Attachments</p> <p><input type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> 1. 2. 3.

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed into the future: (outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed: (outline how you will achieve outcomes for the project or activity)</i></p> <p>Following each event at which the marquee has been used, staff and volunteers will debrief and discuss which programs and services appeared to be the most popular with residents, which types of promotional material drew the most attention, and what aspects of the project could be improved.</p>

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Application Declaration

Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)

Please read, tick the S1 and S2 boxes and sign:

S1 S2

I acknowledge that I am authorised to make this application on behalf of the Organisation.

I acknowledge that the information provided in this application is true and correct.

I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.

I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.

I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.

On behalf of Burton Community Centre Inc. (Group/Organisation)

(Name/Position) Kelly Werfel and (Name/Position) Jennifer Cook
Treasurer. ASSISTANT TREASURER

(Signature 1) [Signature] (Signature 2) [Signature]

(Date) 18/02/2019. (Date) 18/2/19

Contact (phone number): _____ Contact (phone number): _____

Both signatories will be contacted to verify the application - a contact phone number must be provided for each. Your application will not be submitted for consideration until contact and verification has occurred, **no exception.**

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered



Declaration Where No Australian Business Number is Required

I hereby certify that I am not required under the New Taxation System to hold an Australian Business Number (ABN), as I am not carrying out an enterprise under the New Tax System definition.

I am providing my services as:

	Yes	No
A private recreational pursuit or hobby	<input type="checkbox"/>	<input type="checkbox"/>
As an individual without a reasonable expectation of profit or gain	<input type="checkbox"/>	<input type="checkbox"/>

As such the Council is not obliged to withhold 48.5% from payments made to me.

I confirm that the above declaration is valid for all payments made by Council to our organisation. Should the situation change and I am required to hold an Australian Business Number, I will notify Council immediately.

(Group/Organisation)

(Name/Position)

(Signature)

(Date)

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

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ITEM	7.2.4
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	11 June 2019
HEADING	Community Event Sponsorship Program - Round 3
AUTHOR	Gemma Murray, Community Planner: Place Activation, Community Development
CITY PLAN LINKS	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 3.4 Be a proud, accessible and welcoming community.
SUMMARY	This report outlines the Community Event Sponsorship Program (CESP) Applications for Round 3. Six (6) applications are submitted for consideration by the Sport, Recreation and Grants Committee.

RECOMMENDATION

1. It be noted that, in accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee, the following applications are approved through Round three (3) of the Community Events Sponsorship Program as follows:
 - a. Grant No. 1/2019: Military Vehicle Preservation Society of SA Inc., application for \$5,000 for the Edinburgh Truck Show.
 - b. Grant No. 2/2019: BMXSA Inc., application for \$10,000 for the BMXSA 2019 HutSix State Championships.
 - c. Grant No. 3/2019: Lions Club of Gilles Plains - Mawson Lakes Lions Club Branch, application for \$9,975 for the Mawson Lakes Christmas Carols.
 - d. Grant No. 4/2019: Coyote Hoops Basketball Club Inc., applications for \$5,050 for the Coyote Hoops Junior Basketball Carnival.
 - e. Grant No. 5/2019: Mawson Boat Club Inc., application for \$5000 for the Mawson Boat Club Picnic Regatta.
 - f. Grant No. 6/2019: Bagster Road Community Centre Inc., application for \$10,000 for the Bagster Road Community Open Day – 40th Year Celebration.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Applicant 1/2019 - Military Vehical Preservation Society of SA
2. Applicant 2/2019 - BMXSA
3. Applicant 3/2019 - Mawson Lakes Lions Club

4. Applicant 4/2019 - Coyote Hoops Basketball Club
5. Applicant 5/2019 - Mawson Boat Club
6. Applicant 6/2019 - Bagster Road Community Centre

1. BACKGROUND

- 1.1 Six (6) applications were received for Round three (3) of the Community Event Sponsorship Program for consideration. This round is for events that are due to occur in the 2019/20 financial year.
- 1.2 An amount of \$12,556 remains in the budget from the 2018/19 financial year. Any unexpended from 2018/2019 will be rolled over into the 19/20 Budget. Events form an important part of the community, cultural and economic fabric of the City of Salisbury. They are designed to stimulate activity, provide interesting places for people to engage, and provide learning and healthy lifestyle opportunities. The City Plan 2030 contains the following commitment that we will:
 - Provide experiences that make our places livelier and more interesting;
 - Develop a community where peoples' culture, ideas and their capacity to achieve is supported and valued.
- 1.3 On 26 March 2018, Council endorsed making an additional \$60,000 available to the Sport Recreation and Grants Committee each year (from 1 July 2018) to allow support of:
 - eight events up to \$5,000 per event (\$40,000)
 - two events up to \$10,000 per event (\$20,000)
- 1.4 It is envisaged to be successful in securing funding, the organisation conducting the event should demonstrate:
 - Maturity around risk and organisation management
 - significant community impact
 - attraction to the broader community (not limited to membership of an organisation)
 - the event will be hosted in the City of Salisbury
 - positive promotion of the City of Salisbury

2. GRANTS PURPOSE

- 2.1 The purpose of the Community Event Sponsorship Program (CESP) is to deliver outcomes in alignment with the Salisbury City Plan 2030. The program will assist in achieving the vision of "*A flourishing City with opportunity for all*".
- 2.2 Furthermore, the CESP contributes to the critical action of "*Introduce a City-wide approach to resourcing of place management and activation to capitalise upon existing and future investment in our places and spaces*".
- 2.3 The CESP aims to complement the City of Salisbury's existing events calendar, whilst increasing the capacity of community organisations to deliver events thereby increasing participation and attendances.

3. ASSESSMENT CRITERIA

- 3.1 to securing funding, the organisation conducting the event will need to demonstrate:
- maturity around risk and organisation management
 - significant community impact
 - attraction to the broader community (not limited to membership of an organisation)
 - the event will be hosted in the City of Salisbury
 - positive promotion of the City of Salisbury
- 3.2 All eligible applications will be assessed against the following criteria:
- Completion of the application in full;
 - Demonstrated need for the event;
 - Stakeholder endorsement and support for the event;
 - Consideration of, and fit with, existing events calendar and events;
 - Demonstrated multiple community, organisation or association benefit;
 - Extent to which the project addresses strategic objectives and community needs;
 - Extent to which alternative, complementary sponsorship and funding sources have been explored or secured;
 - Adequate, comprehensive and value for money of event budget;
 - Extent to which the event meets the purpose of the CESP;
 - Alignment with the priorities of the CESP;
 - Risk management considerations;
 - Extent to which the organisation has the financial capacity to meet its financial obligations with the City of Salisbury (e.g. does the organisation have any bad debt with the City of Salisbury); and
 - the number of other events that have been funded for the financial year (noting only eight events will be sponsored for an amount up to \$5,000 each financial year).
- 3.3 In addition to the above criteria, events seeking sponsorship over \$5,000 and up to \$10,000 will also be assessed against the following criteria:
- Demonstrated ability for the event to attract over 3,000 patrons;
 - Regional or state wide significance of the event;
 - Extent to which the event addresses City of Salisbury strategic objectives;
 - Long term sustainability of the event in the City of Salisbury;
 - Demonstrated ability for the event organisers to deliver an event of significant scale and size;
 - Profile of the event and ability to raise the profile of the City of Salisbury;

- The number of other events that have been funded for the financial year (noting only two events will be sponsored for an amount between \$5,000 and \$10,000 each financial year).

3.4 Due diligence is also undertaken in relation to the financial and governance credibility of the applicant organisations in line with the Community Grants Program.

4. REPORT

Round Three (3) Applications for 2019/20

4.1 The budget for the 2019/20 financial year is \$60,000 with an additional \$12,556 remaining from the 2018/19 budget that can be used towards events contained within this report. This means the total budget available is \$72,556.

4.2 Six (6) applications are presented from Round three (3) of the Community Event Sponsorship Program for consideration.

4.3 Three (3) applications are presented for Round three (3) of the Community Event Sponsorship Program for consideration for up to \$5,000 they are:

4.3.1 Applicant: **Military Vehicle Preservation Society of SA Inc.**

Event: **Edinburgh Truck Show**

Amount Requested: **\$5,000**

The Military Vehicle Preservation Society of SA is seeking funding to support their Edinburgh Truck Show. Similar types of events have been well attended previously and the amount requested (\$5,000) is suitable for the size and nature of the event.

Applicant: **Coyote Hoops Basketball Club Inc.**

Event: **Coyote Hoops Junior Basketball Carnival**

Amount Requested: **\$5,050**

The Coyote Hoops Basketball Club is seeking to hold a Junior Basketball Carnival at the Ingle Farm Recreation Centre targeting 5-16 year olds. The funds requested (\$5,050) is considered suitable for the scale and nature of this event.

4.3.2 Applicant: **Mawson Boat Club Inc.**

Event: **Mawson Boat Club Picnic Regatta**

Amount Requested: **\$5,000**

The Mawson Boat Club is seeking funds to support their Picnic Regatta targeting the broader community. The amount requested (\$5,000) is considered suitable for the size and nature of this event.

- 4.4 Three (3) applications are presented for Round three (3) of the Community Event Sponsorship Program for consideration for up to \$10,000 they are:

4.4.1 Applicant: **BMXSA Inc.**

Event: **BMXSA 2019 HutSix State Championships**

Amount Requested: **\$10,000**

BMXSA have sought funds to support their BMXSA 2019 HutSix Championships. This type of event has been well attended previously attracting statewide participants and spectators. The amount requested (\$10,000) is deemed suitable for the size and nature of this event.

Applicant: **Lions Club of Gilles Plains – Mawson Lakes Lions Club Branch**

Event: **Mawson Lakes Christmas Carols**

Amount Requested: **\$9,975**

The Lions Club of Gilles – Mawson Lakes Club is seeking support for their Christmas Carols event which was eligible for funding in the second round of the Community Event Sponsorship Program (2018). The amount requested (\$9,975) is suitable for the size and nature of the event.

4.4.2 Applicant: **Bagster Road Community Centre Inc.**

Event: **Bagster Road Community Open Day – 40th Year Celebration**

Amount Requested: **\$10,000**

Bagster Road Community Centre has sought funding to support their 40th Year Celebration Open Day. Similar types of events have been eligible for funding in Rounds one and two for the Community Event Sponsorship Program and have been well attended by the community.

- 4.5 It is considered the above applicants have demonstrated:

4.5.1 maturity around risk and organisation management

4.5.2 significant community impact

4.5.3 attraction to the broader community (not limited to membership of an organisation)

4.5.4 the event will be hosted in the City of Salisbury

4.5.5 positive promotion of the City of Salisbury

5. BUDGET

5.1 The budget for the 2019/20 financial year is \$60,000 in addition to unexpended funds of \$12,556 remaining from the 2018/19 budget. This means the total budget available in 2019/2020 is \$72,556.

5.2 The budget required to fund the six (6) compliant applications for Round three (3), if all approved, is \$45,025.

- 5.3 The remaining balance of the 2019/20 budget if all six (6) applications are approved is \$27,531 which would be made available for Round four (4) applications of the program which is due to close in late 2019 for decisions in January 2020.
- 5.4 Although the guidelines allow for eight events to be funded to \$5,000 and two at \$10,000, the Sport Recreation and Grants Committee is not precluded from varying these allocations, provided they fit within budget.

6. CONCLUSION / PROPOSAL

- 6.1 A total of six (6) applications were received for the third round of the Community Event Sponsorship Program. All six are deemed eligible for funding.
- 6.2 The applications received are:
- 6.2.1 Applicant: **Military Vehicle Preservation Society of SA Inc.**
Event: **Edinburgh Truck Show**
Amount Requested: **\$5,000**
- 6.2.2 Applicant: **Coyote Hoops Basketball Club Inc.**
Event: **Coyote Hoops Junior Basketball Carnival**
Amount Requested: **\$5,050**
- 6.2.3 Applicant: **Mawson Boat Club Inc.**
Event: **Mawson Boat Club Picnic Regatta**
Amount Requested: **\$5,000**
- 6.2.4 Applicant: **BMXSA Inc.**
Event: **BMXSA 2019 HutSix State Championships**
Amount Requested: **\$10,000**
- Applicant: **Lions Club of Gilles Plains – Mawson Lakes Lions Club Branch**
Event: **Mawson Lakes Christmas Carols**
Amount Requested: **\$9,975**
- 6.2.5 Applicant: **Bagster Road Community Centre Inc.**
Event: **Bagster Road Community Open Day – 40th Year Celebration**
Amount Requested: **\$10,000**
- 6.3 The total amount of funding requested is \$45,025 from the Community Event Sponsorship Program total available budget of \$72,556.
- 6.4 The remaining balance of the 2019/20 budget if all six (6) applications are approved is \$27,531.

The organisations listed in Section 2 of this report, have demonstrated their ability to meet the eligibility and assessment criteria of the Community Event Sponsorship Program and are recommended for funding.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 03/06/2019

**Community Event Sponsorship Program
Round 3**

Applicant 1/2019

Military Vehicle Preservation Society of SA INC

Edinburgh Truck Show

CESP, Round 3, Application no. 1/2019, Military Vehicle Preservation Society of SA INC, Edinburgh
Truck Show

Information to be submitted with your application

	Attached
Your most recent annual financial statement certified by the President /Treasurer or audited by a qualified accountant as presented at an AGM	<input checked="" type="checkbox"/>
A copy of Event Plan / Checklist, including or concept plans	<input checked="" type="checkbox"/>
Where applicable supply evidence of cash support (e.g. recent bank statement)	<input checked="" type="checkbox"/>
Provide a Certificate of Incorporation demonstrating not-for profit status	<input checked="" type="checkbox"/>
Provide a signed copy of committee minutes <u>endorsing the event</u> , authorising an <u>application</u> to the Community Event Sponsorship Program and documenting the <u>authorised project contact</u>	<input checked="" type="checkbox"/>
Where applicable provide letters of support for the event	<input checked="" type="checkbox"/>
Where applicable provide a letter/email from the head of the organisation supporting the application	<input checked="" type="checkbox"/>

IMPORTANT

Incomplete applications will be considered non-compliant and ineligible for sponsorship. The applicant will be provided advice and requested to supply any outstanding documentation. Once all documentation has been received, the application will be processed and presented for assessment.

To avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Event Sponsorship Program



Submission date: 13/05/2019 03:48 PM

Receipt number: 17

Question	Response
Application Form	
Name of the organisation:	Military Vehicle Preservation Society of SA INC
ABN:	36547733430
Facility Name/Address:	National Military Vehicle Museum
Postal Address:	PO Box 174
Suburb:	Salisbury
Person Responsible for the Sponsorship:	Mr
Name	
Title/Office:	Museum Liaison Officer
Phone	0
Email	militaryvehiclemuseumpro@outlook.com
Age	12 - 90
What percentage (%) of your target population reside in City of Salisbury?	100
What events has your organisation held before?	100th Anniversary the battle of Beersheba 2017 900 attendees/ anniversary of the Jeep 2017 800 attendees/ 70th Anniversary of the Landrover 2018 850 attendees
Sponsorship category (please select one only):	up to \$5,000
Have you sought, or intend to seek funds from another source for this project?	Yes
Source/s:	Shannons insurance/ Volunteers
Amount/s:	4903
Name of event:	Edinburgh Truck Show
Date of Event:	06/10/2019
Location of Event:	10 Sturton Rd Edinburgh Parks
Has this organisation held this event before?	No

1 of 3

Question	Response
If yes to the above, please provide dates of previous events:	0000
Brief description of your Event:	<p>The Edinburgh Truck show is going to be held showcasing military and civilian trucks of the past and present. The event is also going to be used to promote breast cancer awareness during the breast cancer awareness month of October 2019. One of the major sponsors Adelaide Truck Towing has a large tow truck dedicated to breast cancer awareness and this vehicle will be on display at the show.</p> <p>This event will also support the City of Salisbury commitment to history and tourism. Local Edinburgh Parks civilian and military organisations are also being invited to showcase their organizations to the attendees. Youth groups such as the Scouts and the Air Force Cadets will be displaying their activities at the event.</p> <p>The museum is planning to have a band at the event playing live music, and will provide St John Ambulance service for attendee's safety.</p>
Why is the event needed?	<p>The event is being promoted state-wide to encourage tourism into the city of Salisbury area. The benefits are to educate the attendees in World War 2 military vehicle history and providing an opportunity for the museum's building to be displayed as the building is part of South Australia's history in supplying munitions for the war effort. The event will raise the profile of the Museum and celebrate local history, generating pride and potential return visitation. Targeted marketing to surrounding holiday accommodation will take place, increasing attendance by interstate travellers to attract people to experience the unique culture of the local museum. The event links directly with the City of Salisbury Tourism and Visitor Strategy – objectives 2, 3.6 and 4.</p>
How will your event increase participation opportunities for community and economic development?	<p>No truck events are held within the Salisbury council area, so this will be a unique first time Truck show. The event will be used to highlight the museum's buildings contribution to the World War 2 as the museum is a heritage listed building on the SA Heritage list. The event is going to be used to promote breast cancer awareness and will be involving the City of Salisbury Youth and Veterans organizations and an invite will be sent to the local community organizations such as the SES, CFS, St John ambulance as well as the Australian Defence Force. Staff and Volunteers are currently working with local businesses to offer business promotional vouchers, encouraging return visitation to the City of Salisbury area.</p>
How will you promote and advertise the Event?	<p>The event is being promoted by using Flyers that are being distributed to business outlets, car clubs and social groups within the community. The museum has printed two for one entry vouchers that are being offered to the community. Advertising will be arranged via the Sunday mail and the messenger newspaper. We have already uploaded the event on the Discover Salisbury site for online promotion as well as promoting the event via the Salisbury Business Association newsletter. Current Facebook event interest is 830 as of 12 May 2019. 650 Two for one vouchers have been given to Rally car clubs to promote the event. The event is also advertised in the museum's monthly magazine.</p>

Question	Response
Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event?	No letters of support obtained yet still in the planning stages
Community Group / Business	Australian Defence Force/CFS/SES/Scouts and Cadet units
How they will benefit	The organisations will be able to use the event to showcase their group and attract new members
Attach letters of support where applicable	support letters.pdf
Events seeking over \$10,000 What is the regional or state-wide significance of this event?:	n/a
Events seeking over \$10,000 What is the long term vision and sustainability of the event in the City of Salisbury:	n/a
Please upload your budget spreadsheet from the template provided.	event_budget_template_2019_-_cesp_-_round_3(1).xlsx
Please upload any additional documents that you want to include.	minutes insurance ASIC no financial statement.pdf quotes consolidated.pdf Site Layout.pdf
Position:	Museum Liaison Officer
9. APPLICATION DECLARATION	Uploaded signature image: signature_2_0001.jpg
We agree to abide by the terms and conditions of sponsorship	Yes
On behalf of (Group/Organisation)	National Military Vehicle Museum (Military Vehicle Preservation Society of SA INC)
Name:	[Redacted] (Alan) Bennett
Date:	13/05/2019
	Community Event Sponsorship Program

3 of 3



YOUR EVENT BUDGET

OUTLINE THE COST OF YOUR EVENT – ALL AMOUNTS ARE TO BE GST INCLUSIVE	AMOUNT	QUOTE USED
Item		
<i>St Johns</i>	\$ 330.00	<i>First Aid Services</i>
<i>Dementia Daddies</i>	\$ 500.00	<i>Band Hire</i>
<i>WICEN RADIO HIRE</i>	\$ 120.00	<i>Radios for safety</i>
<i>Coates Hire</i>	\$ 490.82	<i>Disabled toilet hire</i>
<i>Gun Team</i>	\$ 250.00	<i>Live firing of 25pounder</i>
<i>The Advertiser</i>	\$ 1,533.00	<i>Advertising</i>
<i>The Messenger North/STH</i>	\$ 1,877.00	<i>Messenger advertising North and Southern area</i>
<i>S and P Clothing</i>	\$ 190.00	<i>Safety vest for officials</i>
<i>Volunteers</i>		\$34.89 per hour
<i>Gate Team</i>	\$ 1,395.60	<i>4 volunteers x 10 hrs =40 hrs</i>
<i>Rides Team</i>	\$ 2,791.20	<i>8 volunteers x10hrs=80hrs</i>
<i>BBQ Team</i>	\$ 3,489.00	<i>10 volunteers x10hrs =100</i>
<i>Shop Team</i>	\$ 697.80	<i>2 volunteers x 10hrs =20hrs</i>
<i>Gun Team</i>	\$ 1,744.50	<i>5 volunteers x10hrs=50hrs</i>
<i>Museum Team</i>	\$ 2,093.40	<i>6 volunteers x 10hrs=60</i>
<i>VIP and Safe Team</i>	\$ 1,046.70	<i>3 volunteers x 10hrs=30</i>
<i>Admin Team</i>	\$ 1,395.60	<i>4 volunteers x 10 hrs =40 hrs</i>
a. Total event cost	\$ 19,944.62	
b. Your contribution	\$ 14,653.80	
c. Other funds used	\$ 250.00	Shannons Grant
TOTAL SPONSORSHIP REQUESTED		\$5,000.00

MINUTES

MILITARY VEHICLE PRESERVATION SOCIETY SA INC & National Military Vehicle Museum.

COMMITTEE MEETING held at 1900 on 8th January 2019 at Edinburgh Park.

VISITORS. Dutchy

APOLOGIES. Don Blackmore.

PRESENT. As per attendance register

President reminded all in attendance that the meeting will finish at 9.30pm.

MINUTES OF PREVIOUS COMMITTEE MEETING:

Amendments: Nil

Moved: Peter Sabey **Seconded:** Jeff Pinney **Passed:** YES

BUSINESS ARISING FROM PREVIOUS MEETING

VISITS: In Don Blackmore's absence Jeff Pinney reported

- HCVC event 15th March.
- 21 Sept. 2019 Birthday Party. Further details to follow.
- Group visit Wednesday 16th January.

Truck Show 2019. Requirements for truck show grants

Edinburgh Truck Show. Sunday 6th October 2019. Approval needed for the Salisbury Community Grants Program Checklist.

Motion: That the Society Grants Application Officer, Alan Benney, applies to the Salisbury Community Grants Program for \$5000 for promotion of the Museum and it's event the Edinburgh Truck Show on 6th October 2019.

Jeff Pinney raised the motion. Seconded: Ray Hall. **Passed:** YES.

- Michelle Kakoschke tabled a Flyer to do with the Edinburgh Truck Show.. Seeking approval for Corporate Logos.
- Museum Logo change of colour approved by Committee.

Air Show:

- Edinburgh Defence Magazine has a reference to the National Military Museum.
- More info to follow re defence involvement.

Pergola area update/plumbing update: Nothing more to report.

NBN update: Monday 14th January is date given for installation.

Motorfest Classic next year: Monday September 30th 2019

- **Costings:** Hopefully we can get the cost of the lunch etc. down to around \$20. Catering advised that it is do-able.
- Name still to be decided

EFTPOS: Still ongoing discussions with Banking Institutions etc.

FWD budget: \$4,193 has been spent. There is a balance of \$6,678 left.

- Most of the missing parts have been found, still some missing. Some refabrication is necessary.
- General discussion.

Landrover budget Defence Bank: \$800 to \$1000 left in budget.

- **ACTION:** Receipts required from Mick Hicks.
- **ACTION:** Ryan to check if payment from the School has been received.

Website: Terry Kowalik has upgraded the Website.

Bus Quote: Ongoing.

ACTION: Ray Hall to follow up.

CORRESPONDENCE

1. Christmas Card from City Of Salisbury.
2. Christmas Card from Salisbury Business Association.
3. John Halls Membership renewal form.
4. Christmas Celebration Drinks Invitation from Nick Champion MP, Lee Odenwalder MP, and Jon Gee MP.
5. Email: Adam Cox, City of Playford to Jeff Pinney re Australia Day 2019.
6. Email: City Of Salisbury, Australia Day Family Picnic. WW11 Cannon Enquiry.
7. "FOOD FOR THOUGHT" Magazine.
8. "DISPATCH" Magazine.
9. Info re: Trucks for Peter Sabey.
10. Info for Peter Sabey.
11. Army, Navy, Air Force Newspapers.
12. Christmas card for HUGH from Haynes International Motor Museum.
13. 3 x Bendigo Bank Statements.
14. 2 x DVD, Book "Australia's Navy in Vietnam" and Christmas Card from David Madigan-Stewart..

BUSINESS ARISING FROM CORRESPONDENCE: Nil

TREASURERS REPORT

Income: \$6,160.18 **Expenses:** \$6,589.52 **P/L:** - \$429.34

Balances: General Acc. \$2,878-47 **Holding Acc.** \$17,894-12 **Project Acc:** \$13,287.41

Moved: Ryan Vallis **Seconded:** Ray Hall **Passed:** YES

MEMBERSHIP:

Volunteer update for Damien Brown.

Full Membership for Michelle Kakoschke.

GENERAL BUSINESS.

AUSTRALIA DAY:

- Salisbury Council request 25 pdr firing.

ACTION: Michelle to forward email to Glen Courtney

- Playford Council requests vehicles.

ACTION: Michelle to advise too late to arrange.

REMEMBRANCE DAY:

Jeff Pinney asked for an Invoice to be sent to Salisbury Council re payment for gun firing.

ACTION: Ryan to raise an Invoice.

AIR CONDITIONER:

After much discussion it was decided that the unit be installed on the western wall above the windows.

PETER DUNN has requested lighting for the HCVC Camp event.

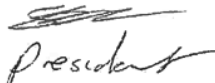
CALENDAR: Photographer will be at the Museum on Friday 25th January 2019. We won't be taking on any calendars to sell. He can take the photos and give the Museum a donation.

HUGH DAVIS: Street Lighting within the Museum. \$600 has approved for this project.

ALL FUTURE EXPENSES HAVE TO BE APPROVED BY COMMITTEE BEFORE ANY MONIES EXPENDED.

Jeff Pinney brought up the subject of Centrelink payment recipients.

MEETING CLOSED: 2135hrs


President
12/2/19

MILITARY VEHICLE PRESERVATION SOCIETY OF SA INC

36 547 733 430

02/12/19

Profit and Loss

July 2017 through June 2018

	Jul '17 - Jun '18
Ordinary Income/Expense	
Income	
Bank Interest	169.55
Catering	120.00
Donation Income	
Property Fund Donation	440.00
Vehicle	100.00
Donation Income - Other	6,291.70
Total Donation Income	6,831.70
Door Takings	
Groups	3,643.38
Door Takings - Other	5,191.12
Total Door Takings	8,834.50
Gate key deposit	20.00
GST refund from ATO	7,310.00
Gun Crew Income	250.00
Keysight Income	5,500.00
Log Books	5.00
Membership Fees	
Friend of Museum	68.18
Volunteer	18.20
Membership Fees - Other	7,855.71
Total Membership Fees	7,942.09
Motor vehicle parts	350.00
Museum Shop Income	
Badges	2.00
Books	79.00
Bumper stickers	2.00
Calender	28.00
Drink Sales	206.00
Flags	25.00
Key rings	10.00
Logo Mugs	40.00
Toys	83.00
Museum Shop Income - Other	2,252.80
Total Museum Shop Income	2,727.80
Parts Sales	72.00
Project / Grants Income	
Bedford Ute - Salisbury Council	10,000.00
Project Bluesteel Income	422.50
Project Noack Income	3,600.00
Total Project / Grants Income	14,022.50
Project Bluesteel	36,311.00
Refund	37.71
Rent Income	4,000.00
Special Event Income	
BBQ	1,278.10
Drinks	665.00
Ice cream	282.00
Tea & Coffee	63.60
Special Event Income - Other	7,914.53
Total Special Event Income	10,203.23

Handwritten signature and date:
 Resurver
 12/2/19

MILITARY VEHICLE PRESERVATION SOCIETY OF SA INC
36 547 733 430
Profit and Loss
July 2017 through June 2018

02/12/19

	Jul '17 - Jun '18
Transfer from Holding Account	5,952.13
WFD	5,137.77
Total Income	115,796.98
Expense	
Floats	551.49
Adjustment	6.00
Administration expenses	640.81
Australian Taxation Office	441.00
Bank Charges	99.30
Catering expenses	916.98
Club function/outing - expenses	680.93
Donations expenses	1,300.00
Electricity	
Electrical	1,263.60
Electricity - Other	3,927.10
Total Electricity	5,190.70
Event Expenses	
Food	600.00
Fuel	255.02
Event Expenses - Other	159.12
Total Event Expenses	1,014.14
Fire Prevention Service	7,821.94
Gun Crew Expenses	627.23
Insurances	
Building Insurance	704.41
Public Liability	649.08
Insurances - Other	1,475.01
Total Insurances	2,828.50
Magazine expenses	
Postage	125.89
Magazine expenses - Other	163.63
Total Magazine expenses	289.52
Membership expenses	157.86
Motor Vehicle Expenses	
Fuel	
Acco 6x6	47.93
Fuel - Other	86.58
Total Fuel	134.51
Registration	
Box Trailer YCA 988	80.00
Bren Gun Carrier XOC 408	249.74
Ford Stakeside RKD 969	249.74
Inter Acco WVU 493	87.91
Toyota Bus VWW 062	87.91
YEA 777 No27 Holden Limber	80.00
Total Registration	835.30
Service & Repairs	
Inter Acco WVU 493	40.90
Total Service & Repairs	40.90

*Robert
Treasurer
12/12/19*

Page 2

02/12/19

MILITARY VEHICLE PRESERVATION SOCIETY OF SA INC
 36 547 733 430
Profit and Loss
 July 2017 through June 2018

	Jul '17 - Jun '18
Total Motor Vehicle Expenses	1,010.71
Museum Projects	
Bedford Ute	954.41
FWD Truck	204.70
Studebaker	926.91
Wiles Cooker	35.00
Workshop	
Air Liquide	390.65
Fuel	45.55
Workshop - Other	955.36
Total Workshop	1,391.56
Total Museum Projects	3,512.58
Office Supplies	439.94
Project Noack	767.11
Project Whaler	3,597.61
Property Loan Repayments	10,000.00
Property Maintenance	
Fuel	36.35
Property Maintenance - Other	1,288.21
Total Property Maintenance	1,324.56
Purchase	174.34
Rates	
Emergency Services Levy	228.75
Total Rates	228.75
Repairs & Maintenance	
Buildings	36,320.59
Grounds Maintenance	179.04
Plant & Equipment	18.09
Plumbing	136.62
Safety	1,489.00
Waste Disposal	27.90
Repairs & Maintenance - Other	20.26
Total Repairs & Maintenance	38,191.50
Shop Purchases & Supplies	
Drinks	176.55
keyrings	265.00
Toys	227.13
Shop Purchases & Supplies - Ot...	412.89
Total Shop Purchases & Supplies	1,081.57
Subscriptions & Fees	499.00
Telephone	1,126.23
Transfer	
General - Project	6,300.00
Transfer - Other	12,137.77
Total Transfer	18,437.77
Transfers expense	150.00
Vehicle maintenance	144.53
Water	672.86
Water & Sewerage	527.99
Website	301.90

*Bob
Treasurer
12/2/19*

02/12/19

MILITARY VEHICLE PRESERVATION SOCIETY OF SA INC
 36 547 733 430
Profit and Loss
 July 2017 through June 2018

	<u>Jul '17 - Jun '18</u>
WFD 2017/1	554.69
Total Expense	<u>105,310.04</u>
Net Ordinary Income	10,486.94
Other Income/Expense	
Other Expense	
GST	
gst- IN	-1,501.61
gst- OUT	<u>1,720.28</u>
Total GST	218.67
Total Other Expense	<u>218.67</u>
Net Other Income	-218.67
Net Income	<u><u>10,268.27</u></u>

Blk
Treasurer
12/2/19



Association

MILITARY VEHICLE PRESERVATION SOCIETY OF SOUTH AUSTRALIA INCORPORATED

Extracted from ASIC's database at AEST 12:23:04 on 28/11/2018

Association Summary
Name: MILITARY VEHICLE PRESERVATION SOCIETY OF SOUTH AUSTRALIA INCORPORATED
ABN:
Registration Number: A5587
Registered State: South Australia
Registration Date: 23/10/2007
Status: Registered
Type: Associations
Regulator: Office of Consumer & Business Affairs, South Australia

28/11/2018 AEST 12:23:04

1



Military Vehicle Preservation Society SA Inc.

National Military Vehicle Museum

Museum Open Day

Sunday 6th October 2019

RISK ASSESSMENT

1

DEFINITIONS AND CLASSIFICATIONS

QUALITATIVE MEASURES OF LIKELIHOOD

Level	Descriptor	Description
A	Almost Certain	Is expected to occur during the event.
B	Likely	Will probably occur sometime during the event.
C	Possible	May occur sometime during the event.
D	Unlikely	May occur once every 2 events.
E	Rare	May occur once every 5 events.
F	Very Rare	Highly unlikely that it will occur at any event.
G	Almost Incredible	May occur only in exceptional circumstances.

QUALITATIVE MEASURES OF CONSEQUENCE OR IMPACT

Level	Descriptor	Example detail description
1	Insignificant	No injuries, low financial loss, managed without disruption to event.
2	Minor	First aid treatment, on site release immediately contained, medium financial loss
3	Moderate	Medical treatment required, on site release, contained with outside assistance, high financial loss
4	Major	Extensive injuries, production loss, off site release with no detrimental effects, major financial loss
5	Catastrophic	Death, toxic release off site with detrimental effect, huge financial loss

Note: Measures used should reflect the needs and nature of the organisation and activity under study

QUALITATIVE RISK MATRIX – LEVEL OF RISK

Likelihood level	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	M	M	H	E	E
B (likely)		M	H	H	E
C (possible)			M	H	H
D (unlikely)			M	M	H
E (rare)				M	M
F (very rare)					M
G (Almost Incredible)					

- E: extreme risk, immediate action required
- H: high risk, senior management attention needed
- M: medium risk, management responsibility must be specified
- L: low risk, manage by routine procedures

GLOSSARY OF TERMS AND ABBREVIATIONS

MVPSSA	Military Vehicle Preservation Society SA Inc.
ADF	Australian Defence Force
Caterers	Catering service to this event
DH	Department of Health
Emergency Services	A generic term that includes all of the following SAPOL, SA Ambulance Service, St. John Ambulance Australia SA, SA Metropolitan Fire Service, State Emergency Service
SAAS	South Australian Ambulance Service
MFS	South Australian Metropolitan Fire Service
SAPOL	South Australian Police
SEC	State Emergency Centre
SES	State Emergency Service
St JOHN	St John Ambulance Australia SA Branch
SOP's	Standard Operating Procedure
SWSA	Safework South Australia

PROCEDURES

The following is a list of procedures and plans that have been developed to minimize risks. As such these specific risks have been addressed in the attached Emergency Response Plan.

- Emergency Response Plan
 - Fire
 - Medical
 - Chemical Spillage
 - Flooding/Storm water damage
 - Explosion/Structure Collapse
 - Suspicious Behaviour or Incident
 - Suspicious Parcel
 - Found or Missing Person procedure

Item 7.2.4 - Attachment 1 - Applicant 1/2019 - Military Vehical Preservation Society of SA

Risk Description	Controls in Place	Likelihood	Consequence	Rating	Treatments	Risk owner
FIRE There is a risk that flammable or combustible material could ignite	<ul style="list-style-type: none"> Outdoor event Fire regulations Emergency Response Plan in place 	E	3	Low	<ul style="list-style-type: none"> MFS/CFS informed and able to respond utilising SOP's 	MVPSSA
CHEMICAL SPILLAGE There is a risk of a spill of hazardous material	<ul style="list-style-type: none"> Commonwealth and state legislation 	E	3	Low	<ul style="list-style-type: none"> Nil bulk chemicals used as part of event. All fuels are contained within approved vehicle storage tanks. 	MVPSSA
GENERAL INJURIES There is a risk that people could be injured requiring treatment	<ul style="list-style-type: none"> Site Traffic Management plan in place Medical Response Plan in place 	D	2	Low	<ul style="list-style-type: none"> First aid presence available if required SAAS within appropriate response time of event 	MVPSSA
TRIPS and FALLS	<ul style="list-style-type: none"> Planning via Program of the Day 	D	2	Low	<ul style="list-style-type: none"> Marshals and Hazard tape highlighting areas of concern. 	MVPSSA
DEHYDRATION There is a risk staff, volunteers or participants could become dehydrated	<ul style="list-style-type: none"> Potable water available 	F	2	Low	<ul style="list-style-type: none"> Water available. First aid presence available if required 	MVPSSA

Risk Description	Controls in Place	Likelihood	Consequence	Rating	Treatments	Risk owner
INCIDENT IMPACTING ON EVENT There is a risk of temporary or permanent suspension of the event	<ul style="list-style-type: none"> Planning via Program of the Day 	F	3	Low	<ul style="list-style-type: none"> Monitor weather Respond to incident Respond to adverse weather at the time President of MVPSSA to assess and decide on cancellation. Communications strategy in place to support this decision. 	MVPSSA
TREES DOWN OR BRANCHES FALLING There is a risk that trees/branches may impact the event /participants	<ul style="list-style-type: none"> MVPSSA to monitor the state of the site trees. Emergency Response Plan 	D	2	Low	<ul style="list-style-type: none"> Emergency Services within appropriate response time of event 	MVPSSA
VEHICLE ACCIDENT (part of event) There is a risk that a vehicle that is part of the event is involved in an accident	<ul style="list-style-type: none"> Site Traffic Management Plan MVPSSA Marshals 	E	3	Low	<ul style="list-style-type: none"> Emergency Services within appropriate response time of event 	MVPSSA

Item 7.2.4 - Attachment 1 - Applicant 1/2019 - Military Vehical Preservation Society of SA

Risk Description	Controls in Place	Likelihood	Consequence	Rating	Treatments	Risk owner
INTOXICATION There is a risk of an intoxicated person being injured or injuring another person	<ul style="list-style-type: none"> Liquor licencing laws MVPSSA Marshals 	F	2	Low	<ul style="list-style-type: none"> MVPSSA to be responsible for own members. Emergency Services within appropriate response time of event 	MVPSSA
MEDICAL EVACUATION There is a risk of a person requiring casevac to hospital	<ul style="list-style-type: none"> Emergency Response Plan SAAS procedures St John procedures 	E	3	Low	<ul style="list-style-type: none"> SAAS within appropriate response time of event 	MVPSSA
STRUCTURE COLLAPSE There is a risk that a structure could collapse causing injury	<ul style="list-style-type: none"> Very limited structures under the control of the MVPSSA for this event. Emergency Response Plan Structures supplied and erected by qualified suppliers. 	F	2	Low	<ul style="list-style-type: none"> Structure inspected prior to use Emergency Services within appropriate response time of event 	MVPSSA
FLOODING There is a risk of flooding due to a burst water main or weather	<ul style="list-style-type: none"> Site infrastructure in good condition. Roads/drains Emergency Response Plan 	D	2	Low	<ul style="list-style-type: none"> Emergency Services within appropriate response time of event 	MVPSSA
TERRORIST ATTACK There is a risk that the event could be impacted by a terrorist attack	<ul style="list-style-type: none"> Commonwealth and State legislation. SAPOL currently at a level of : HIGH: Police have been preparing for an incident of this nature. 	C	5	High	<ul style="list-style-type: none"> Heightened level of Situational awareness and Observation Emergency Services within appropriate response time of event No specific threat has been identified. 	SAPOL



14 November 2018

Military Vehicle Preservation Society of South Australia Inc
PO Box 174
SALISBURY SA 5108

Jardine Lloyd Thompson Pty Ltd
ABN 69 009 098 864

Level 1
148 Frome Street
ADELAIDE SA 5000
GPO Box 1693
ADELAIDE SA 5001

Tel +61 8 8418 0260
Fax +61 8 8418 0278
1800 356 072

www.au.jlt.com

Certificate of Currency

Insurance Class	Personal Accident Insurance												
Insured Name	Military Vehicle Preservation Society of South Australia Inc												
Insured Persons	Any Club Member who participates in one or more officially sanctioned events or activities organised by the Insured and Voluntary Workers whilst engaged in authorised work by the Club during the period of insurance, excluding: <ul style="list-style-type: none"> i) when driving or riding either in or on a motor vehicle along public or private roads and/or property; and ii) when participating in any Racing, Practising, Qualifying, Time or Speed Trials, Rallying, Hillclimbs, Motor Khana or any events for which Sanctioning or Permits are required. 												
Period of Insurance	From 31/10/2018 to 31/10/2019 at 4:00 pm Local Time												
Schedule of Benefits	<p>Section A – Capital Benefits</p> <table> <tr> <td>Aged 12 to 80 years</td> <td>\$65,000</td> </tr> <tr> <td>Aged 81 to 90 years</td> <td>\$10,000</td> </tr> </table> <p>Section B – Weekly Benefits – Injury</p> <table> <tr> <td>Aged 12 to 80 years</td> <td>Up to 75% of earnings or max per week \$650</td> </tr> <tr> <td>Aged 81 to 90 years</td> <td>Up to 75% of earnings or max per week \$100</td> </tr> </table> <p>Weekly Benefit Period</p> <table> <tr> <td>Aged 12 to 80 years</td> <td>156 Weeks</td> </tr> <tr> <td>Aged 81 to 90 years</td> <td>26 Weeks</td> </tr> </table>	Aged 12 to 80 years	\$65,000	Aged 81 to 90 years	\$10,000	Aged 12 to 80 years	Up to 75% of earnings or max per week \$650	Aged 81 to 90 years	Up to 75% of earnings or max per week \$100	Aged 12 to 80 years	156 Weeks	Aged 81 to 90 years	26 Weeks
Aged 12 to 80 years	\$65,000												
Aged 81 to 90 years	\$10,000												
Aged 12 to 80 years	Up to 75% of earnings or max per week \$650												
Aged 81 to 90 years	Up to 75% of earnings or max per week \$100												
Aged 12 to 80 years	156 Weeks												
Aged 81 to 90 years	26 Weeks												
Situation	Anywhere in Australia												
Deductible	Weekly Benefits – Nil Days												
Insurer	QBE Insurance (Australia) Ltd through Key Underwriting Pty Ltd												
Policy Number	MK1CCS005235PA												

This certificate of currency provides a summary of the policy cover and is current on the date of issue. It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document. This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.

Terry Connor
Account Manager

Application Declaration

Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)

Please read, tick the S1 and S2 boxes and sign:

S1 S2

I acknowledge that I am authorised to make this application on behalf of the Organisation.

I acknowledge that the information provided in this application is true and correct.

I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.

I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.

I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.

MILITARY VEHICLE PRESERVATION

On behalf of SOCIETY SA INC (Group/Organisation)

<p>1 and</p> <p><small>(Name/Position)</small></p> <p><u>Dave Carmen President</u></p> <p><small>(Signature 1)</small></p> <p><u>26/3/19</u></p> <p><small>(Date)</small></p> <p>Contact (phone number): <u>041 981 9624</u></p>	<p>1</p> <p><small>(Name/Position)</small></p> <p><u>Mike [Signature] VICE PRRS</u></p> <p><small>(Signature 2)</small></p> <p><u>26/3/2019</u></p> <p><small>(Date)</small></p> <p>Contact (phone number): <u>041 6010526</u></p>
--	--

Both signatories will be contacted to verify the application - a contact phone number must be provided for each. Your Application will **not** be submitted until contact and verification has occurred, **no exception**.

to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered



2212 119

TO WHOM IT MAY CONCERN


I am writing to support the National Military Vehicle Museum in their application for a Salisbury Community Events grant.

The National Military Vehicle Museum have been active in the Wakefield electorate for a number of years and have set up numerous programs that have benefited this community.

Their latest endeavor to fund to the hire of a disability toilet, band and further marketing costs for the Edinburgh Truck Show is to be commended and supported. The community would greatly benefit from such an initiative.

The National Military Vehicle Museum is a valuable organisation in the community and deserves favourable consideration of their application.

Yours sincerely,


NICK CHAMPION MP
MEMBER FOR WAKEFIELD

Our Voice in the North

Jack Benney
Community Liaison Officer
National Military Vehicle Museum
PO Box 174
SALISBURY SA 5108



JON GEE MP

Dear Jack,

I write in relation to your application seeking funding for the National Military Vehicle Museum's Edinburgh Truck Show from the Salisbury Community Events grant program.

I understand that you are seeking \$5,000 to fund the hire of a disability toilet, band and marketing costs among other expenses for your event which will raise money for three worthy causes, Australian Breast Cancer research, Vietnam Veterans and the museum.

From past experience, I know that provision of a disability toilet is essential for your events as disabled attendees have had to leave previous events to attend local shopping centres if they need to use bathroom facilities as you don't have appropriate facilities on site.

The museum has demonstrated its commitment to our community through hosting many local groups at the museum including youth groups that have also camped at the museum. The museum is a very important piece of the military history of Australia.

I know that many community members will attend this affordable and interesting event that will also feature other community groups including the Scouts, CFS and SES along with the Australian Defence Force, Army Cadets and the MFS.

I fully support your application as I believe this event will bring many visitors to the museum not only from the North but tourists from across Adelaide who will invest in our local community. The event will also educate the community about our trucking and military history.

I congratulate you and the museum board on your initiative and wish you all the best with the planning and delivery of the event.

Yours Sincerely,

Jon Gee MP
Member for Taylor

19/2/2019



MILITARY VEHICLE PRESERVATION SOCIETY OF SOUTH AUSTRALIA INC.



NATIONAL MILITARY VEHICLE MUSEUM

10 Sturton Road Edinburgh Parks 5111
PO Box 174 Salisbury 5108
Ph: (08) 8285 3011
ABN: 36 547 733 430



Email: militaryvehiclemuseumsecretary@hotmail.com
<http://www.military-vehicle-museum.org.au>

PATRON: Col Bill Denny RACT AM
ART PATRON: Barry Spicer (AAAvn)

SUPPORT LETTER FOR SALISBURY COMMUNITY EVENTS GRANT

Please be advised that the President of the museum and the Military Vehicle Preservation Society of SA INC endorses and supports the upcoming Truck Event to be held on the 6th October 2019 at the National Military Vehicle Museums grounds.

Money raised at this event will be used to do preservation work at the museum which is on the SA heritage register and will actively promote the Salisbury region as a tourist area.

The event is also being run in conjunction with a truck company to promote breast cancer awareness.

Regards



Jeff Pimney
Public Relations Officer
National Military Vehicle Museum
Email: militaryvehiclemuseumpro@outlook.com
Ph: 040 454 515

Per David Carmen
President
Military Preservation Society SA Inc
Email: david@bisonand.com
Ph: 08 8285 3011



PRESERVING MILITARY HISTORY TODAY FOR TOMORROW
ESTABLISHED IN 1976
40 YEARS STRONG



MILITARY VEHICLE PRESERVATION SOCIETY OF SOUTH AUSTRALIA INC.



NATIONAL MILITARY VEHICLE MUSEUM

10 Sturton Road Edinburgh Parks 5111
PO Box 174 Salisbury 5108
Ph: (08) 8285 3011
ABN: 36 547 733 430



Email: militaryvehiclemuseumsecretary@hotmail.com
<http://www.military-vehicle-museum.org.au>

PATRON: Col Bill Denny RACT AM
ART PATRON: Barry Spicer (AAAvn)

NATIONAL MILITARY VEHICLE MUSEUM - EDINBURGH TRUCK SHOW 6TH OCTOBER 2019

Salisbury Council community grants program,

Please be advised that the Truck Event to be held at the National Military Vehicle Museum on the 6th October 2019, is part of the Military Vehicle Preservation Society of South Australia and is fully supported by the elected committee of the organisation.

Regards

Mike Jebb
Vice President
National Military Vehicle Museum
Email: mjebb@nvmuseum.org.au
Ph:

PRESERVING MILITARY HISTORY TODAY FOR TOMORROW

ESTABLISHED IN 1976
40 YEARS STRONG





**St John Ambulance - South Australia
Event Health Services Quote**



Event Number: 014929

Date of Issue: 25/02/2019

Quote Valid until: 11/03/2019

Event Organiser

Contact Name: Michelle Kakoschke
Organisation: National Military Vehicle Museum

Event Information

Event Dates: 06/10/2019
Event Name: Edinburgh Truck Show
Event Location: Edinburgh Parks

Thank you for providing St John Ambulance - South Australia with the opportunity to offer you a quote for your upcoming event. Please find below your quote, and our Booking Terms and Conditions. Please note this quote doesn't constitute a booking with St John. Once the quote is accepted we will assess our availability to cover your event and provide confirmation of our ability to cover your event.

Quote						Version: 1	
Date	Arrive	Depart	Location	Staff	Hours	Type	Subtotal
Sun 6-Oct-19	10:00	16:00	National Military Vehicle Museum	2	6.00	First Aid Support	\$330.00
Required if an event is 5+ hours in duration						Meal Charges	\$0.00
Required if a vehicle is mandatory for event						Vehicle/s Charge	\$0.00
						Subtotal	\$330.00
						GST - Not Applicable	\$0.00
An invoice is issued 1 week post event						Grand Total	\$330.00

Quote Acceptance must be received via email by Quote Validity date specified above

Inclusions

St John SA will provide all medical equipment, support services and consumables required to provide Event Health Services at the event, unless agreed otherwise with the client, in addition to the resources specified in the

Our People

St John strives to be the leading provider of First Aid & Healthcare services to the community. During our 130 years of operation, we have gained extensive experience in planning and managing local and major events across South Australia. St John has a broad workforce available that includes dedicated Volunteers and Event Responder staff that can't be matched by our competitors.

Scope of Practice

St John Ambulance SA will only provide Event Health Services in accordance with the St John Ambulance Clinical Practice Guidelines. If the client requires treatment of a patient(s) that is outside of the St John Ambulance Clinical Practice Guidelines, then that client will assume full responsibility for the complete care of that patient(s).

Fwd: The Dementia Daddies quote for 6-10-19

Lorraine Cutajar <lorraine@bigpond.com>

Mon 8/04/2019 11:31 AM

To: militaryvehiclemuseumpro@outlook.com <militaryvehiclemuseumpro@outlook.com>

To Jack Benny

Sent from my iPad

Begin forwarded message:

From: Ron Vanderzwan <ron.vanderzwan@bigpond.com>

Date: 3 April 2019 at 1:04:21 pm ACDT

To: 'Jeff' <jeff@bigpond.com>

Cc: 'Lorraine Cutajar' <lorraine@bigpond.com>

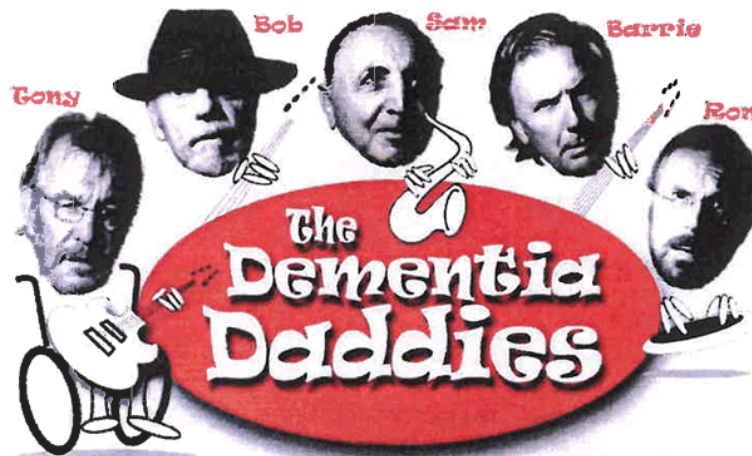
Subject: The Dementia Daddies quote for 6-10-19

Hello Jeff,

Sam asked me to email you a quote to have
The Dementia Daddies play on 6-10-19
at the Endinburgh Truck Show.

Please find the quote attached as a jpeg.

Kind Regards
Ron Vanderzwan



**WE NOT ONLY PLAY OUR FAVOURITES.....
.....BUT WE ALSO PLAY OUR FAVOURITES !!!**

(when memory permits)

QUOTE

for The Dementia Daddies to perform at the:
Edinburgh Truck Show

Venue:
National Military Vehicle Museum
Edinburgh Parks SA

On:
Sunday 6th October 2019

Cost:
\$500.00

Fwd: WICEN quote Hire of radios

al be <alben@btinternet.com>

Tue 2/04/2019 4:35 PM

To: militaryvehiclemuseumpro@outlook.com <militaryvehiclemuseumpro@outlook.com>

----- Forwarded message -----

From: al be <alben@btinternet.com>

Date: 1 Apr. 2019 10:34 pm

Subject: WICEN quote Hire of radios

To: Louis Coleshill <lcoleshill@gmail.com>

Cc: militaryvehiclemuseumpro@outlook.com

Thanks Louis, got the quote. All depends if the museum is successful with our grant application to the salisbury council

Cheers

Alan Benney

On 1 Apr. 2019 8:41 pm, Louis Coleshill <lcoleshill@gmail.com> wrote:

Hi Alan,

I hope it makes it to you this time.

Cheers,

Louis

----- Forwarded message -----

From: **Nic McLean** <mcleannh@bigpond.com>

Date: Thu, Mar 28, 2019 at 3:41 PM

Subject: RE: Hire of radios

To: Louis Coleshill <lcoleshill@gmail.com>, Committee WICEN SA <committee@wicen.org.au>

I agree; Yes.

Commercial rate would be:

12 X \$15 = \$180

Let's do it for \$120 for the museum.

Regards,

Nic



HIRE QUOTATION

2.4 SA

Coates Hire Edinburgh Parks
58-61 Wonnamatta Avenue
Edinburgh Parks SA 5111
Telephone: (08) 8240 7000
Facsimile: (08) 8240 7001
E-mail: edinburgh.branch@coateshire.com.au
Phone: (08) 8240 7000
Fax: (08) 8240 7001
www.coateshire.com.au

Customer Code: CASH-ATHP
Company Name: Military Vehicle Museum
Address: EDINBURGH SA 5111

Contact: /
Email: militaryvehiclemuseumpr@outlook.com
Mobile: 0418 897 664
Phone:
Fax:

Quotation No: 944357
Date of Quote: 13/02/2019
Quoted By: MALCOLM.WHITEAR

Qty	Item Code	Description	Days Per Week	Start Date	Start Time	Finish Date	Finish Time	Min Days / Mths	Rate Structure	Amount
1	PUMP/OUT	Toilet - Accessible	7	06/10/2019	7:00:00	07/10/2019	17:00:00	7D	1 Day: \$120.00	\$120.00
2	TRANSPORT-EX	Pumpout Service						0D	\$70.00	\$70.00
1	Environmental Charge	Transport Charge each way						0D	\$120.00	\$240.00
										\$1.20

Quotation covers hire period from: 6/10/2019
To: 7/10/2019

Hire Total: \$120.00
Additional Charges:
LTD Waiver: \$1.20
Delivery: \$15.00
Pickup: \$0.00
Other: \$310.00
GST: \$44.62
Total: \$490.82

Signed: _____

This quote is valid for 30 days and is subject to Coates Hire Terms of Hire, Special Conditions of Hire, and stock availability when your order is received.

MILITARY VEHICLE PRESERVATION SOCIETY OF SOUTH AUSTRALIA INC.



NATIONAL MILITARY VEHICLE MUSEUM

10 Sturton Road Edinburgh Parks 5111
PO Box 174 Salisbury 5108
Ph: (08) 8285 3011
ABN: 36 547 733 430



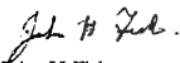
Email: militaryvehiclemuseumsecretary@hotmail.com
<http://www.military-vehicle-museum.org.au>

PATRON: Col Bill Denny RACT AM
ART PATRON: Barry Spicer (AAAvn)

TAX RECEIPT NUMBER 1473

Expenses relating to the firing of 6 rounds by the 25 pounder field gun, including documentation with Safework SA and the Police.

Total Cost: \$200.00


John H Fisk

Co Ordinator

Ph: 0419 845 775



PRESERVING MILITARY HISTORY TODAY FOR TOMORROW

ESTABLISHED IN 1976
40 YEARS STRONG



4/29/2019

Mail - National Military Vehicle Museum EDINBURGH - Outlook

The Advertiser - Military Vehicle Museum quotes

SA Advertising <saadvertise@news.com.au>

Mon 29/04/2019 1:59 PM

To: militaryvehiclemuseumpro@outlook.com <militaryvehiclemuseumpro@outlook.com>

Resending info and quotes, let me know you get this! Cheers

Option 1 :

Sunday Mail - Chill Section (school holiday guide for families, often includes vouchers etc)

M4x2 size (124mm high x 85mm wide)

Total cost : \$900 inc GST per ad

Option 2 :

State news Buyout (24 hour coverage on the

website <https://www.adelaidenow.com.au/news/south-australia>)

Example attached for the creative on how this would look

Total cost : \$633 inc GST per day on the weekend

These would be the most cost effective solutions to look at for getting people in over the holiday break - ideally doing both of these to capture people looking at print, but also those looking online.

Let me know what you think or if you've got any questions.

Cheers

??

MATTHEW LOVELL

Account Development Manager

News Corp Australia

31 Waymouth Street Adelaide SA 5000

P.O.Box 339 ADELAIDE 5001

T 08 7078 2221

E saadvertise@news.com.au W NewsCorpAustralia.com

Follow us online 



emma

Emma Media Metrics Australia
3 months to September 2019

News Corp Australia

The Advertiser Sunday Mail

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<https://outlook.live.com/mail/deeplink?popoutv2=1&version=2019042202.07>

1/2

SA Advertising <saadvertise@news.com.au>
Mon 6 05 2019 3:39 PM

• You

3 attachments (188 KB)
Download all
Save all to OneDrive

Good afternoon Jack,

Thank you for your advertising enquiry. I would be happy to assist you with high-impact marketing solutions in print and online and look forward to working with you soon.

Offering engaging content, The Messenger is the ideal paper for local area marketing and we can complement print with digital giving you the best of both!

Northern Weekly Messenger enjoys a robust monthly readership of 91000 – home drops and retail pickups – and is targeted to the upper socio market. Please read more about the paper here: <https://www.newscorpaustralia.com/brand/northern-weekly/>

Southern Times Messenger has largest distribution areas and a readership of 105k monthly. Please read more here: <https://www.newscorpaustralia.com/brand/southern-times/>

Please see attached sizes and ad formats that I highly recommend to generate awareness. I recommend the following bundle for your marketing campaign. Bundles offer competitive rates as opposed to casual rates that are also quoted below.

BUNDLE (print + digital):

Size: M3x6/ Quarter Page (strip ad size: depth 92mmx 262mm width | Full-color)
Publication: Northern Weekly + Southern Times
Schedule: 4 weeks (2 inserts in each)
Digital impressions: 25000
Cost: \$2650 + GST ~~\$260.00~~ =

* **Casual rate:** 1 quarter page insert in any Messenger paper for \$1707.80 ex GST = ~~\$1877~~

I am happy to offer you a special full-page offer in your local Messenger at a special price. The offer is valid for the month of May only.

Full page package: 4 for \$4,000 ex GST (\$1,000 per page ex GST) Placed in either Page 3, 4, 5, 6 or 7 (dependent on availability) of any Messenger paper of your choice.

Trust you will find the information in order.

For any advertising enquiries or marketing assistance please feel free to call me on 08 7078 3223 or reply to this email. Looking forward to hearing from you soon and seeing your ads in our papers!

Thank you and have a nice day.

S and P Clothing Pty Ltd
PO BOX 144
ONE TREE HILL SA 5114
Ph: 8280 7783 M: 0404 89 7723
sales@sandpclothing.com.au

A.B.N. 85 851 228 424
 A.C.N. 147 556 474

Quote

Invoice #: 00006456

Bill To:
 National Military Vehicle Museum
 10 Sturton Road
 Edinburgh SA 5111

Ship To:
 National Military Vehicle Museum
 10 Sturton Road
 Edinburgh SA 5111

SALESPERSON	YOUR NO.	SHIP VIA	SHIP DATE	TERMS	DATE	PG.	
	10 VESTS			C.O.D.	6/05/2019	1	
QTY.	ITEM NO.	DESCRIPTION	PRICE	COLOUR	SIZE	EXTENDED	CODE
10	6HVSVO	HI VIS SAFETY VEST VELCRO	\$4.091	ORANG		\$40.91	GST
10	EMBFT	EMBROIDERY FRONT NMVM LOGO	\$5.454			\$54.54	GST
10	SP1 10-30	SCREEN PRINT 1 COLOUR 10-30 BACK NMVM FONT	\$4.546			\$45.46	GST
1	SPSET1	SCREEN PRINT SETUP 1 COLOUR	\$31.82			\$31.82	GST
COMMENT				SALE AMT.		\$172.73	
TERMS STRICTLY 7 DAYS				FREIGHT		\$0.00	GST
				GST		\$17.27	
				TOTAL AMT.		\$190.00	
				PAID TODAY		\$0.00	
				BALANCE			

www.sandpclothing.com.au
 COMPLETE WORKWEAR SOLUTIONS

Community Event Sponsorship Program

Round 3

Applicant 2/2019

BMXSA Incorporated

BMXSA 2019 HutSix State Championships

CESP, Round 3, Application no. 2/2019, BMXSA Incorporated, BMXSA 2019 HutSix State Championships

Information to be submitted with your application

	Attached
Your most recent annual financial statement certified by the President /Treasurer or audited by a qualified accountant as presented at an AGM	<input checked="" type="checkbox"/>
A copy of Event Plan / Checklist, including or concept plans	<input checked="" type="checkbox"/>
Where applicable supply evidence of cash support (e.g. recent bank statement)	<input checked="" type="checkbox"/>
Provide a Certificate of Incorporation demonstrating not-for profit status	<input checked="" type="checkbox"/>
Provide a signed copy of committee minutes <u>endorsing the event</u> , authorising an <u>application</u> to the Community Event Sponsorship Program and documenting the <u>authorised project contact</u>	<input checked="" type="checkbox"/>
Where applicable provide letters of support for the event	<input checked="" type="checkbox"/>
Where applicable provide a letter/email from the head of the organisation supporting the application	<input checked="" type="checkbox"/>

IMPORTANT

Incomplete applications will be considered non-compliant and ineligible for sponsorship. The applicant will be provided advice and requested to supply any outstanding documentation. Once all documentation has been received, the application will be processed and presented for assessment.

To avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Event Sponsorship Program

Submission date: 16 May 2019, 10:13AM

Receipt number: 18

Related form version: 6

Question	Response
Application Form	
Name of the organisation:	BMXSA Incorporated
ABN:	64619497320
Facility Name/Address:	132 Rose Terrace, Wayville, 5034
Postal Address:	PO Box 140
Suburb:	Morphett Vale
Person Responsible for the Sponsorship:	Mrs
Name	
Title/Office:	State Secretary, Event Manager & Registrar
Phone	
Email	state.secretary@bmxsa.com.au
Age	3 - 70+
What percentage (%) of your target population reside in City of Salisbury?	The club is within the City of Salisbury boundaries and accounts for approximately 1/4 of total licenced riders. This would be about 40% of target population. The event directly correlates to our intention to increase rider participation in the North of Adelaide, as well as enticing regional and interstate riders to compete at the event.
What events has your organisation held before?	Cross Keys hosted the South Australian BMXA National Series round in 2018, this saw 360+ riders from SA and interstate race at the track. The club last hosted the state championships in 2011 and they hold an annual event called SuperNats each year that achieves 1/3 of the rider participation levels we are expecting for the State Championships.
Sponsorship category (please select one only):	up to \$10,000
Have you sought, or intend to seek funds from another source for this project?	Yes
Source/s:	Major sponsor from HutSix, as well as local companies sponsoring the individual classes for the championships. We are continuing to actively seek additional sponsors for the event.

1 of 4

Amount/s:	5000
Name of event:	BMXSA 2019 HutSix State Championships
Date of Event:	24 - 27th October
Location of Event:	Cross Keys BMX Club, South Terrace, Pooraka
Has this organisation held this event before?	Yes
If yes to the above, please provide dates of previous events:	February 2011
Brief description of your Event:	The State Championships is our sports' pinnacle state event of the year. It is a family friendly event where Metropolitan, regional and interstate competitors come together for a weekend festival of bmx racing. The riders compete for the ranking award the event gives them and to some, serves as a training event for national and international level racing.
Why is the event needed?	Whilst this is an annual event, it is used to promote the sport and increase membership to BMXSA and also a great opportunity to increase membership at the club holding the event which inturn helps increase community participation in the sport and give another avenue for comunity members to be active , the event also allows riders to get ready for larger events. The intention is not to make a profit at the event, but to run it as efficiently and effectively as possible, minimising waste. The event is open to all licensed riders in Australia and we actively encourage interstate families to come across to the event, while ensuring they are then made aware of tourist activities they can do away from the club. BMX is a small sport and South Australia has comparatively a small rider base compared to other states, but SA has so far produced 3 Olympian bmxers (two from Cross Keys) and we want to continue our strong representation in the sport.
How will your event increase participation opportunities for community and economic development?	Community participation, inclusion and sport sustainability are all keystones to the event. We notify the local area to make them aware of the championships and invite them along to the free event. BMX is a sport for all ages, with our youngest rider being 3 and our oldest state rider 74. We are inclusive and offer a range of licence options, so promotion of the event to increase rider numbers is always a focus. Being an open state championships, we bring interstate families to the event (current estimations from 2018 national series were \$250,000 was brought in from interstate visitors to the local area alone). We use a local venue for registration and awards presentation and are planning on using the Bridgeway Hotel for this year's event. This will push business to the hotel and we are contacting local hotels, such as Quest in Mawson Lakes to offer as accommodation options to regional and interstate families. The event also sources local small businesses to sponsor the individual classes at the championship. This promotion of local businesses has been very successful in the past in bringing them new customers.

How will you promote and advertise the Event?	The event is promoted nationally through social media and we have a contact at Triple M radio, who helps us promote the championships. The event is also registered on event listings across the region and we utilise links to the Advertiser each year as well. A letter drop to the neighbouring houses not only lets them know the event is on, if they wish to come along but also provides them with a direct name and contact for the event, if they have any concerns.
Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event?	Yes
Community Group / Business	Local branch of Lions, Bridgeway Hotel, Quest Mawson Lakes, local businesses and tourist attractions
How they will benefit	The Bridgeway Hotel will be used for registration and presentations for the championships. We will be promoting local businesses who sponsor classes for the event. We use the local Lions branch to assist with car parking. Families are asked to make a gold coin donation which goes to the Lions. Local shops and accommodation will also be used by regional and interstate families. Entrants to the championship receive a program of the event. This contains information on the event sponsors, but also on the local area, so can be used to promote local tourist attractions such as St Kilda Playground & Cobblers Creek bike trails. We always encourage families to spend time away from the track during their visit and try and showcase local attractions.
Attach letters of support where applicable	BMXSA Endorsement.docx
Events seeking \$10,000 What is the regional or state-wide significance of this event?:	The state championships seeks to increase participation across South Australia, with a focus on northern based families. We also aim to encourage more interstate competitors to visit the area. The event is significant as it prepares our riders for bigger events, while still offering a recognised ranking.
Events seeking \$10,000 What is the long term vision and sustainability of the event in the City of Salisbury:	Our future plans are to increase membership numbers and achieve the long term sustainability goals of the club. We want the event to be a success and encourage future large events to be held within the area.
Please upload your budget spreadsheet from the template provided.	Event_budget_template_2019_-_cesp_-_round_3_BMXSA.xlsx

Please upload any additional documents that you want to include.	2019 State Championships Checklist.xlsx Signed CK State Champs Agreement.pdf State Championships Policy.pdf 2017-2018 Audited Accounts.pdf BMXSA Board Meeting Minutes May 2019_abbreviated.docx BMX SA - Certificate of Currency 2018-2019.pdf BMXSA Certificate of Incorporation.pdf
Position:	State Secretary / Event Manager / Registrar
9. APPLICATION DECLARATION	Name of signatory: Helen Empson Link to signature
We agree to abide by the terms and conditions of sponsorship	Yes
On behalf of (Group/Organisation)	BMXSA Incorporated
Name:	helen empson
Date:	17/05/2019
	Morphett Vale

BMXSA 2019 HutSix State Championships



OUTLINE THE COST OF YOUR EVENT - ALL AMOUNTS ARE TO BE GST INCLUSIVE	AMOUNT	QUOTE USED
Item		
e.g. Marquee / Furniture Hire	\$ -	e.g. Rotary/Atlas Hire
Trophies	\$ 11,041.35	K-Biz Promotions
Program	\$ 1,302.40	Europaprint Solutions
Winning Jerseys	\$ 1,530.00	Emmsee Price per jersey is \$45 and number of classes based on 2018 entries
Race Plates	\$ 2,055.00	Seal Custom BMX Price per plate of \$5, number of entrants based on 2018 numbers
Presentation Plates	\$ 3,205.80	Seal Custom BMX Price per plate of \$7.80, number of entrants based on 2018 numbers
Security Fencing	\$ 2,160.00	Kennards Hire
Sqorz Scoring System	\$ 2.00	EventSoft Electronic Scoring - price per entry
PRE-Event Awards	\$ 680.00	2018 costs
officials Vouchers	\$ 75.00	2018 costs
Consecutive Year Awards	\$ 288.18	2018 costs
Pro Class Prize Pool	\$ 5,250.00	2018 costs
Postage of winning jerseys	\$ 32.20	2018 costs
Venue Hire for presentations	\$ 593.13	2018 costs
First Aid	\$ 4,670.00	2018 costs
Hire of Temporary Hut		
Portable Toilets		
Overnight Security	\$ 150.00	2018 costs
Cold Room Hire	\$ 300.00	2018 costs
Tent hire		
Tables & Chair hire		
Welcome to Country address	\$ 300.00	2018 costs
volunteer hours - pre event	\$ 11,269.47	\$34.89 per hour for 323 hours (meetings & preparation)
volunteer hours - during event	\$ 7,466.46	\$34.89 per hour for 214 hours (3 key officials and 11 volunteers)
a. Total event cost	\$ 52,370.99	
b. Your contribution	\$ 37,370.99	BMXSA and Cross Keys costs
c. Other funds used	\$ 5,000.00	Major Sponsor - HutSix and sponsors of each class at \$100 each
TOTAL SPONSORSHIP REQUESTED	\$ 10,000.00	

BMXSA Plans for BMXSA HutSix State Championships 2019

Area	Resp	Person Responsible	Action	Comments	Timeline	Completed
Set EMC Dates	EMC		9/4, 14/5, 18/6		February	
Start Hill	Host Club		Structure / protection and conduits in place	Club may be changing the transfer from bottom of the start hill to track. This will need to be reviewed by Kevin	February	
Track	EMC		Decide basic layout of track surrounds	Staging area, sterile areas, spectator areas, VIP area	February	
Council - Emergency Plan	Host Club		Emergency Plan to Council (if required)		February	
Technical Guide	Race Secretary	Tracey	Create technical guide and pass to EMC for review before state board make final decision and SOD approves		March	
Presentations	EMC	Tom	Select presentation venue	Bridgeway Hotel identified as possible venue	March	
Registration Requirements	Host Club	Tom & Tracey	Select registration venue	Registration to take place away from track at venue large enough to hold 3 registration desks and area for registration packs	March	
Pre-Titles Awards	EMC	Nick Petz	EMC to decide on award and confirm cost with BMXSA		March	
First Aid - designated areas	Host Club		Designate first aid room and areas on track	First aid to be put in EchoHut outside of club rooms. Club to pay for	March	
Track - Working Bees	Host Club		Maintenance: green grass, start hill planting,		April	
SOD Visits	SOD	Kevin	site inspections	to tie in with EMC dates	April	
First Aid	EMC	Helen	Arrange appropriate first aid for all times of events	Kevin Dowse arranging	April	
Invitations	EMC		email / facebook invite to interstate clubs!		April	
Live Streaming	EMC		BMXSA own video camera	Need to source operator for camera and if possible a second camera and someone to edit footage	April	
Pro-Shops	Host Club	Brett	Define pro-shop areas on mudmaps: invite interstate and local sponsors.	Preference for local proshops over interstate dependant on suitability / interest.	April	
Club to remove pump track	Host Club		Club must remove pump track from track	Nick Petz advised in April's meeting that pump track was being removed the weekend after the meeting. Track still in place at May's State Series round	April	
Opening Ceremony	EMC	Helen	VIP to open - Mayor, local federal or state MP	List to be sent to Helen by the club of local MPs etc	May	
Indigenous Address	Host Club	Brett	Source local elder for welcome to country address	Brett contacted Joffrey but not confirmed yet	May	
Pro-Shops	Host Club	Brett	Determine cost of pro shop	This can be donation to raffle or payment. BMXSA preference is cash payment to the club	May	
Corporate Teams	Race Secretary	Tracey	Create Corporate Team form	BMXSA responsible for perpetual trophy and club to retain the \$50 entry fee. No entry = no corporate tent spaces!	May	
City of Salisbury Council - Community Event grant	EMC	Helen / Brett	Community Event grant to be applied for to help offset operational costs of championships	Grant submission deadline 17th May	May	
Trophies - tender	EMC		Get quotes for trophy order so board can approve and decide on design	Kevin Dowse to speak to trophy shop to confirm pricing	May	
Create & open Event on OSM	Race Secretary	Tracey			June	
Opening Ceremony	EMC		Source MCs	Include club commentators - John Cobby, Greg Oberti & Amanda Van Hout	June	
Photographer	EMC		Confirm if using official photographer for event	Get SnapT was used for 2017 State Titles. Media passes can also be offered to others	June	
Parking	EMC		Ensure ample parking for min 300 cars, including official, VIP and min 4 disabled parking and emergency access	Car park areas to be designated.	June	
Scoring Requirements	Host Club		Race Secretary to liaise with club to confirm scoring requirements		June	
Officials	SOD	Kevin	EOI for officials to be issued	to be put on OSM & reminders sent out	July	
Presentations	EMC		Source MCs		July	
Source Commentary Team	EMC				July	
Invitations	EMC	Helen	Sponsors / Affiliates / Council / Govt / Life Members / VIP	Design invitation letter and agree recipients with BMXSA and host club	July	
Media	EMC	Brenton	BMXA Media to be notified	confirm with BMXA what information they require - information beforehand, reports after for media releases and The Dirt articles.	July	
First Aid	EMC		Notify local hospital of event		August	
Officials	SOD		Appointment of key officials by SOD	PCP to be appointed	August	
Programme	Host Club		Select 2 sprockets for media release and opening ceremony.	parental consent and sprocket questionnaire on file. Committee will advise which riders are to do this.	August	
Programme	EMC		collate sponsor logos	Major and Class sponsors logos to be collated and used in programme.	August	

Programme	Host Club	Nick Petz	Club Chair to write foreword for programme		August	
Track - Final Sign off by SOD	SOD	Kevin	Final sign-off of track after track changes	SOD	August	
Order sample winning jerseys	EMC		Emmsee	Design to be agreed by EMC once major sponsor confirmed	August	
Club's Pre-Event - tech guide	Host Club		Tech guide to be created and passed to SOD for approval		August	
Catering	Host Club	Donna	Club to determine menu and if external vendors to be used, including ice cream van and coffee vans	Copy of menu to be included in registration bags. Must ensure compliance to council rules if using external vendors	September	
Class Sponsors	Host Club		Finalise sponsors for individual classes	BMXSA state only cash payments would be accepted, no 'payment in kind' sponsorship allowed	September	
Coaching Clinic	Host Club		Organise coaches, officials & first aid	Club to organise on dates agreed to by BMXSA	September	
Confirm with supplier - delivery of oversized cheques, racing plates & presentation plates	EMC				September	
Facilities - cold room	Host Club		Cold room organised if required		September	
Facilities - fire extinguishers	Host Club		Ensure all fire extinguishers are up to date and electrical equipment all tagged		September	
Facilities - rubbish bins	Host Club		Rubbish Bins (general & recycle)	Club to contact council to get additional bins (general and recycling) for event	September	
Facilities - toilets	Host Club		Club to hire additional toilets	Club to source and cover costs	September	
Media	EMC		Media release to all stakeholders	Incl Sports SA, Office of Sport & Rec, Messenger, Adelaide Advertiser, local	September	
Merchandise	Host Club		Sell 2019 States T-shirts, merchandise etc	BMXSA allocated merchandise to host club. Host club responsible for design, production and selling of merchandise. All designs require final approval by BMXSA. Host club to retain all profits. Merchandise not sold through BMXSA's OSM event for championships but they can set up own OSM event	September	
Opening Ceremony	EMC		MC for presentations & opening ceremony		September	
Opening Ceremony	Host Club		Recording of the National Anthem or someone to sing it?		September	
Opening Ceremony	Host Club		Select 1 male & 1 female rider from Club to read Riders Oath in opening ceremony	Club to provide EMC with names for inclusion in programme.	September	
Opening Ceremony	Host Club		Select one official to read the officials oath at the opening ceremony		September	
Order registration bags	EMC		Registration Bags	Check how many bags left over from 2018 State Titles	September	
PA Systems	EMC				September	
Presentation Plates - initial order	Race Secretary		Initial order of presentation plates	Place initial order of presentation plates	September	
Print signs - no entry / officials only / disabled - official toilets only	EMC				September	
Programme	Host Club		photos of club to be provided for inclusion in programme		September	
Programme	State Chair		State Chair to write program introduction		September	
Programme	EMC		copy to Club and BMXSA prior to printing		September	
Registration Area	EMC		Confirm access if venue is away from the track		September	
Registration Requirements	Host Club		Source two volunteers to help with registration		September	
Sourcing Tourist brochures from local council	Host Club				September	
Sponsorship leaflets	Host Club				September	
Tent spaces marked out around track	Host Club		EMC to determine tent space layout		September	
Track - coordinate signage	EMC		Co-ordination of sponsor signage around club	EMC to review all sponsorship at club to ensure none contradicts any event sponsorship	September	
Trophies	EMC		Order trophies	Initial number of classes ordered. Final numbers to be confirmed once entries close. Confirm with club which local supplier they use.	September	
Winners Jersey	EMC		Create design for winners jerseys, using sponsorship logo if major sponsor	Make up two samples of varying size for use to display at awards ceremony. Create order form for riders	September	
Race Plates	Race Secretary		Initial order of race plates	Place initial order of race plates	September	
Class Sizes	SOD		Final determination on classes sizes against BMXA rule matrix	SOD to determine once noms close	October	
Club Equipment	Host Club		Laptops, printers, paper, flags, radios, vests	All club equipment to be stored outside of nom hut after club pre-event, so only state equipment on premise	October	

Coaching Clinic	Host Club		Prepare track and open facilities including canteen	Confirm timings - per race schedule. EMC to confirm timings, Club confirm track prep and access	October	
Collect samples of winning jerseys and take to event	EMC		Emmsee	Confirm with Emmsee when will be available by.	October	
Commentary notes	EMC				October	
Corporate Team - trackside tent space allocation	Host Club				October	
Corporate Teams	Host Club		Corporate tent spaces will only be allocated to corporate team entries. Ensure mudmap has allocation	1 tent space will be 3x3 area. Area to be marked out for corporate teams and VIP. Each corporate team submission will be one pit tent space and one car park space. However only 1 trackside corporate team space will be given to each Corporate Entity.	October	
Erect Staging tents	Host Club		Determine if required		October	
Facilities - BBQ	Host Club		make sure BBQ gas bottles are full and spares	If club has barbecue and have adequate supplies	October	
Facilities - generator fuel	Host Club		Fuel for generators	1 generator required for start hill, 1 generator required for nom hut, catering power to be supplied by vendors.	October	
Letter drop to neighbours	Host Club		letter drop to neighbours	Club to speak to council as to whether this is required	October	
Menu	Host Club		Menu to be created by host club	Slinline menu but with option to pre-order and includes fruit & food platters	October	
Officials	SOD		SOD to sign off on officials 2 weeks prior	confirm in writing to officials when and where they are working, clothing etc. Create EOI and put on OSM once event live	October	
Officials	SOD		Official list - see separate sheet	SOD to create roster based on replies to EOI	October	
Officials	SOD		Appropriate clothing	Include footwear, clothing requirements and headwear. Include this in letter confirming role and dates working.	October	
Officials & Riders Oaths - check the people know they need to be there on Saturday and have copies of the oaths	EMC				October	
Officials Area	EMC		Secure sterile area	Arrange for table, chairs, water, eskies and refreshments	October	
Officials Bags	SOD		Determine number of bags required	Decide if useful and what to contain (ie:sunscreen, lanyard, antibacterial hand lotion)	October	
Open Gate Practices	Host Club		Gate practice on the Monday & Tuesday before state titles	Track Manager to decide if running practice sessions so can assess detriment to track	October	
Opening Ceremony	EMC		Consecutive year riders		October	
Opening Ceremony	EMC		purchase consecutive year awards	when noms close so know who qualifies	October	
Opening Ceremony	Host Club		Catering Arrangements for VIPs?	Club to source, BMXSA to pay	October	
Opening Ceremony - speeches	EMC		Get copies of opening ceremony speech by Club		October	
Opening Ceremony - speeches	EMC		Get copies of opening ceremony speech by State Chair		October	
Parking	EMC		Create parking permits for officials, disabled, corporate & VIP		October	
Practice Times Allocation	SOD		Practice times / activity sheet to be created		October	
Practice Times Publicised	EMC		Copy to be included in programme and put in registration bags and posted on website & social media	Race Secretaries to assist	October	
Presentation plates - final order	Race Secretary		Finalise presentation plate order	Confirm final numbers for presentation plates	October	
Presentations	EMC		Collect trophies from shop and deliver to venue		October	
Printed copies of the club menu	Host Club			Copies included in registration bags	October	
Private Track Hire	Host Club		private track hire...considered, will depend on interest	Track Manager to decide if running private sessions, dependant on track condition	October	
Programme	EMC		Finalise submission of program contents	Finalise content of programme and provide sign off by set date	October	
Programme	EMC		complimentary copies to all sponsors		October	
Provide Race Secretary the Corporate Team entries	Host Club		Race Secretary needs forms from host club to ensure scoring system is updated		October	
Purchases for event	EMC		Water, paper, printer toner, batteries	Race Secretary & Race Director to compile list. EMC to allocate person responsible for sourcing	October	
Put up signs around track	EMC				October	
Race Numbers	Race Secretary		Allocate race numbers - use preference, ranking and UCI career numbers	When noms close and all riders in each class, including ranking on plates	October	
Race Plates	Race Secretary		Finalise race plate order	Confirm final numbers for race plates	October	

Racing Schedule	EMC		Practice times / activity sheet to be created	Once noms close, the PCP will determine practice times based on entry numbers. This will be used by Event Manager to create schedule	October	
Registration Bags	Race Secretary		Collate bags. Plates not in bags	containing program, cable ties and sponsorship information	October	
Security	Host Club		Club to provide overnight security	Policy allows for reasonable cost to be covered by BMXSA	October	
Spectator Area	EMC		Club allocation based on entry numbers	Once noms close, the Race Secretary determines numbers, Club to sort allocation of sites. Mudmap to be included in programme	October	
Staging	EMC		PA System & back-up	Use new state equipment for corals in Staging	October	
Staging	Host Club		Cool water for riders. Fill and maintain if no permanent water fountain		October	
Staging	Host Club		ensure adequate shade in staging for minimum of 8 gates		October	
Staging and Pit Tent areas marked out	Host Club				October	
Thank you gifts for EMC	EMC				October	
Track - demarkation of shelters	Host Club		Shelters around track	club areas to be marked dependant on rider numbers per club. BMX SA to advise numbers, Club will mark out	October	
Track - power backups	Host Club		Back-up power for starting box / gate		October	
Track - safety inspection	SOD		Electrical extension leads...protection/covering	safety inspection to be held post set up prior to hand over to BMX SA	October	
Trophies	EMC		Confirm collection date of trophies from shop		October	
Volunteers	Host Club		Canteen / Track / Set Up / Clean Away		October	
Vouchers - First Aid	EMC		Meal & drink vouchers for St Johns	Create vouchers so a different colour for each day	October	
Vouchers - Officials	EMC		Meal & drink vouchers for officials	Create vouchers so a different colour for each day	October	
Water	EMC		Water to be purchased and available for officials during event		October	
Winners Jersey	EMC		Create order form	Form created, need final classes to complete	October	
Winners Jersey	EMC		Collect samples and take to presentations		October	
Erect VIP tent and put in chairs and a table, with esky & ice for cold drinks	Host Club				During event	
Facilities - cleaning	Host Club		Tidy up after each night and after event	Volunteers / approach council for extra bins over this period	During event	
Facilities - cleaning	Host Club		Toilet Maintenance & cleaning	Volunteers / contractors organised for pump outs as required	During event	
Food purchases for officials	EMC				During event	
Loaning of tents	Host Club		Interstate riders - offer loan facility for trackside tents	Club may decide to charge for the loan of tents and retain the monies	During event	
Officials - Equipment	EMC		radios/flags and jackets	Race Director to ensure all equipment at track and working, charged etc	During event	
Opening Ceremony	EMC		opening ceremony & march past	Event Manager to organise, ensuring MC has list of club order, corporate teams. Order will be 1. Indigenous Welcome. 2. Opening address by State Chair, 3. Club Chair, 4. Life Member Awards, 5. Consecutive Year Awards, 6. Club March Past (no Corporate teams), 7. Opening VIP Address, 8. National Anthem	During event	
Opening Ceremony - PA System	EMC		Works best with two MC's and two microphones		During event	
organise everyone for opening ceremony & march past	EMC		Need couple of helpers to organise everyone in right place		During event	
PA System	Host Club		PA System including a second microphone and batteries		During event	
Parking	Host Club		Volunteers to manage car parking	Areas for VIP, Disabled, Official & Corporate team to be cordoned off and managed	During event	
Presentations	EMC		Need at least three people to help with presentations on both days		During event	
Presentations	EMC				During event	
Presentations	EMC				During event	
Presentations	EMC		Masters, Superclass Male & Female rider to help with trophy presentations	Winning riders to be approached after racing and before presentations	During event	
Presentations	EMC		Put teardrop banners up and take down after presentations		During event	
Presentations - PA System	EMC		Works best with two MC's and two microphones	Club to ask Gawler & TTG if they can borrow theirs in addition to the State equipment	During event	
Put up teardrop banners at registration	EMC				During event	

Registrations	EMC		Put teardrop banners up and move after registration to presentation area		During event	
Staging	Host Club		Local PA System in Staging		During event	
Testing Station	Race Secretary		Transponder testing station	Needs to be open during registration and racing	During event	
Track - Removal of rubbish	Host Club		Rubbish removal & general tidy up	Track crew to action during working bee, roster to be devised	During event	
Track - speaker covers and weather protection	Host Club		speaker covers and protection for new system and speakers	included in package of new pa system	During event	
VIPS	EMC		State & Club Board cover to meet and greet VIPS		During event	
Complete winning Jersey order form	EMC		take details from winners at presentations		After event	
Event Report	EMC		Report on event - what went well, what needs to be improvement for next year	To be delivered to BMXSA board & club board	After event	
Programme	EMC	Megan	Tender for programme design and printing.	Advise BMXSA of recommendation.	March	Completed
Appoint Event Management Committee	BMXSA		BMXSA appoint Race Director, Race Secretary, Event Manager & Assistants	EMC comprises of host club and state members	January	Completed
Confirm Host Club Event Manager & Club SubCommittee	Host Club				January	Completed
2020 Host Club to appoint representative to EMC	EMC		Stephen Jones & Jamie		January	Completed
Track - Lighting	EMC		Lighting: track lighting and portable if required	Permanent lighting already installed at track	January	Completed
Create timeline for deadlines	EMC		Timeline needed for: entries open, entries close, program, race places, presentation plates, oversized cheques, winners jerseys	Race plates - 29th Sept Program - 13th October Winners jerseys - N/A Presentation plates & cheques - 13th Oct	February	Completed
Racing	Host Club		Timing System installed (transponders)		February	Completed
Landlord	Host Club		is there one? What needs to be done?	Helen to send letter to council asking if they can provide any assistance for event to the club and that the club will be contacting them direct soon	March	Completed
Raffle	Host Club		Letter of authority / prizes / tickets	Event Manager to provide club with letter of authority for sourcing donations for event	March	Completed
Timing System	Host Club			Club has permanent loops installed	March	Completed
Event Sponsors	Host Club	Brett & Trevor	major Sponsor confirmed as HutSix		March	Completed
Tender for Presentation Plates	EMC	Cheree	Tender of presentation places	Request quotes for presentation plates, review and advise BMXSA of recommendation	March	Completed
Tender for Race Plates	EMC	Cheree	Tender of race places	Request quotes for race plates, review and advise BMXSA of recommendation	March	Completed
Club's Pre-Event - set date	Host Club		Date amended to 20th October.		September	Completed



BMX SA Incorporated

ABN: 64 619 497 320
132 Rose Terrace, Wayville, SA, 5034
PO Box 140, Morphett Vale, SA, 5162

info@bmxsa.com.au
<http://www.bmxsa.com.au>
Ph. 0422 535 839



Agreement between BMX SA Inc. and Cross Keys BMX Club

BMX SA Incorporated also known as BMX SA agrees to all conditions herein affixed and implied to offer Cross Keys BMX Club sole rights to host the 2019 State Championships to be held on the 25th-27th October 2019 and comply with the conditions as set out in this document.

Cross Keys BMX Club agree to all conditions herein affixed and implied to accept sole rights to conduct the 2019 State Championships to be held on the 25th-27th October 2019 and agrees to comply with the conditions as set out in this document and the BMX SA State Championships Policy and Procedures.

- Cross Keys BMX Club will form an Event Committee to carry out its duties pursuant with this agreement and documented requests of the BMX SA Events Management Committee.
- Cross Keys BMX Club will be the host club and work with and take direction from BMX SA Events Management Committee.
- BMX SA Inc. retains the full rights to the Events theme, naming rights, advertising and branding.
- Cross Keys BMX Club agrees that any sponsorship money raised for the event by the club on behalf of BMX SA will be divided on a 50/50 basis with BMX SA Inc. All final negotiations with sponsors must be done with the BMX SA Events Management Committee and the Board of BMX SA Inc.
- Cross Keys BMX Club will work with the State Officiating Director and the BMX SA Event Management Committee to ensure the track and surrounds are to the standard required by the above Directors. After the first and second inspection of the track and surrounds the said club will receive a written report of requirements to be carried out prior to the third inspection, after the third inspection has been completed the track must remain as inspected.



Government of South Australia
Office for Recreation and Sport

be active.

Name: CATHY ROSA

Sign: 

Date: 9/10/18

Chairman of the Board BMX SA Incorporated

Name: NICK UNDERWOOD

Sign: 

Date: 7/10/18

Chairman of the Board Cross Keys BMX Club



Government of South Australia
Office for Recreation and Sport

be active.

BMX SA Incorporated

132 Rose Terrace, Wayville, SA 5034
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ABN: 64 619 497 320

Affiliated with BMX Australia and the Union Cycling International - BMX

BMXSA Board Meeting Minute Keeping

Meeting title:	BMXSA Board Meeting May 2019
Meeting time and date:	4.30pm Saturday 11 th May 2019
Meeting venue:	Private residence
Attendees:	Cathy Rosa, Brent Barrett, Dino Rokov, Helen Empson, Trevor Wigg
Apologies:	Kevin Dowse, Sophie Rosa
Guests	
Minutes kept by:	Helen Empson

PURPOSE OF MEETING

Monthly BMXSA Board Meeting

Action:	Timeframe:	Person Responsible:

1. MEETING OPEN

The meeting should be opened at the scheduled start time, or as soon as there is a quorum. If no quorum is present within 30 minutes of the scheduled start time, the meeting lapses or is to be adjourned. Refer to your rules/constitution for quorum details.

Opened by:	Cathy Rosa
Time opened:	4.45pm
Quorum:	5/7 – Yes

NB: Meeting minutes should not be a verbatim transcript of every word spoken. Rather, the minutes should provide a written record of the decisions made during a meeting, along with a few key points regarding any discussion. Use this Management Committee Meeting Minute Keeping Template in conjunction with the Management Committee Meeting Agenda Template.

10. MOTION NOT IN MEETING

For compliance to requirement from City of Salisbury Council for state championships

MOTION: that BMXSA endorse the application to City of Salisbury council for a community event grant, this is for the purpose of Cross Keys hosting the 2019 state championships


Moved by:	Helen
Seconded by:	Cathy
Discussion:	<ul style="list-style-type: none"> Helen to be the key point of contact with the council for the grant application
RESULT	
Votes for:	7
Votes against:	0
Abstain:	0
<i>Note whether carried or lost - delete one:</i>	Carried

13. NEXT MEETING

Meeting title:	June's board meeting
Meeting time and date:	Thursday 13 th June
Meeting venue:	Association House
Attendees:	
Apologies:	

14. MEETING CLOSE

Closed by: Cathy Rosa
Time closed: 8.45pm (Brent left at 6.30pm)



LIU Certificate of Currency

LIU Certificate of Currency

Primary Liability Insurance Certificate of Currency

This Certificate:

- Is issued as a matter of information only and confers no rights upon the holder.
- Does not amend, extend or alter the coverage afforded by the Policy(ies) listed.
- Is only a summary of the cover provided.
- Reference must be made to the current Policy wording for full details.
- Is current at the date of issue only.

This certificate confirms that the under mentioned Policy is effective in accordance with the details shown:

Insured: BMX Australia Ltd and all Affiliated Clubs, State & Territory Associations, financial members, temporary members (for sanctioned events only), officials (including non-participating officials), accredited coaches, judges, race marshals, event promoters, race directors, executives, volunteers, apprentices and work experience students

Affiliated Club: BMX South Australia




Policy Number: SY-CAS-17-402115A

Period of Insurance: From: 30 November 2018
To: 30 November 2019
Both dates 4:00pm local standard time



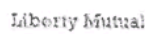
Insured business: The principal activities of BMX Australia Ltd include but are not limited to:

- 1) National Administration office for BMX racing, Freestyle BMX within Australia for meetings, official functions, events and competitions
- 2) Participating in organised social or fundraising activities by the Insured
- 3) For registered members, policy coverage is applicable during any and all bike riding activities 24 hours a day, unless an Insured person(s) is competing in an event/race that is not conducted under endorsed protocols of BMX Australia Ltd
- 4) Risk Management and Governance for the Sport
- 5) Organising State and National Events
- 6) Travelling directly to or from or between activities described above and the Insured Person(s) Normal Place of Residence or place of employment










Address / Situation: PO Box 6402, Alexandria, New South Wales 2015

LIU THE PEOPLE, THE PRODUCTS, THE CAPACITY.™

This Certificate and the documents which it includes by reference are provided solely for the prospective insured named in this Certificate and may not be relied on in whole, or in part, by any other person or entity. The information in this Certificate is confidential and is intended for the use of the individual or entity named above. If you have received this communication in error, please notify us immediately by telephone 02 8298 5800 and return or securely destroy the Certificate and any enclosed documents. Thank you.

LIU Certificate of Currency	
	<h2 style="margin: 0;">LIU Certificate of Currency</h2>
<p>Limit of Indemnity: AUD20,000,000 any one Occurrence in respect of public liability and in the aggregate during the Period of Insurance in respect of Product liability.</p> <p>Sub-limit of Indemnity: AUD5,000,000 any one Claim and in the aggregate for all Claims made during the Period of Insurance in respect of Sports Errors & Omissions.</p> <p>Remarks: The indemnity granted by this Policy extends to Click or tap here to enter text. as principal, in respect of that principal's vicarious liability for the negligent acts or omissions of the Insured pursuant to Definition 2.5 and arising out of the Insured's business including but not limited to items placed on the footpath, but this Policy does not extend to the liability of the principal howsoever arising out of the negligence, breach of contract or breach of duty of such principal.</p>	<div style="text-align: center; margin-bottom: 20px;">   <p style="font-size: small;">A.B.N. 61 086 083 605</p> </div> <p style="text-align: right; margin-right: 50px;"> <u>11 December 2018</u> Date </p> <p>For and on behalf of Liberty International Underwriters</p> <p style="font-size: small; margin-top: 20px;">Liberty International Underwriters is a trading name of Liberty Mutual Insurance Company (ABN 086 083 605). Incorporated in Massachusetts, U.S.A. (The liability of members is limited).</p>
<div style="display: flex; justify-content: space-around; align-items: center;">    <div style="font-size: small;"> THE PEOPLE. THE BUSINESS. THE GENIUS.™ </div>    </div>	
This Certificate and the documents which it includes by reference are provided solely for the prospective insured named in this Certificate and may not be relied on in whole, or in part, by any other person or entity. The information in this Certificate is confidential and is intended for the use of the individual or entity named above. If you have received this communication in error, please notify us immediately by telephone 02 8298 5800 and return or securely destroy the Certificate and any enclosed documents. Thank you.	



Government of South Australia
Consumer and Business Services

SOUTH AUSTRALIA
Associations Incorporation Act 1985
Section 20(1)

Incorporation Number: A8935

Certificate of Incorporation

This is to certify that

BMX SA INCORPORATED

is, on and from the seventeenth day of January 1984
incorporated under the Associations Incorporation Act 1985.

Given under the seal of the Corporate Affairs Commission at Adelaide on this
fifteenth day of May 2019

A handwritten signature in black ink, appearing to be 'S. J. ...', written over a horizontal line.

Commissioner of Corporate Affairs





BMX SA INCORPORATED
ABN 64 619 497 320

FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2018

BMX SA INCORPORATED

REPORT OF THE MANAGEMENT COMMITTEE

Your management committee have pleasure in presenting their report together with the financial statements of the Association for the year ended 30 June 2018 and the auditor's report thereon.

The names of the management committee at the date of this report are:

- Cathy Rosa (Chair)
- Brent Barrett (Deputy Chair)
- Helen Empson (Secretary)
- Ewa (Eva) Seidel (Treasurer)
- Dan Bailey
- Kevin Dowse
- Mark Sampson

During the year:-

- (i) no officer of the association,
- (ii) no firm in which an officer was a member,
- (iii) no body corporate in which an officer has a substantial interest,

has received or become entitled to receive a benefit as a result of a contract between the officer, firm or body corporate and the association and no officer has received either directly or indirectly from the association any payment or other benefit of a pecuniary value, other than salaries and wages paid to officers who are employees of the association.

Signed this day of 2018 in accordance with a resolution of the committee.

Officer

Officer

BMX SA INCORPORATED**BALANCE SHEET AS AT 30 JUNE 2018**

		12 Months ended 30 June 2018	12 Months ended 30 June 2017
		\$	\$
	Note		
ASSETS			
CURRENT ASSETS			
Cash and Cash Equivalents		144,886	137,069
Trade Debtors		600	2,066
Inventory at cost		<u>0</u>	<u>0</u>
TOTAL CURRENT ASSETS		<u>145,486</u>	<u>139,135</u>
NON CURRENT ASSETS			
Plant and Equipment	2	<u>7,262</u>	<u>10,559</u>
TOTAL NON CURRENT ASSETS		<u>7,262</u>	<u>10,559</u>
TOTAL ASSETS		<u>152,748</u>	<u>149,694</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables		<u>5,935</u>	<u>7,304</u>
TOTAL CURRENT LIABILITIES		<u>5,935</u>	<u>7,304</u>
TOTAL LIABILITIES		<u>5,935</u>	<u>7,304</u>
NET ASSETS		<u>146,813</u>	<u>142,390</u>
ACCUMULATED FUNDS			
Retained Profits	3	<u>146,813</u>	<u>142,390</u>
TOTAL ACCUMULATED FUNDS		<u>146,813</u>	<u>142,390</u>

BMX SA INCORPORATED**INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2018**

	12 Months ended 30 June 2018	12 Months ended 30 June 2017
	\$	\$
	Note	
Income	131,475	113,089
Expenses	<u>127,052</u>	<u>125,694</u>
Operating Profit /-Loss	4,423	-12,605
Retained Profits at 1 July	<u>142,390</u>	<u>154,995</u>
Retained Profits at 30 June	3 <u><u>146,813</u></u>	<u><u>142,390</u></u>

BMX SA INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This special purpose financial report has been prepared for distribution to the members to satisfy the Management Committee's accountability requirements under the Association's constitution and the Associations Incorporation Act 1985. The accounting policies used in the preparation of this report are described below:

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act 1985 and the following Australian Accounting Standards.

- i) AASB 1031 Materiality; and
- ii) AASB 110 Events after the Balance Sheet Date.

No other Australian Accounting Standards, Australian Accounting Interpretations or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets

The carrying amount of plant and equipment is reviewed annually by the Management Committee to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets' employment and subsequent disposal.

The asset's residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

INCOME TAX

The association is exempt from income tax under section 50-45 of the Income Tax Assessment Act 1997.

NON CURRENT ASSETS

Non-current assets are written down to the recoverable amount where the carrying value of any non-current asset exceeds recoverable amount. Recoverable amount is the net amount expected to be recovered through the net cash inflows arising from the continued use and subsequent disposal of the non-current asset. In determining the recoverable amounts of non-current assets expected net cash inflows have not been discounted to their present value.

Depreciation is calculated at an average rate so as to write off the total cost of plant and equipment over its useful life. The rate of depreciation used by the association varies depending upon the asset.

EMPLOYMENT ENTITLEMENTS

As at 30 June 2018, any employees (if any) of the Association had been employed for less than 2 years and on a casual basis.

Long service leave entitlements are provided for all employees with five or more years service in order to cover the association's legal liability.

Any contributions made to superannuation funds by the Association are charged as an expense when incurred and payable.

BMX SA INCORPORATED**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT)****GOODS AND SERVICES TAX (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense, receivables and payables in the Balance Sheet are shown inclusive of GST.

GOING CONCERN

The financial report has been prepared on the going concern basis. However your attention is drawn to the following matter:

The association is dependent on continued funding from the State Government and other bodies.

The ability of the association to continue as a going concern and, therefore, whether it will realise its assets and extinguish its liabilities in the normal course of business at the amounts stated in the financial report is dependent upon the continued support of the State Government and upon the outcomes of the association achieving expected levels of financial performance.

No adjustments have been made to amounts recorded in the financial report.

	12 Months ended 30 June 2018	12 Months ended 30 June 2017
	\$	\$
2. PLANT AND EQUIPMENT		
Plant and Equipment	81,581	81,581
Less Provision for Depreciation	<u>-74,319</u>	<u>-71,022</u>
	<u>7,262</u>	<u>10,559</u>
TOTAL PLANT AND EQUIPMENT	<u><u>7,262</u></u>	<u><u>10,559</u></u>
3. RETAINED PROFITS		
Retained profits at the beginning of the financial year	142,390	154,995
Net result for the year	<u>4,423</u>	<u>-12,605</u>
Retained profits at the end of the financial year	<u><u>146,813</u></u>	<u><u>142,390</u></u>

BMX SA INCORPORATED

STATEMENT BY THE MANAGEMENT COMMITTEE

The Officers of BMX SA Incorporated have determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the officers of BMX SA Incorporated the accompanying Balance Sheet and Income Statement, together with the notes attached thereto, are drawn up so as to present fairly the financial performance of the Association for the year ended 30 June 2018 and the financial position of the Association as at 30 June 2018 in accordance with the Associations Incorporation Act 1985 and the accounting policies stated in Note 1 to the financial statements; and at the date of this statement, there are reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due and payable.

Signed this day of 2018 in accordance with a resolution of the Committee.

.....

.....

BMX SA INCORPORATED**DETAILED INCOME AND EXPENSES STATEMENT FOR THE YEAR ENDED 30 JUNE 2018**

	Note	12 Months ended 30 June 2018	12 Months ended 30 June 2017
INCOME			
Affiliation Fees		0	1,118
Interest Received		1,417	1,598
Coaching & Training		4,829	2,219
ORS Grant		43,360	33,611
Profit on Sale of Non-Current Asset		0	0
Recreation & Sport Grant		-247	-6,001
Riders Levies		27,410	43,966
SA vs Vic		3,041	0
Sponsorship		2,682	3,187
State Cup / Series		26,998	9,314
State Titles		20,218	21,034
Sundry Income		2,828	3,786
Merchandise, Clothing & Equipment Sales		91	363
Less Cost of Merchandise Sales		<u>-1,152</u>	<u>-1,106</u>
TOTAL INCOME		<u>131,475</u>	<u>113,089</u>
EXPENSES			
Administration		52,809	41,562
Audit fees		0	1,860
Coaching and Training Costs		3,826	17,262
Bookkeeping Fees		1,000	1,750
Depreciation		3,297	3,297
Rider Sponsorship		4,316	6,800
National Series Expenses		637	3,122
SA vs VIC		4,584	4,173
State Cup / Series		20,179	17,766
State Squad Expenses		8,725	3,485
State Titles		26,059	20,481
Track Feasibility Costs		0	1,893
Transponder Costs		<u>1,620</u>	<u>2,243</u>
TOTAL EXPENSES		<u>127,052</u>	<u>125,694</u>
OPERATING SURPLUS/-LOSS		<u>4,423</u>	<u>-12,605</u>

HAYDEN F. EDWARDS FCA FTIA
ABN: 30 717 437 976
CHARTERED ACCOUNTANT
 Liability limited by a scheme approved under
 Professional Standards Legislation.

2ND FLOOR, 345 KING WILLIAM STREET
ADELAIDE SA 5000
TEL: (08) 8231 1172
FAX: (08) 8231 5092
EMAIL: hayden@haydenedwards.com.au

**INDEPENDENT AUDITOR'S REPORT
 TO THE MEMBERS OF
 BMX SA INCORPORATED**

Report on the Financial Report

I have audited the accompanying financial report, being a special purpose financial report, of BMX SA Inc (the association) that comprises the balance sheet as at 30 June 2018 and the income statement for the year ended 30 June 2018, a summary of significant accounting policies and other explanatory notes and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of the association is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies used are consistent with the financial reporting requirements of the Associations Incorporations Act SA 1985 and are appropriate to meet the needs of the members. The committee's responsibility also includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on my audit. No opinion is expressed as to whether the accounting policies used are appropriate to meet the needs of the members. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting under the Associations Incorporation Act SA. I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

In conducting my audit, I have complied with the independence requirements of Australian professional ethical pronouncements.

**INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
BMX SA INCORPORATED**

Audit Qualification

As is common for organisations of this type, it is not practical for the association to maintain an effective system of internal control over receipts until their initial entry in the accounting records. Accordingly, my audit in relation to receipts was limited to the amounts recorded.

Auditor's Opinion

In my opinion, the financial report of BMX SA Inc. presents fairly, in all material respects the financial position of BMX SA Inc. as of 30 June 2018 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.



Name of Firm: Hayden F Edwards
Chartered Accountant

Name of Principal: Hayden Edwards FCA

Address: 2nd Floor 345 King William Street Adelaide SA 5000

Dated this 12th November 2018



17 May, 2019

Letter of Support for BMX SA Event Grant Application

On behalf of BMX Australia, I write this letter in support of BMX South Australia's Community Event Grant application for their State Championships being conducted at Cross Keys BMX Club.

BMX Australia is the National Sporting Organisation recognised by the Australian Sports Commission as the peak body for the delivery of BMX racing within Australia. BMX Australia provides pathways for athletes so as they can achieve their personal goals whatever they may be, from Mini Wheeler through to BMX Australia academy and beyond to the Olympics. Included in our pathway to the international podium, BMX Australia assists clubs and states alike in sustainable participation programs in line with the Australian Sports Commission.

BMX South Australia is plans to conduct the SA State Championships at Cross Keys BMX Club. The venue selected to host the event meets the requirements for hosting a State Championship event and BMXA fully supports the selection of the club as the host venue. This would also provide the City of Salisbury with a wonderful event for the community.

We trust that City of Salisbury will give the BMX South Australia application strong consideration as it would provide an important addition to the association's programs. Should you require any further information please feel free to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. Shaw'.

Martin Shaw
Chief Executive Officer
BMX Australia

Unit 12, 56 O'Riordan Street
PO Box 6402
Alexandria NSW 2015
ABN: 28 602 637 472

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BMX SA Incorporated

ABN: 64 619 497 320
132 Rose Terrace, Wayville, SA 5034
PO Box 140, Morphett Vale, SA, 5162

info@bmxsa.com.au
<http://www.bmxsa.com.au>

11th May 2019

To whom it may concern,

The letter is to confirm that the board of BMX South Australia Incorporated (BMXSA), endorse the selection of Cross Keys BMX Club for the 2019 BMXSA HutSix State Championships.

The club demonstrated their compliance with the requirements set down by the state board and agreed to the event structure.

The event is scheduled to take place Thursday 24th – Sunday 27th October 2019.

Please don't hesitate to contact me if you require any further information.

regards

Cathy Rosa
BMXSA State Chair

BMX SA INCORPORATED



**STATE CHAMPIONSHIPS
POLICY and PROCEDURES**

BMX SA Incorporated
ABN: 64 619 497 320

132 Rose Terrace, Wayville 5034
PO Box 140 Morphett Vale SA 5162

June 2019

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INTRODUCTION

The BMX SA State Championships Policy and Procedures has been produced to simplify the task of organising the State Championships.

1. ROTATION OF SOUTH AUSTRALIAN STATE CHAMPIONSHIPS

South Australian BMX Clubs will host the State Championships in rotation, which will be determined in the first instance, by the length of time since the club last held the State Championships.

The initial rotation list will be:

2015 Gawler	2016 Tea Tree Gully	2017 Happy Valley
2018 Copper Coast*	2019 Cross Keys	2020 Blue Lake
2021 The Cove		

(* Copper Coast moved from 2016 to 2018 by BMXSA)

If a club declines the right to host the championship or if they are moved by BMXSA, they will NOT move to the back of the line, but would be given another opportunity the following year and so on.

The State Officiating Director, accompanied by at least one other Level 3 official, will conduct a minimum of 4 track inspections prior to the State Championships, two of which will be between 18 months and 9 months prior to the event. The reports from these inspections will be passed to the BMXSA State Board to assist in determining the viability of the track for State Championships.

The **final** decision on whether the club is able and willing to hold the State Championships will be made by the BMXSA State Board (in consultation with the Host Club) **no later than nine (9) months before the State Championships is due to take place.**

If BMXSA decides to move the event, a report will be sent to the original host club no later than one week after the decision by the state board. The club may request a meeting with BMXSA to discuss the outcome, but have no right of appeal of the decision.

Formal confirmation will then be sent to the Host Club in writing no later than one (1) week after the final decision. The Host Club will be required to sign a State Championships Event Agreement and Acceptance of the BMX SA State Championships Policy and Procedures and return to BMX SA within 14 days.

The decision to hold the State Championships will be based on, but not limited to:

- Track (including start hill)
- Facilities
- Club Support / Capability of holding the State Championships

- Working budget relating to State and host responsibilities

The Event Management Committee (EMC) will be formed no later than nine (9) months before the Host Club is due to hold the State Championships and meet with the following frequency:

- From formation to 6 months before the State Championships: bi-monthly meetings of the Event Management Committee
- From 6 months to 2 months before the State Championships: monthly meetings of the Event Management Committee
- 2 months until date of State Championships: weekly meetings of the Event Management Committee.

The Event Management Committee (EMC) will comprise of but is not limited to the following key personnel:

Appointed by BMXSA

- State Championships Race Director
- State Championships Event Manager
- State Championships Race Secretary

Appointed by Host Club

- Host Club Event Manager

As none of the above positions are necessarily State Board positions, a State Board member may also be appointed by the BMXSA to attend the meetings.

BMXSA has sole responsibility for the organisation and running of the State Championships, including the Pre-Championship event. All race and organisational procedures will be carried out under the current BMXA Rules and Regulations and BMX SA By-Laws.

Any sponsorship obtained for the event will be split 50/50 between the state and the host club, regardless of who sources the sponsorship.

2. EXAMPLE OF RESPONSIBILITIES

Area	Responsibility	Comments
Date & Location of event	BMXSA	Date determined by BMXSA calendar
Agree entry costs & awards	EMC	EMC to set prices and awards and advise BMXSA
Agree closing date for entries & late entry cut off	EMC	
Establish theme/logo	EMC	
Council Liaison	EMC & Host Club	
Publish technical guide	EMC (Race Secretary)	Issue no later than 5 months before event
Sponsorship	EMC / Host Club	Sponsorship split 50/50 between BMXSA and Host Club.
Site Map of Host Club	EMC	Site map of spectator area with allocation for VIP, Corporate Teams, spectator area by clubs, pro shops, external catering, car parking, first aid
Event Program	EMC & Host Club	Host Club will provide club information for the program, including foreword by Club Chair EMC to provide all other information
Schedule of Event	EMC	Include practice times, officials & rider briefings
Registration Bags	EMC	Ensure all race plates, loan transponders, program, cable ties are provided to all riders
Pro Shops	EMC & Host Club	EMC to determine best position for Pro Shops to be located. Host club to decide what fee is applicable and arrange power, lighting as required
Merchandise	EMC & Host Club	EMC prove design of merchandise to ensure meets all sponsorship and event compliances. Host Club to organise purchase and selling of merchandise. Host Club retain all profit from the sale of merchandise
Raffle / Competitions	Host Club	Host Club retain all profit from

		raffles / competitions
Corporate Team – Entry Form & Scoring	EMC (Race Secretary)	
Corporate Team – Payment	Host Club	\$50 entry fee per team retained by Host Club
Corporate Team – Tent & Parking Allocation	Host Club	1 Tent space & minimum of 1 car park space per team entry
Parking for Officials, Disabled & VIPs	Host Club	Officials – min 10 spaces (in close proximity to track) Disabled – mins 4 spaces VIP – as required
Car Parking	Host Club	Require parking area for up to 300 cars
Overnight Security	Host Club	BMXSA will negotiate with the host club a reasonable cost for the security of the state equipment
PA System	Host Club	PA System will be available for race commentary, opening ceremony and presentation. Second PA system will be used in Staging
Media	EMC	All media contacts and releases need to be pre-approved by the EMC, this includes media passes for the event
Registration	Host Club	Provide adequate and weatherproof area for registration of riders for the event. Sufficient power supply for registration requirements
Catering	Host Club	Provide range of food & drink at reasonable cost and meet all local council health regulations
Toilet Facilities	Host Club	Must meet local council requirements and be regularly maintained during the event. Portable facilities may be hired, at the host club's own expense
First Aid	EMC	Host Club to obtain a quote from St Johns for event coverage for all days & timeframes, commensurate with the number of riders. The quote will be reviewed by EMC prior to the event.
Notify local Hospital of the event	EMC	
First Aid track location	Host Club	At least one area on the track will

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		be designated for First Aid during event
Hazard Kit (Fallen Rider privacy)	Host Club	Initial kits have been provided by BMXSA to all SA Clubs. It is the clubs responsibility to maintain these
Drinking Water	Host Club	Host club to ensure free & clean drinking water is available to all riders during the event
Awards	EMC	EMC responsible for selecting all awards for pre-event, participation class goodie bags and race awards
Presentations	EMC & Host Club	Host Club to provide an adequate area / function for the presentations to take place. EMC to arrange presentation, awards and MC

3. ROLES

3.1 Event Management Committee

In addition to the tasks listed above, the Event Management Committee (EMC) will:

- Ensure all insurance covers are in place
- Ensure a copy of race results are posted on the BMX SA website and are placed in any press release
- Submit a report to the BMX SA Board within 21 days after the closing of the event
- In consultation with the State Officiating Director and the PCP, the track opening times practice, gate starts and official racing will be set.

3.2 BMXSA

- The operation of the State Championship accounts.
- The collection of all nomination fees and will provide the prizes.
- The track and facilities become the responsibility of BMXSA the morning of the BMXSA Pre-Championship event and the track will be closed other than advertised practice and race times until the event is completed.

3.3 Host Club

- All specifications and criteria in this document must be met, in accordance with agreed timeframes set by the EMC and the Host Club.
- The Host Club must form their own Event Management Committee, who's responsibilities include areas such: Track, Car Parking, Catering etc

- The Host Club may conduct a race meet the weekend prior to the State Championships. A technical guide for this event must be produced, distributed and collected by the Host Club. The technical guide must be approved by the State Officiating Director no later than 8 weeks prior to the event.
- The host club must be available for BMX SA to host Pre-Championship event at a date & time agreed with the EMC.
- Prior to the BMXSA Pre-Championship, the Host Club may offer the track and facilities for club training / private hire. On the condition this does not adversely affect the track for the Championships.
- Host Club must provide assistance in the collation and production of the registration packs for entrants

4. Facilities

Spectator Facilities:

1. Total area must be large enough to hold at least 1,000 people.
2. Track to be cordoned off from the public 2 metres from track boundary line.
3. No tents, sun covers or scaffold seating should be within 4 metres of the track boundary line.
4. Host Club will provide (at their own cost) sufficient rubbish bins, including separate recycling bins. These must be available around the track and be emptied at regular intervals.
5. A VIP / Sponsorship tent will be allocated for major Sponsors, council members. If the Sponsor has their own tent, this can be used to further promote the business, otherwise Host Club will arrange for a suitable tent to be provided.
6. Corporate tent spaces will only be provided to teams which enter the Corporate Team event

● **Track Requirements:**

1. Track must meet current BMX Australia track specifications.
2. When a UCI round is to be held in conjunction with the State Championships then the track should also meet all UCI track specifications.
3. Provision must be available for the use of transponders (and video scoring if the facility is to be used)
4. Adequate track water supply must be available to allow several people to use hoses at any one time. Ample water outlets are to be made available inside the track confines with no watering hose to cross the competition track at any time.
5. Adequate lighting (fixed or portable) must be provided if there is a mid-week twilight Pre-Championship event, evening practice/coaching sessions or if the State Championships

run into the evening or due to poor light during the day. The Host Club is responsible for any additional costs in hiring the lighting equipment.

7. The track is to be maintained each day leading up to and during the event with the Host Club to supply a list of track maintenance personnel to the Event Management Committee one week before the championships
 - **Start Hill Requirements:**
 1. Including Start Gate, this area is to have water proof protection. Three gates of riders should be the minimum number that area covers. Host Club to cover any costs involved in arranging the shelter.
 2. An UCI standard electronic starting system is required with a back-up control box available.
 3. An adequate and reliable air supply is required for pneumatic starting systems with a back-up air supply unit readily available.
 4. A standby power unit shall be available.
 - **Staging Requirements:**
 1. This area is to have ample tent or covered area to accommodate at least 8 gates of riders at any one time.
 2. The staging area is to be clearly defined – a PA system, table and chair must be available in this area.
 - **Scoring Requirements:**
 1. A building with windows, large enough to house all of the required electronic equipment and at least 3 people. Tables and chairs are to be supplied. Air-conditioning would be an advantage in hot weather.
 2. An uninterrupted power supply must be available to the computer and video buildings. A standby power unit is required as backup.
 3. This building is to be as near as practical to the finish corrals and not accessible to the general public.
 4. The club needs to provide moto boards which can be placed in two different areas after consultation with the Race Director and PCP, with results also published online.
 - **Registration Requirements:**
 1. Designated indoor area must be provided, large enough for three work stations
 2. Area must allow for easy entrance and access for entrants
 3. Separate area to be provided for registration packs
 4. Separate testing station to be provided

5. Inspections

- There will be at least four track inspections by the State Officiating Director, or their appointed Level 3 representative, prior to the State Championships.
- All track modifications as specified and agreed to must be completed prior to the third inspection.
- The first 2 track inspections will be carried out between 9 - 18 months prior to the State Championships.
- The third track inspection will be 12 weeks prior to the State Championships and the final track inspection will be one week prior to the State Championships.
- No alterations to the track layout or obstacles after the final inspection will be allowed.

6. Award Presentations

- Presentations will be organised in consultation with the Event Management Committee and will be run in such a way to avoid long waits for riders and their families.
- The Race Director will oversee the arranging of trophies and ensure the Race Secretary has the appropriate number of signed cheques for payments which cannot be made electronically.
- The Host Club will ensure a PA system is available for use during the presentation.
- There must be a nearby hall or venue on stand-by in case of bad weather.

7. Sponsor Packages

Major Sponsor \$2,000

- Naming rights of Championships
- Logo placed on the set of trophies, race and presentation plates
- Name announced during weekend as the Championships' Sponsor
- Name placed in Program
- Logo on the merchandise (Host Club to agree to this)

Minor Sponsor \$1,000

- Logo placed on the race and presentation plates
- Name announced during weekend as a minor Championship Sponsor
- Name placed in Program

Plate Sponsor \$300

- Logo placed on the racing and presentation plates
- Name placed in Program

Class Sponsor \$100

- Logo placed on the presentation plates
- Name announced during racing as the Class Sponsor
- Name placed in Program

No additional advertisers or promoters are allowed access to the event without the express prior written permission of the major Sponsor and BMX SA.

Community Event Sponsorship Program

Round 3

Applicant 3/2019

Lions Club of Gilles Plains – Mawson Lakes

Lions Club Branch

Mawson Lakes Christmas Carols

CESP, Round 3, Application no. 3/2019, Lions Club of Gilles Plains – Mawson Lakes Lions Club Branch,
Mawson Lakes Christmas Carols

Information to be submitted with your application

	Attached
Your most recent annual financial statement certified by the President /Treasurer or audited by a qualified accountant as presented at an AGM	<input checked="" type="checkbox"/>
A copy of Event Plan / Checklist, including or concept plans	<input checked="" type="checkbox"/>
Where applicable supply evidence of cash support (e.g. recent bank statement)	<input checked="" type="checkbox"/>
Provide a Certificate of Incorporation demonstrating not-for profit status	<input checked="" type="checkbox"/>
Provide a signed copy of committee minutes <u>endorsing the event</u> , authorising an <u>application</u> to the Community Event Sponsorship Program and documenting the <u>authorised project contact</u>	<input checked="" type="checkbox"/>
Where applicable provide letters of support for the event	<input checked="" type="checkbox"/>
Where applicable provide a letter/email from the head of the organisation supporting the application	<input checked="" type="checkbox"/>

IMPORTANT

Incomplete applications will be considered non-compliant and ineligible for sponsorship. The applicant will be provided advice and requested to supply any outstanding documentation. Once all documentation has been received, the application will be processed and presented for assessment.

To avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Event Sponsorship Program

Submission date: 17 May 2019, 4:44PM

Receipt number: 21

Related form version: 6

Question	Response
Application Form	
Name of the organisation:	Lions Club of Gilles Plains - Mawson Lakes Lions Club Branch
ABN:	33062740078
Facility Name/Address:	N/A
Postal Address:	C/- 40 Aragon Road
Suburb:	INGLE FARM SA 5098
Person Responsible for the Sponsorship:	Ms
Name	L. [redacted]
Title/Office:	President
Phone	[redacted]
Email	mawsonlakeslions@gmail.com
Age	
What percentage (%) of your target population reside in City of Salisbury?	80%
What events has your organisation held before?	Clean-up Australia Day 2019 Mawson Lakes Christmas Carols 2018 Mawson Lakes Business Breakfast – November 2018 Mawson Lakes Business Breakfast – October 2018 Mawson Lakes Business Breakfast - August 2018 Blanket Salisbury with Love 2018 Mawson Lakes Business Breakfast - June 2018 Mawson Lakes Business Breakfast – April 2018 Clean-up Australia Day 2018
Sponsorship category (please select one only):	up to \$10,000
Have you sought, or intend to seek funds from another source for this project?	Yes
Source/s:	Private businesses, schools
Amount/s:	7000

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Name of event:	Mawson Lakes Christmas Carols
Date of Event:	14/12/2019
Location of Event:	Mobara Park, Mawson Lakes
Has this organisation held this event before?	Yes
If yes to the above, please provide dates of previous events:	7th December 2018
Brief description of your Event:	The Mawson Lakes Community Carols is the major annual event that brings the Mawson Lakes Community together to celebrate the joy of community, reflect on the year past and look forward to a bright year ahead. The event attracted a crowd of 5,000 people last year from across Mawson Lakes and the greater Salisbury area. The event received positive feedback and we are confident that it will be a success again in 2019. The Mawson Lakes Lions Club will again be organising the event with support from local businesses and the local community. We are engaging with local businesses, local schools and local artists to ensure the event is inclusive and meets the needs of the local community. The carols concert will also feature local artists, the army band, multicultural artists and kids entertainment with the night once again concluding with fireworks. It will be the biggest event in Mawson Lakes and one of the biggest one-day events in Salisbury again this year.
Why is the event needed?	The event is needed to build community capacity and provide a key seasonal event for the local Salisbury community and residents from surrounding areas. As a community organisation, the Mawson Lakes Lions Club is striving to build community resilience and real engagement between community members through our projects and events. We believe this event will provide community members with a chance to interact with each other, feel proud to be a City of Salisbury resident and enjoy a free community event. Over 44% of the households in Mawson Lakes are families with children which we believe will be a major target group for the event. The event will deliver exposure for local businesses, opportunities for local artists to perform and enhance their skills and provide a positive multicultural and diverse event to provide joy to the local community. The event will provide economic investment in the City of Salisbury with mostly local vendors and will build community confidence and a sense of place. The event will also provide a fantastic opportunity for the local lions' club to share the work of lions and enhance their event management skills.

How will your event increase participation opportunities for community and economic development?	The event will increase participation opportunities for the local community as it provides many opportunities for community involvement in this totally volunteer run event. Local residents will have opportunities to participate in the event as performers, food vendors and in the event management team. The performers will gain new skills, the vendors will benefit from increased economic activity and the event management team will enhance their skills. The Mawson Lakes Community Carols will contribute to the City of Salisbury achieving parts of three of the four pillars of the City Plan. The event will contribute to Salisbury being a prosperous city by providing opportunities for skill development and business growth that will contribute to a more skilled community and potentially more jobs. The event will demonstrate that Salisbury is a liveable city with council supporting events to build community capacity and resilience and work towards a more connected and happier community. The event will also show that Salisbury is a city with a positive attitude that understands the needs and expectations of the local community.
How will you promote and advertise the Event?	- A letterbox drop of every home and business in Mawson Lakes and potential for further advertising within the City of Salisbury with assistance from sponsorship. - Extensive Facebook and social media promotion - Posters in local businesses - Media releases to Community and Commercial radio in Salisbury and beyond, Messenger Newspapers and the Advertiser - Banners on Main North Road and Salisbury Highway - Advertising through council social media and publications, and media partnerships (in-kind) - Advertising through Lions publications (in-kind) - Advertising at local hotels, caravan and residential parks
Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event?	We are currently in negotiations with the Mawson Lakes School about possible participation again this year. Last year students from the school performed at the carols and assisted with MCing on the night. The Mawson Lakes Lions Club Branch and its members will benefit through extensive promotion, an opportunity to enhance their event management skills and a potential to recruit more members. The club has grown significantly since the 2018 event, so the carols will provide an opportunity for our new members to gain new skills by participating in the running of the 2019 event. Some businesses will benefit through sponsoring the carols and others will benefit through sales of food or drink on the evening of the event. Last year the majority of the businesses we directly engaged for the event or who provided food or drink stalls for the event were either from Salisbury or Northern Adelaide.
Community Group / Business	Mawson Lakes Lions Club Branch
How they will benefit	Our club will benefit from providing our team with enhanced skills and through extra promotion. Many other organisations and business will also benefit but we are still engaging with other schools, businesses and community groups.
Attach letters of support where applicable	

3 of 5

<p>**Events seeking \$10,000** What is the regional or state-wide significance of this event?:</p>	<p>The Mawson Lakes Community carols will be regionally significant as they will likely again draw residents from across the Northern suburbs and Adelaide Plains. The carols will be promoted locally in the Adelaide Plains, Barossa, Playford, Port Adelaide Enfield, Salisbury and Tea Tree Gully council areas and across a wide area of Metropolitan and country SA through Lions. We believe the event will assist council with its tourism strategy. The event will showcase Mawson Lakes and the City of Salisbury as a destination to visit for the day enjoy the local shops and nearby attractions or as a base to explore the local area. The 2018 event attracted residents from across Northern Adelaide although the majority were from the City of Salisbury. The event will be advertised to hotel residents within Mawson Lakes and surrounding caravan parks. The carols will have participants from a diverse range of cultural backgrounds and so will draw families from Afghanistan, India, Vietnam and many more cultures to the event. In previous years there has been crowd of up to 5,000 people and we are confident that this will occur in 2019 and future years. The event will portray a very positive image of Salisbury and will likely be one of the major events in the City of Salisbury.</p>
<p>**Events seeking \$10,000** What is the long term vision and sustainability of the event in the City of Salisbury:</p>	<p>The Mawson Lakes Carols has been successfully run for 17 years. We expect that the event will once again be very successfully and receive support from sponsors, local residents and local businesses. The community expressed a desire following the first Lions organised event last year for a return this year. We are already receiving requests from the community for the date and more information about the carols. We have received over 30 expressions of interest from food and drink vendors looking to attend the event. We have retained a high number of quality artists from the 2018 event including an artist that has headlined the Darwin Carols and toured nationally. We will once again be engaging a majority of local businesses for the vent and local St John and State Emergency Service volunteers. The carols has a long term future. Our confidence is enhanced by the fact that many of the Mawson Lakes and surrounding communities identify as Christian and are likely to attend, although Christmas is a Christian holiday, it has been celebrated by multiple faiths and those without a religious background for many years so we expect an interfaith crowd. The event will be very inclusive with acts from different religions, cultural backgrounds and beliefs. The event will have a significant reach into multicultural communities and groups. We additionally have a significant online following already with more than 1,200 Facebook followers and we hope to grow this event into the future.</p>
<p>Please upload your budget spreadsheet from the template provided.</p>	<p>Event Budget Carols 2019.xlsx</p>
<p>Please upload any additional documents that you want to include.</p>	
<p>Position:</p>	<p>President</p>

4 of 5

9. APPLICATION DECLARATION	Name of signatory: Lauren Brewer Link to signature
We agree to abide by the terms and conditions of sponsorship	Yes
On behalf of (Group/Organisation)	Mawson Lakes Lions Club Branch
Name:	Lauren Brewer
Date:	17/05/2019
	Community Event Sponsorship Program



YOUR EVENT BUDGET

OUTLINE THE COST OF YOUR EVENT – ALL AMOUNTS ARE TO BE GST INCLUSIVE	AMOUNT	QUOTE USED
Item		
<i>e.g. Marquee / Furniture Hire</i>	\$ -	<i>e.g. Rotary/Atlas Hire</i>
<i>Sound and Light</i>	\$ 6,600.00	<i>20 Sound Hire and Production</i>
<i>Fireworks</i>	\$ 4,500.00	<i>Fireworks Professionals</i>
<i>Pavilion</i>	\$ 3,539.50	<i>Atlas Hire</i>
<i>Stage</i>	\$ 3,080.00	<i>Global Dance and Stage</i>
<i>Contingency</i>	\$ 3,000.00	
<i>Security</i>	\$ 2,090.00	<i>Titanium Security</i>
<i>Toilets</i>	\$ 1,975.00	<i>Bianco Hire</i>
<i>Jumping Castle</i>	\$ 930.00	<i>Jump Easy</i>
<i>Room Hire</i>	\$ 610.00	<i>Denison Centre</i>
<i>Power and Cabling</i>	\$ 600.00	<i>Kennards Hire</i>
<i>Main North Road Signage</i>	\$ 588.50	<i>Haynes Signs</i>
<i>Catering - Artist/Volunteers</i>	\$ 500.00	<i>SubWay/Food Vendors/Woolworths</i>
<i>Advertertising - Flyers</i>	\$ 429.00	<i>TBC</i>
<i>Advertising - Facebook</i>	\$ 400.00	<i>Facebook</i>
<i>First Aid</i>	\$ 225.00	<i>St John</i>
<i>Volunteer Support Donation</i>	\$ 150.00	<i>SES</i>
<i>APRA Licence</i>	\$ 82.50	<i>APRA</i>
a. Total event cost	\$ 29,299.50	
b. Your contribution	Inkind	
c. Other funds used	\$ 19,324.50	
TOTAL SPONSORSHIP REQUESTED	\$ 9,975.00	

Treasurer's Report 2018

My first year as Treasurer has had some interesting moments and a great learning experience, I have decided not to present a "page report" each work meeting but just to give you a brief verbal report of where we stand, this is no reflection on former treasurers, if any one wishes to look at the monthly report I have a copy with me for Lions to look over, if you wish to go back to what we had before I have no problems with that either

Over all our club has done well in our fund raising with the limited opportunities we have and the availability of our own members to attend.

Administration	\$4348.62
Activities	\$4204.49



Item 7.2.4 - Attachment 3 - Applicant 3/2019 - Mawson Lakes Lions Club

Name	Type	SEP	Number	Current balance	Available balance
LIONS CLUB OF GILLES PLAINS INC LIONS CLUB SPAN...	Cheque	105-183	186-0072-374-460	\$354.81	\$454.81
LIONS CLUB OF GILLES PLAINS INC MAWSON LAKES CL...	Cheque	105-188	186-0072-375-100	\$1,720.42	\$1,720.42
LIONS CLUB OF GILLES PLAINS INC MAWSON LAKES CL...	Cheque	105-188	186-0072-375-940	\$2,307.81	\$2,307.81
Totals for this page				Current balance \$4,493.04	Available balance \$4,493.04

Event and Emergency Plan

Mawson Lakes Christmas Carols

14th December 2019

**Mobara Park, Garden
Terrace, Mawson
Lakes**

1. Event Description and Purpose

The Mawson Lakes Christmas Carols is an annual community event held at Mobarra Park in Mawson Lakes. It attracts 5,000 residents from across the North. The event includes a number of local and national performers and culminates in a firework display.

2. Event Control and Command

Event Manager	Alex Coates
Stage Manager	Lauren Brewer/Beau Brug
Vendor Manager	James Rendon
Master of Ceremonies	David Stockbridge
Volunteer Managers	Kaye Grocke Naomi Stansbury

The event team will be available all day via phone and on site from 2pm.

3. Security

The event will be monitored by 3 security guards from Titanium Security; security will be on site from 5pm to 10pm and report to the event manager.

One guard will be stationed near the stage area and the remaining guards will patrol the event.

For any security matters please contact either the guards direct or the event manager.

4. Waste Management

Bins will be available around the oval. The Council bins will be emptied prior to the event.

5. Amenities

Toilets are located on the southern side of the Denison Centre for volunteer/staff and performer use only.

Public toilets are available at the Volleyball courts and on the Tennis courts. All have male and female toilets.

Volunteers are to check condition of amenities every 30 minutes from 5pm.

Spare toilet paper and cleaning materials for spills will be located in the Denison Centre. A sharps disposal unit can be located in the volleyball toilets.

6. Car parking & Signage

There will be no community event or carpark signage as this has been deemed unnecessary by council traffic staff.

The parking area near the Volley ball courts (approx 30 bays) on Mawson Lakes Boulevard is the preferred parking area for event volunteers.

The parking area located in Denison Centre car park off Garden Terrace will be available for carols committee members/command and control team and performers. This carpark will also have parking for 3 security staff, 2 St John volunteers and media if required. This carpark will be secured by a barrier gate and will be staffed by volunteers from 4pm.

Emergency access will be via this carpark while ambulance access will be at the western side of the Denison Centre.

General public parking is available at the car park in University Parade and Light Common and adjacent streets, the university grounds also have ample parking.

7. First Aid Incident

During the set up and pack down each contractors/suppliers will be responsible for their own first aid requirements.

During the event St John Ambulance volunteers will be on site and will assist with all first aid and medical requirements.

8. Lost Children

The event of lost children, they can be sent to the St John Ambulance area, SA Police or security. If their parent cannot be found the Master of Ceremonies will make an announcement on the stage at the next possible opportunity. Full details should be provided to Alex Coates or Lauren Brewer to enable this to occur.

9. Media

All media enquiries are to initially be directed to Lauren Brewer.

10. Fireworks

The fireworks contractor will manage all aspects of the fireworks display including all permits and alerting fire services.

The event will provide six volunteers to staff an exclusion area.

11. Insurance

All contractors, suppliers and stall holders must hold their own public liability insurance.

12. Event Cancellation Policy

The alteration or cancellation of the event for any reason, a decision will be made on site by 12:00pm on the day of the event. Every effort will be made to contact all contractors, volunteers, stall holders and performers.

The Event Manager may decide to cancel the event if extreme weather conditions prevail, these include:

- High temperature forecast exceeding 38 C.
- High winds forecast over 30 kph or occurring during the event.
- Rain forecast or occurring during the event and likely to cause hazards.
- Extreme soggy ground.
- Electrical storms.

Procedures in the event of alterations/cancellation of the event the following needs to be done in a timely manner, as directed by the Event Manager or delegated to staff/volunteers to-

1. Contact the contracted service providers.
2. Contact stallholders and performers not to come to the event.
3. Erect signage around event site.

13. Service failures

For Electrical & Plumbing failures and concerns contact the event manager who will advise of the appropriate action.

In the event of electrical failure the event manager will use a megaphone and announcements will be made from the stage.

If failure is unresolved Event Manager will decide if event is to be cancelled or scaled back.

14. Emergency Response Plan

The purpose of this procedure is to familiarise key personnel, on the principal of the management of an incident should such a need eventuate. For convenience we will nominate these key people as "Wardens".

Alex Coates
Lauren Brewer
Beau Brug

Whilst fire is the principal reason for the implementation of an EMERGENCY PROCEDURE other situations may arise which would necessitate the total or part evacuation of the Denison Centre or Mobarra Park, those being, civil disturbance, bomb threats or collapse of a structure etc.

The procedures are based on an Emergency Management necessitated by fire, however, they will also apply to any other emergency. It is of vital importance that all your staff and volunteers are familiar with these procedures.

Facts you should know:

- The name of the nominated persons to contact.
- Familiarise yourself with the layout of the facility and the best means of emergency evacuation.
- Know where the fire extinguishers are situated.
- Know where all exits are in your area.

- Recognise the most appropriate assembly area to enable you to direct persons to safety.

Evacuation

Warden will instruct carols participants by Stage PA or megaphone, to turn off any electric and gas appliances and move to the middle of the park area until the emergency has cleared. Wardens will contact emergency services.

Fire Extinguishers

Fire Extinguishers are located in the Denison Centre, one in the corridor by the toilets, and one the kitchen.

Exits

- The Denison Centre has exit doors at the front door (west) and south door and north door.
- Vehicle exit for emergency is via the footpath located to the west of the Denison Centre

Emergency Telephone Numbers

The Event Manager will contact Police, Fire, or Ambulance Phone: 000 with the exact location of the event. Mawson Lakes Christmas carols is located at Mobarra Park, Garden Tce, Mawson Lakes.

Police Assistance Line 131 444

Sergeant Jodi-Lee Black T 08 8207 9356 M 0407 542 848

E jodi-lee.black@police.sa.gov.au

13. Incident Types and Action

Action Procedure Number 1 – Fire

If you discover a fire in your area:

1. Alert other occupants.
2. If possible, attend to the injured person/s who maybe in immediate danger.
3. Alert the Warden.
4. If you are familiar with the limits of the type of extinguisher available in your area, attempt to extinguish the fire, but do not place yourself or other persons at risk in doing so.
5. If you cannot extinguish the fire, leave the building by the nearest fire exit.
6. The nominated Warden should control the evacuation. All present should obey the Warden's instructions.
7. If a warden is not present evacuate via the safest exit.
8. Persons should evacuate via the safest exit.
9. A Warden should endeavour to ensure the building is totally evacuated.
10. If fire cannot be contained, emergency services should be contacted.

Action Procedures Number 2 – Bomb Threat

Emergency Procedures If you receive a Bomb Threat:

1. If it is by telephone, do not hang up.
2. Try to find out as much as you can about the threat.
3. Notify your Warden of exactly what was said.
4. Do not create panic by telling others.
5. Make notes on the call you took.
6. Your Warden will take any further action that is required.

If a suspicious package is found:

1. Do not touch it – clear the area.
2. Advise your Warden immediately but do not create panic by telling other persons.
3. Prevent other persons from going into the area near the package.
4. Your Warden will advise you of any further action you should take.
5. If your Warden is unavailable advise SA Police Staff at the event.

The Warden should:

1. Quietly clear the area.
2. Take note of anything unusual – parcel or other objects.
3. Obtain details of the call for Police.
4. Ensure people are kept clear of the area.
5. If necessary, warn immediate neighbouring Wardens.

Action Procedure Number 3 – Medical

When advised of an accident or illness which may require emergency services the following steps must be taken-

1. Obtain the following information-
2. Location of the accident / injured person / and contact St John personnel or First Aid in attendance.
3. Nature of the accident / injuries sustained / persons involved.
4. Whether an ambulance / emergency services are required to attend.
5. Provide initial care for the patient within the limits of your skill.
6. Notify Event Manager who will address incident reporting.

DRAFT



JUA Underwriting Agency Pty Limited

ACR: 004 566 465
ABN: 70 004 566 465
AFSL: 235411

P O Box 6003, KINCUMBER NSW 2251

Telephone: /

Mobile:

E-mail: insurance@lions.org.au

Web: www.lionsclubs.org.au/insurance

LIONS CLUB OF GILLES PLAINS INC
Inc MAWSON LAKES LIONS CLUB BRANCH

20 August 2018

CERTIFICATE OF CURRENCY
TO WHOM IT MAY CONCERN

This is to confirm that cover has been arranged as set out below and the Insurance is current to the date detailed.

INSURED: MULTIPLE DISTRICT 201 COUNCIL of LIONS CLUBS INTERNATIONAL Inc. on behalf of ALL LIONS CLUBS, LIONESS CLUBS and LEO CLUBS in AUSTRALIA, PAPUA NEW GUINEA and NORFOLK ISLAND. (This includes bona fide Voluntary Workers of the Club.)

INSURER: Lloyds of London

CLASS: LEGAL LIABILITY to the GENERAL PUBLIC.

SITUATION: ANYWHERE in AUSTRALIA, PAPUA NEW GUINEA & NORFOLK ISLAND.

SUM INSURED: \$AUD 19,000,000 in EXCESS of \$AUD 1,000,000 provided under Policy # 01CL440469 issued by Chubb Insurance Australia Limited, Melbourne.

POLICY No.: 110962703

DUE DATE: 4:00 pm on 1st SEPTEMBER, 2019

This Certificate is issued as a matter of information only and does not amend, extend or alter the coverage afforded by the Policy. This Certificate is also issued subject to the terms, conditions, exclusions and endorsements of the Policy.

With Kind Regards

Garry Galvin

Garry Galvin
Authorised Representative - AFSL 001239538
Lions Australia Insurance Programme Consultant.

LIONS CLUB OF GILLES
PLAINS INC
Inc MAWSON LAKES
LIONS CLUB BRANCH

Chubb Insurance Australia Limited,
Level 12, 720 Bourke Street
Melbourne, VIC, 3000
AustraliaABN: 23 001 642 020
AFSL: 239687

O +61 3 9242 5111
F +61 3 9642 0909
www.chubb.com/au

17 August 2018

CHUBB

Certificate of Currency

Public and Products Liability

To Whom It May Concern

Policy Number:	01CL440469
Insured:	The International Association of Lions Clubs
Issuing Office:	Melbourne
Class:	Public and Products Liability
Policy Period:	From: 01 September 2018 at 4.00pm local standard time To: 01 September 2019 at 4.00pm standard time, subject to annual renewal
Cover:	Subject to the terms, exclusions, definitions, conditions and limitations of this Policy Chubb shall indemnify the Insured for all sums which the Insured shall be legally liable to pay compensation in respect of Personal Injury, or Property Damage, occurring within the Policy Territory during the Policy Period as a result of an Occurrence happening in connection with the business of the Insured
Limit of Liability:	AUD 1,000,000 Any One Occurrence and AUD 1,000,000 in the Aggregate
Participation:	Chubb Insurance – 100%

This is a Policy summary only. Full details of this Insurance appear on the Policy Document.



Signed for and on behalf of Chubb Insurance
Australia Limited.

Authorised Officer
Chubb Insurance Australia Limited.
ABN 23 001 642 020

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**Mawson Lakes Lions Branch Club
Meeting Minutes**

Relish on Main

Saturday, 4/5/19, 10:00 am

9:45 am	Members arrived to order food/coffee, ready for meeting at Relish Attendees: Beau, Alex, Ajay, Haydn, Thomas, Lauren, Lovai, Arwa, Kaye, Damien, Adel, Claus, Kuldeep, Erin, Amruta Apologies: - Guests: Alicia Shotton, Pat	ALL
10:00 am	Meeting Opened	Beau
	<ul style="list-style-type: none"> • Induction of new member Amruta Sawant, sponsored by Ajay and inducted by Lauren • Motion: That Mawson Lakes Lions Club Branch authorise Treasurer Alex Coates, to apply for the upcoming City of Salisbury Community Event Sponsorship program funding of \$10,000 for the Mawson Lakes Christmas Carols Motion moved: Alex Motion seconded: Claus PASSED!	

I confirm the above was passed

*Lauren Brewer
President*



Playford Electorate Office
Unit 1, 3 Wilkinson Road
PARA HILLS SA 5096
Phone (08) 8263 3777
Email playford@parliament.sa.gov.au

Dear whom it may concern,

RE: Mawson Lakes Community Christmas Carols Grant Funding

I write in support of the Mawson Lakes Lions Club's funding application with the City of Salisbury's Community Grants Program.

Last year's Christmas Carols proved to be one of the most successful events in Mawson Lakes; attracting an audience of over 5,000 local residents of diverse cultures within the City of Salisbury.

The funds from the grants program will be used for to assist the Lions Club to deliver the Mawson Lakes Christmas Carols for 2019.

I understand that this event is of significant time and investment, and with that the Lions Club require some financial assistance to maintain this event. With the assistance of grant funding this event can continue to be an integral component of the local culture and community.

I believe that this event is very worthy of funding support and I thank you in advance for your consideration.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M. Brown'.

Michael Brown MP
Member for Playford

Mr Tony Zappia
1111 Sturt Street
Mawson Lakes SA 5020
Tel: 08 8333 1111
Fax: 08 8333 1111
Mobile: 08 8333 1111
Email: tony.zappia@parliament.gov.au
www.tonyzappia.com.au



Tony Zappia MP
Federal Member For Makin



Ref: PLS

22 May 2019

To: City Of Salisbury
Community Grants Program
From: Lions Club of Mawson Lakes

Letter of Support

Re: Mawson Lakes Community Christmas Carols

I write in support of the Mawson Lakes Lions Club application for a grant from the Community Grants Program to assist with the staging of the 2019 Mawson Lakes Christmas Carols in Mobarra Park.

The Christmas Carols have become the single most successful community event in Mawson Lakes – attracting over 5,000 people and stall holders of all national backgrounds on the evening.

The Carols event was highly successful in 2018 and has brought the community together by cultivating a strong sense of community ownership, identity and pride in the event.

The event features entertainment and an opportunity for local residents to participate in celebrating and supporting what has now become a local community tradition.

The Lions Club of Mawson Lakes is again willing to undertake the leadership role in organising the Christmas Carols but will need financial assistance to do so.

I believe the event is very worthy of funding support and I commend the Lions Club grant application to you.

Yours sincerely

Tony Zappia MP
Federal Member for Makin
Shadow Assistant Minister for Medicare

HOUSE OF REPRESENTATIVES

PARLIAMENT OF AUSTRALIA

Lions Club of Gilles Plains Inc

District 201C1, Region 2, Zone 4.
P O Box 208, Greenacres, SA, 5086.
Free Phone 1300 831 520



Web address: - www.gillesplains.sa.lions.org.au
Club Email address: gillesplainslionsclub@gmail.com

President Ted Osborn Ph 08 8368 1826 (H) Mob 0403 065 357	Secretary John McIntosh Ph 08 8397 1208 Mob 0409 623 708	Treasurer Peter McKinnon Ph 08 8261 0347 Mob 0409 070 340
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To whom it may concern

At the meeting of the above club on 7th May 2019 the following motion was put and carried

That the Lions Club of Gilles Plains Inc endorses the application by the Mawson Lakes Lions Club Branch authorizing Branch Treasurer Alex Coates, to apply for the upcoming City of Salisbury Community Grant funding of \$10,000 for the Mawson Lakes Christmas Carols.

Moved Lion Stewart Garvin Seconded Lion Lance Crook carried

Signed

E.J. (Ted) Osborn
President
Lions Club of Gilles Plains Inc

Carols Grant Endorsement (1) (2)

5/17/2019

Yahoo Mail - RE: Carols ^_Security^_

RE: Carols ^_Security^_

From: Michael Callaway (Michael.Callaway@titaniumsecurity.net)

To: alex02au@yahoo.com.au

Date: Wednesday, 8 May 2019, 3:36 pm ACST

Hi Alex,

To provide

1 x Guard on Friday 13th December between the hours of 2200-0800hrs into the Saturday morning will cost you \$503.00 + GST

3 x Guards on Saturday 14th December between the hours of 1700-2200hrs will cost you \$776.25 + GST

1 x Guard on Saturday 14th December between the hours of 2200-0800hrs Sunday will cost you \$641.10 + GST

TOTAL COST FOR YOU: \$1900.00 + GST (Rounded Down) if the hours stay the same as above.

I hope this helps with what you need and I do look forward to meeting you this time.

Please let me know what you think and we can go from there.

Have a brilliant night.

From: alex02au@yahoo.com.au
Sent: Sunday, 2 May 2019 9:40 AM
To: Michael Callaway <Michael.Callaway@titaniumsecurity.net>
Subject: Re: Carols Security

Dear Michael, Thank you for your email and quote.

1/1

St John Ambulance - South Australia Event Health Services Quote



Event Number: 15163
Date of Issue: 13/05/2019
Quote Valid until: 27/05/2019

Event Organiser

Contact Name: Alex Coates
Organisation: Mawson Lakes Lions Club

Event Information

Event Dates: 14/12/2019
Event Name: Mawson Lakes Christmas Carols
Event Location: Mawson Lakes

Thank you for providing St John Ambulance - South Australia with the opportunity to offer you a quote for your upcoming event. Please find below your quote, and our Booking Terms and Conditions. Please note this quote doesn't constitute a booking with St John. Once the quote is accepted we will assess our availability to cover your event and provide confirmation of our ability to cover your event.

Quote						Version: 1	
Date	Arrive	Depart	Location	Staff	Hours	Type	Subtotal
Sat 14-Dec-19	17:00	22:00	Mawson Lakes	2	5.00	First Aid Support	\$225.00
Required if an event is 5+ hours in duration						Meal Charges	\$0.00
Required if a vehicle is mandatory for event						Vehicle/s Charge	\$0.00
						Subtotal	\$225.00
An invoice is issued 1 week post event						GST - Not Applicable	\$0.00
						Grand Total	\$225.00

Quote Acceptance must be received via email by Quote Validity date specified above

Inclusions

St John SA will provide all medical equipment, support services and consumables required to provide Event Health Services at the event, unless agreed otherwise with the client, in addition to the resources specified in the quote.

Our People

St John strives to be the leading provider of First Aid & Healthcare services to the community. During our 130 years of operation, we have gained extensive experience in planning and managing local and major events across South Australia. St John has a broad workforce available that includes dedicated Volunteers and Event Responder staff that can't be matched by our competitors.

Scope of Practice

St John Ambulance SA will only provide Event Health Services in accordance with the St John Ambulance Clinical Practice Guidelines. If the client requires treatment of a patient(s) that is outside of the St John Ambulance Clinical Practice Guidelines, then that client will assume full responsibility for the complete care of that patient(s).

Booking Terms

- If the quote is accepted, your booking is only for times specified above. Any additional time will result in additional charges in 15 minute increments.
- A Minimum Booking Fee of 3 hours applies
- St John Ambulance is engaged to provide Event Health Services within the confines of your event only. The South Australian Ambulance Service will be contacted if transportation to hospital is required - at the determination of St John Ambulance's team on site in conjunction with the patient.
- The client agrees that it may be necessary to halt or delay any event to facilitate the safe treatment of a patient(s) at the event or otherwise.
- The client agrees that they will provide a suitable area for members to provide first aid, or as an alternative, a suitable site for the positioning of a St John Mobile Treatment Post at the event.
- Our deployment is based on information provided to us to date. Changes that impact the risk profile of the event or alterations to attendance numbers may require changes to our deployment and the final event fee.
- St John Ambulance SA reserves the right to determine, in its absolute discretion, how members and resources will be allocated to each event. We will endeavour to meet any special requirements that are made at the time of booking and will notify the event organiser where possible if such special requirements cannot be achieved. In accepting this agreement, the client accepts that the number and qualifications of members St John Ambulance SA proposes to deploy at the event, as sufficient and appropriate.

Working with Children and Police Checks

All St John Personnel have undergone a Nationally Coordinated Criminal History Check and a South Australian Child related & vulnerable person-related screening check. These checks are renewed every three years and only Members with in-date checks will attend Events.

Insurance

St John will maintain appropriate levels of insurance with its reputable Insurer that provides adequate coverage for the services required by St John at the event including Medical Malpractice, Public Liability, Voluntary Workers and Motor Vehicle insurances. Copies of Certificates of Currency are available upon request.

Cancellations

- If the event is cancelled, you must advise St John via email no later than 16:00 on the last business day prior to the event. If you fail to notify St John of a cancellation or notification is provided after 16:00 of the last business day prior to the event, St John may charge a \$50.00 fee to recoup our administrative costs in addition to any costs incurred by St John Ambulance.
- If the event is cancelled due to inclement weather, St John may elect to waive the payment of the Event Fee, provided that the client notifies St John at least two hours prior to the commencement of the event. Any such waiver is at the absolute discretion of St John.

Payment Terms

An invoice will be issued **after** each event and will be payable within 14 days from the date of the invoice.



BIANCO HIRING SERVICE PTY LTD

495 Waterloo Corner Rd, Burton SA 5110

Phone (08) 8162 6300

www.biancohire.com.au admin@biancohire.com.au ABN 88 105 211 390



HIRE QUOTATION

13 May 2019

Quote No: 39214

***LIONS CLUB OF GILLES PLAINS - CC**
 24 NAPOLEAN CT
 PARALOWIE SA 5108

Project / Site:
 MOBRA PARK
 CNR MAWSON LAKES BVD * GARDEN
 TCE
 MAWSON LAKES

Contact: ALEX

Mobile: 08 8162 6307

Email:

We have pleasure in submitting our quotation for hire of the following for the above named project / site. If you have any queries please do not hesitate to contact us.

Description	Qty	Charge Rate (excl. GST)	Amount
Multiple Toilets (Plastic)	10		
Chemical Solution	10		
Transport to Event	10		
Final Pump Out (GST Free)	10		
Transport from Event	10		
Week End Call Out Charge	1		
LED Push Button Light (including batteries)	10		
Total (Incl. GST):			\$1,975.00
GST:			\$150.00

Notes

Conditions

Prices above assume a metro delivery. Outer metro deliveries will incur additional charges.
 Weekend hire assumes a Friday delivery and a Monday collection.

- Transport prices assume a clear, level, accessible site.
- Client's responsibility to fill water tank when on site.
- Client to pay for any damages, theft or additional cleaning charges or graffiti removal.
- Any holes through floors and walls will be subject to a repair charge.
- Insurance is the clients' responsibility for full replacement price of the above unit.
- The above items are subject to availability at time of placement of order.

This quotation is open for acceptance for 30 days from quote date, and is subject to our usual terms and conditions, which are available upon request.

If you have any further questions, please contact us.

Yours Faithfully,

Darren Bosnjak

Acceptance Form		
Please supply the quoted items and I agree to the conditions above.		
Signed: _____	Order Number: _____	Date: _____
Print Name: _____	Date & Time Required: _____	

Quotation No: 39214

Customer: *LIONS CLUB OF GILLES PLAINS - CC

Page 1 of 1



20Sound Hire & Production

enquiries@20sound.com.au
www.20sound.com.au
ABN 99 450 453 506

Sat 14th Dec 2019

QUOTATION

Delivery Entrance: 19 Liberton Ave CROYDON PARK (by appointment only)
PO Box 393 WELLAND SA 5007
PH: 0422 984 478
FX: (08) 8346 1596

Quote Ref / Invoice # JF03615
Prepared: 11/04/19

BILL TO:

Mawson Lakes Lions Club
c/o 39 Mayfair Drive
Andrews Farm SA 5114

VENUE & FUNCTION DETAILS:

Desc: **Mawson Lake Carols - Hire & Technical Production**
Event Date: **Sat 14th Dec 2019**
Venue: **Mobra Park**
Mawson lakes
Delivery: **Friday**
S/C
Event start:
Collection: **after event**

CONTACT:

Lauren Brewer President
Alex Coates Treasurer
Phone:
Fax:
Mob: 042 928 705
Email: mawsonlakeslions@gmail.com

	DESCRIPTION	QTY	EA (ex)	UNIT	Charged @	TOTAL (ex)
1	Equipment Hire & Production:					
2						
3	Carols sound and lighting hire & production	1	6,000.00	ea	1 day	6,000.00
4						
5						
6	(Client to provide stage and stage cover)					
7						
8						
9						
10						
11						
12						
13						
14						
15	Additional Charges:					
16	20% surcharge will be payable in the event of avoidable water damage from sprinkler system.					
17						
18	ie. The School/Mobra Park watering system must be disabled Fri/Sat and Sat/Sun evenings.					
19						
20						
21	Deposit Payable:					
22	20% Deposit required to confirm booking - \$1320.00 (incl. GST)					
23						-
24						-
25						-
26						-

GENERAL HIRE AGREEMENT:

1. By accepting this offer, the client agrees to pay for any loss or damage to equipment whilst in their care.
2. Equipment must be transported in a covered vehicle.
3. Cancellation of confirmed booking will incur 20% fee.

SUB TOTAL ex GST \$6,000.00
GST \$600.00

Signed Date.....

TOTAL \$6,600.00

TERMS:
Payment before delivery Credit card or EFT accepted
EFT: '20 Sound' BSB: 105 008 Acc: 089 356 240 JF03615

PAID
BALANCE \$6,600.00



QUOTE

Jump Easy
 Castle & Party Hire Made Easy

27 Circuit Drive
 Hendon, SA 5014
 Ph: 0450 602 644
 ABN: 971 413 27 840

Info@jumpeasy.com.au

DATE: April 11, 2019
Invoice number: JEQ104
BILL TO: Mawson Lakes Lions Club
 Mawson Lakes
 SA

Product Description	Amount
Combo Castle	\$ 280.00
Smaller Castle (still combo)	\$ 220.00
Staff x 2	\$ 240.00
Event Gear (fencing etc)	\$ 60.00
Generator if required (power more than 5m away from the inflatables)	\$ 80.00
Late pack up (as expecting same times as last year)	\$ 50.00
For EFT:	GST \$84.54
Jump Easy	
BSB 065 148	\$ -
ACCOUNT 1030 2009	PAID \$ -
Reference: Your Business name or invoice number above. BALANCE DUE 7 DAYS PRIOR TO HIRE VIA EFT, CARD OVER PHONE OR CHEQUE.	Due \$ 930.00

2% SURCHARGE APPLIES ON CARD PAYMENTS.
 Late Payments will incur a 10% invoice total late fee.



Global Dance & Stage (SA)

ABN# 78 508 396 367

Mark Burns | 2 Cornwall Court | WOODCROFT SA 5162

E: mark@globalstaging.com | E: stagingsolutions@bigpond.com

M: 0410 467 804 | T: 8387 6464

QUOTATION

Quote To:

Mawson Lakes Lions
Mawson Lakes Christmas Carols

Attention: **Alex Coat**
TREASURER

Email: alexcoat@yaho.com.au

Date	Quote Total
9 May 2019	\$3,080.00

Quantity	Supply Description	Total
1	Stage (9.76m x 12.2m @ 900mm approximately) including safety rails, stage drape, 2 x steps and Labour	\$2,600.00
1	Delivery & Pick up to Mawson Lakes for Christmas Carols for event on 14 December 2019	\$200.00
	GST	\$280.00
	TOTAL AMOUNT PAYABLE	\$3,080.00

Thank you for using Global Dance & Stage (SA)

Atlas Event & Party Hire
 156 Edward Street, Clarence Gardens SA 5039
Ph: (08) 82972366 Fax: (08) 82973858
 Email: sales@atlasevents.com.au
 Website: www.atlasevents.com.au
 Adelaide Consolidated Trading Pty Ltd
 ABN: 48 108 743 291 ACN: 108 743 291

Date: Thu 09/May/2019 10:28 AM Page 1 of 1

Quote

Last Updated: 9/05/2019 9:32:00 AM

Quote No: Q80110 Invoice No:

P/O No:

Bill To: MAWSON LAKES LIONS CLUB BRANCH
 ADDRESS TO BE ADVISED
 MAWSON LAKES SA 5095

Delivery To: MOBRA PARK
 14 GARDEN TERRACE
 (SEE SITE MAP)
 MAWSON LAKES SA 5095

Contact: LAUREN
 BH Ph: 0424838705
 Fax:

Site Contact:
 AH Ph:
 Mobile No: 0424838705
 Stand/Site No:

Consultant: JANE
 Operator: JANE

Delivery: Fri 13-Dec-2019 Times TBA Use Date: Sat 14-Dec-2019 Collect Sun 15-Dec-2019 Times TBA

Instructions: Grass can peg, there is underground irrigation & power council to mark out Back wall & 2 x 5m sides AV - Franc 0422 984 478 TBC *Security must be provided overnight on Friday and Saturday Alex Coates with Lions Club

Event:

Payment Terms:

Qty	Description	Unit Price	Total Price
Pavilion 15m			
1	Roder Pavilion 15m x 10m	\$2,775.00	\$2,775.00
Components 20m & 25m RODER			
7	Wall White 3m High	\$0.00	\$0.00
8	Roder 3m Legs	\$0.00	\$0.00

Sub Total: \$2,775.00

Discount: \$277.50

Damage Waiver: \$222.00

GST on Hire Surcharge & Damage: \$20.18

Labour: \$660.00

Delivery: \$80.00

Collection: \$80.00

TOTAL AMOUNT: \$3,539.50

QUOTED AMOUNT: \$3,539.50

GST Component: \$321.77

EFT PAYMENT :
 BSB: 035048 Account number: 187855

AFTER HOURS EMERGENCY - 0417 819 237

PLEASE NOTE: Our tents are specified as TEMPORARY STRUCTURES. For the safety of all occupants, evacuation is recommended if threatening WEATHER occurs.



Haynes Signs Pty Ltd

A.B.N. 74 858 638 131
 A.C.N. 121 612 057
 12 Frost Road
 Salisbury SA 5108
 admin@haynessigns.com.au
 Ph/Fax 0882818944

STATEMENT

DATE: 1/05/2019

Mawson Lakes Christmas Carols
 C/- 24 Napoleon Court
 Paralowie SA 5108

AMOUNT REMITTED
 \$ _____

DATE	INVOICE NO.	DESCRIPTION	CHARGES	PAYMENTS	BALANCE
3/04/2019	00014030	Sale; Mawson Lakes Christmas Carols	\$528.00		\$528.00
3/04/2019	00014031	Sale; Mawson Lakes Christmas Carols	\$60.50		\$60.50

1/05/2019 Finance Charge \$0.00 \$0.00

Current(Not Overdue)	30 Days Overdue	60 Days Overdue	60+ Days Overdue	Total Amount Due
\$0.00	\$588.50	\$0.00	\$0.00	\$588.50

How to Pay

Powered by **MYOB**



by credit card

To pay via MasterCard or VISA
 by PHONE: 82818944



by mail

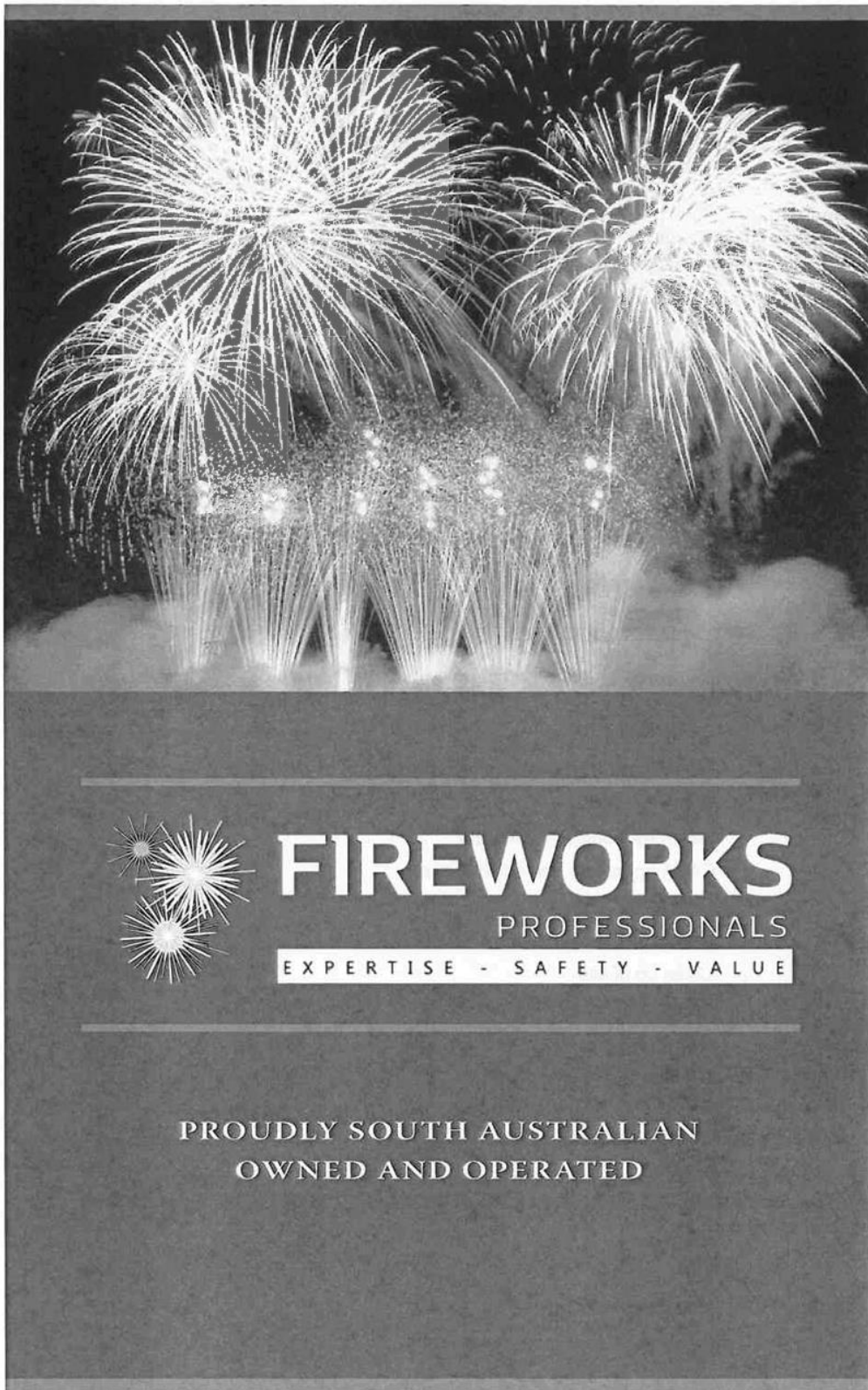
Detach this section and mail your cheque to...
 Haynes Signs Pty Ltd
 12 Frost Road, Salisbury SA 5108



in person

Present this invoice at our office to make a payment via cheque, cash or EFTPOS.

Statement 00014030 Amount \$588.50



FIREWORKS

PROFESSIONALS

M: 0402 479 479
F: 08 8242 0667
matthew@starfireworks.com.au

PO Box 302 Prospect SA 5082
ABN 23618387554

Mawson Lakes Carols
mawsonlakeslions@gmail.com

18.3.19

Matthew Starfire and Bea

Thank you for inviting me to submit a proposal for the Carols on 14.12.19. You can trust us to deliver a spectacular, safe, value for money display because of the following.

Experience

We conducted the fireworks at the Carols for the years 2011, 2012, 2013, 2014, 2016 and 2018. We believe they were very well received.

We have extensive experience and a list of some of our customers is attached.

Specific experience with your event

The site poses some challenges regarding crowd control and we have developed a plan that manages this. Last year the SES provided the crowd control marshals and this worked very well.

The event involves many permits and we will take care of all permits and co ordination including:

- o Salisbury Council permission
 - o CASA approvals (Parafield Airport)
 - o CFS permit
 - o Access to the site
 - o Clean up of site.
 - o Crowd control planning and flagging/signing off of prohibited area.
- We have public liability insurance to the value of 20 million dollars.

Synchronization with MC and Music

We can synchronize the start and finish of the fireworks with the PA system i.e. MC announcements and music that can be played during the fireworks. We have radios to accomplish this.

The proposal:

I have reviewed the file. The budget in 2018 was:

Fireworks \$3872
Gst \$387
CASA Fee \$240
Total \$4500 Gst inc.

Option 1 - we understand money is always tight at your event so we could perform a similar display in 2019 for the same amount. 2019 budget **\$4500**.

Option 2 - consider a small increase to cover the rising cost of fireworks due to the higher costs in China and the falling Australian dollar. Good option is to bump the budget 5% to cover these things. 2019 budget becomes **\$4725**.

Option 3 - increase the budget by more and make the display more intense for a given duration, or make it last longer. This is a decision for you, no pressure from us - although we love bigger budgets because we get to let off more fireworks! For example 10% increase to \$4950.

We would recommend a display of duration of 7-8 minutes. This is not too short and not too long and strikes the right balance between duration and intensity for the given budget price point.

Audiences have grown tired of slow fireworks displays where aerial shells are let off slowly one at a time.

Our displays provide the **WOW factor** because:

- they will contain the widest possible variety of fireworks
- contain a greater quantity of fireworks than our competitors
- use on average a larger size of fireworks
- end with a big grand finale.

What will you get for your money?

Your decision to trust somebody with your display should be based chiefly on their reputation and track record. **Itemised** quotations for fireworks displays are a **complete waste of time and should be ignored**.

You can rest assured that we will be out to impress the viewing public so that you will invite us back year after year.

If you have any questions please don't hesitate to call.

Yours sincerely,

Matthew Palmer

Fireworks Display Quotation

by Matthew Palmer, 18.3.19.

Client: Mawson Lakes Lions Club Carols 14.12.19

Budget: \$4500 inc GST for option 1

- Duration – 7-8 minutes.

Pyrotechnic materials utilised:

Aerial Shells: *Main Fireworks Spectacular*

These are the best features of a professionally staged firework show. These provide the large starbursts hundreds of feet high in the night sky. We will use a wide variety of effects including crackling shells, glittering shells, comet tail shells, colour changing shells, spider webs, willows, ring shells, brocades, palm trees and titanium salutes (very loud bangs).

We could take up pages with a list of the effects that we will use however this would achieve little. If you do receive a quote like this it is usually a sign that that an attempt is being made to baffle you with baloney.

Multi shot Florals - medium level aerial effects that create an array of bursts, explosions, colour projectiles and sounds. We will use an exclusive range of items including Crackling Golden Palms, Celestial Body Fighting, Supa Nova., Silver Spirals, Giant Soaring Eagle, Chopper Attack, Battle of Colours, Thunderkings etc etc etc.

Massive Multi shot Florals - a display in themselves, one carton equals one firework, takes two people to lift. We will use an exclusive range of items including Tonga Exotica, Massive Golden Crackling Meteorites, Poisonous Spiders, Colourful Pearls etc etc etc etc.

Roman Candles - all different types and sizes with our largest that we use at Football Park blasting comets as high as the light towers.

Fountain Mines – these begin with a spray of sparks then explode from the ground.

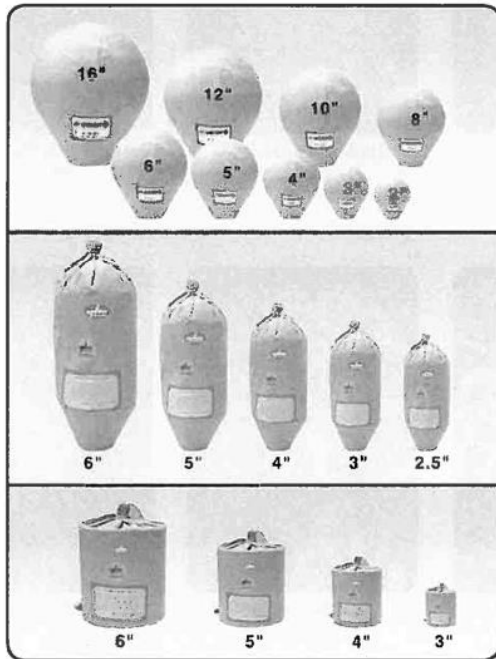
Mines - explode from the ground to produce a curtain of glittering stars, great for the finale. We will use an exclusive range of items including Thunder Dragon Mine, Mine of Meteors, Mine of Serpents, Thundering Dragon Tails, glitter mines, strobing mines, thunder mines.

Including:

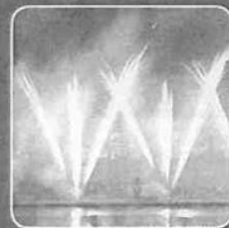
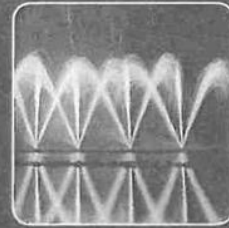
- Labour
- Insurance
- Permits
- Display conducted in accordance with the Australian Standard
- Thorough search and clean up of the firing site on the night.

FIREWORK MATERIALS

Aerial Shells & Mines



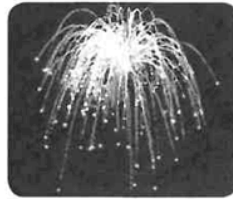
Multi-shot Boxes (Cakes)



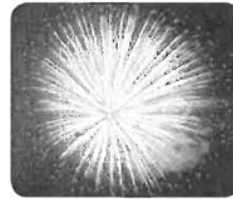
AERIAL EFFECTS



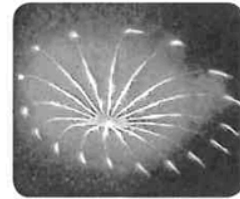
BIG WILLOW FLOWER
SILVER RAIN



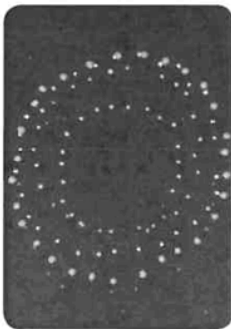
MULTIPLE REPORTS



GOLDEN TO CRACKLING



YELLOW TO RED TO BLUE
TO SILVER



FIVE COVERED RINGS
BY RINGS



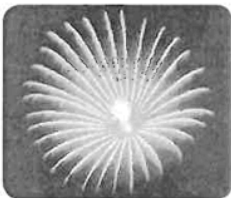
GOLDEN COCO TREE



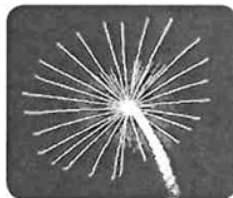
DANCING DRAGON



RED PEONY W/COCO PISTIL



SILVER CIRCLE W/WAVE
& RED PISTIL



RED SUN



RED THOUSAND RINGS



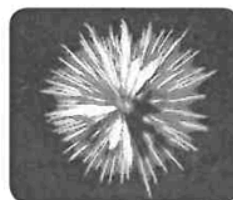
GREEN PEONY W/THOUSAND
COLOUR FLOWERS



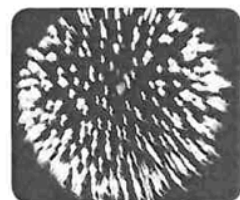
GREEN COCO



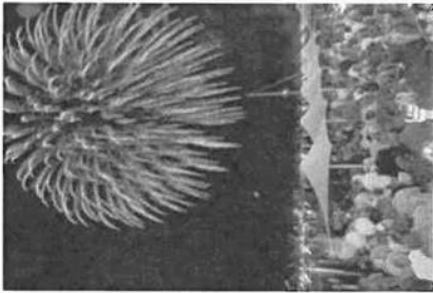
RED TO GOLDEN CROSSETTE



RED PEONY TO CRACKLING
W/COCO PISTIL



SILVER CHRYSANTHEMUM



Big Gold Chandelier for Tassie



Wires wires everywhere



Computers and fireworks - expensive



Matt with Big Guns in the Outback



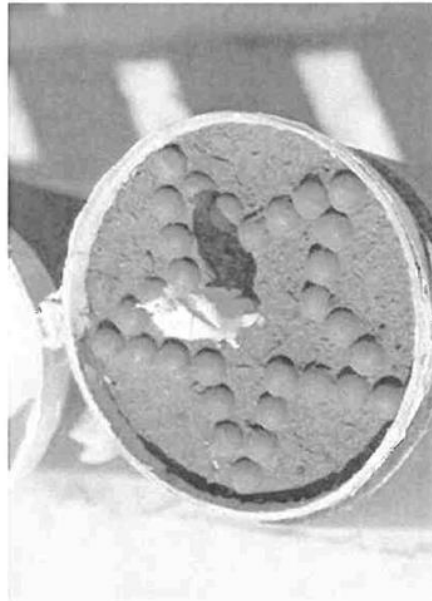
Fireworks Professionals Ready to fire



Big barge Display



Happy Birthday Woomera



Fireworks Professionals signature Shell

SAFETY TRACK RECORD

Fireworks Professionals, Bright Star Fireworks and Matthew Palmer:

- Perfect safety record.
- No accidents no injuries.
- No workers compensation claims.
- No public liability Insurance claims.
- No products liability insurance claims.

RISK MANAGEMENT PLANNING

- Comprehensive Safety Management System (Government Approved) incorporating
 - Safety policy
 - Risk management
 - Safe operating procedures
 - Information and communication
 - Emergency planning and procedures
- Contents page of above attached
- Risk Assessment and Hazard Control Plans for displays -example attached, 2 pages only.

OCCUPATIONAL HEALTH AND SAFETY POLICY

- Contents page attached
- Policy statement attached

ENVIRONMENTAL POLICY

- Attached

FIREWORKS PROFESSIONALS PTY LTD
SAFETY MANAGEMENT SYSTEM
INCLUDING
RISK MANAGEMENT AND EMERGENCY PROCEDURES

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FORM	
RISK ASSESSMENT & ENVIRONMENTAL SAFE WORK METHOD STATEMENT	
Hazard Identification and Control Plan	
Project:	

Potential Safety & Health Hazards	Control Measures	Before Control Measures			Responsibility to Implement & Monitor/ Supervise	After Control Measures		
		L	C	RR		L	C	RR
	<ul style="list-style-type: none"> All unnecessary personnel kept clear Products never to be left unattended and to be supervised at all times Trained in all Pyrotech policies and procedures All products are placed in plastic mortars and covered with fire and water resistant tape to prevent prematurely igniting from flames or sparks Head Pyrotechnician to report time remaining of display CASA and ASA notified by Pyrotech of all outdoor pyrotechnic display at least 7 working days prior to the display Pyrotech Crew to monitor the skies throughout standby mode Pyrotech Crew to delay start if any aviation is spotted in the immediate area When specified by CASA, Pyrotech to contact CASA 30mins prior to Display to be suspended or abandoned if aviation is spotted in the immediate area 	B	5	E	Pyrotech CASA ASA	E	3	M
Aviation								
Exclusion Zone breach Loss of crowd control	<ul style="list-style-type: none"> Complying with DNR TAS minimum clearance distance for fireworks display Licensed Pyrotechnician must establish an exclusion zone Appropriate safety tape / barriers / fences in place upon Pyrotech Crew arrival on-site Comply with AS 2187.4 minimum exclusion zone for an outdoor fireworks display Security to be contracted to maintain exclusion zones where necessary Minimal Crew required during display All unnecessary personnel kept clear Display to be suspended &/or abandoned until exclusion zone is secured & maintained Emergency Services contacted if necessary 	B	3	H	Pyrotech Event Management Venue Management Security	D	1	L
Debris Burning Fallout	<ul style="list-style-type: none"> Site Inspection conducted prior to final display design and layout to determine appropriate products and size as well as determining Fallout zones Research conducted with regards to weather conditions and taken into account with final display design and layout Complying with regulated minimum clearance distance for fireworks display Licensed Pyrotechnician must establish an exclusion zone 	B	3	H	Water Police Pyrotech	D	2	L

	27/07/2011
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FORM	
RISK ASSESSMENT & ENVIRONMENTAL SAFE WORK METHOD STATEMENT	
Project:	

REFERENCE MATRIX

The following qualitative risk analysis matrix has been taken from AS/NZS 4360:1999 Risk Management Standard. This matrix is used to arrive at the "Level of Risk" score throughout the risk analysis and is presented here for reference.

Likelihood	Consequences				
	5 Catastrophic	4 Major	3 Moderate	2 Minor	1 Insignificant
A - Almost Certain	25	20	15	10	5
B - Likely	20	16	12	9	4
C - Possible	15	12	9	6	3
D - Unlikely	10	8	6	4	2
E - Rare	5	4	3	2	1

Monitoring Periods Table				
Risk Rating		Monitor Works	Record	
16-20	Extreme	<ul style="list-style-type: none"> Work not to commence, review control measures immediately 	NA work does not progress NA	
10-15	High	<ul style="list-style-type: none"> Senior supervisory management to ensure all controls are in place before work commences. Strict monitoring of control measures. Work shall be conducted with Supervision and / or co-worker i.e. person involved with activity must not work alone. 	Daily ESWMS Inspection Sheet	
5-9	Medium	<ul style="list-style-type: none"> Responsibilities must be defined and understood by those involved before commencing work. Minimal Supervision required. 	Weekly ESWMS Inspection Sheet	
1-4	Low	<ul style="list-style-type: none"> Control by routine procedures 	Monthly ESWMS Inspection Sheet	

MONITORING as per Pyrotech Regulation No 168: The principal contractor must monitor the use of any work method statement required under this regulation to ensure that all persons to whom the statement applies comply with the statement.

- Principal contractor to review all ESWMS prior to commencing activity
- Principal contractor to monitor ESWMS during first week of activity
- Work supervisor/operator to monitor high risk activities daily
- Directors to monitor their activities weekly to ensure compliance and effectiveness of ESWMS

	27/07/2011
	Page 19 of 21

**Community Event Sponsorship Program
Round 3**

Applicant 4/2019

Coyote Hoops Basketball Club Inc.

Coyote Hoops Junior Basketball Carnival

CESP, Round 3, Application no. 4/2019, Coyote Hoops Basketball Club Inc., Coyote Hoops Junior
Basketball Carnival

Information to be submitted with your application	
	Attached
Your most recent annual financial statement certified by the President /Treasurer or audited by a qualified accountant as presented at an AGM	<input checked="" type="checkbox"/>
A copy of Event Plan / Checklist, including or concept plans	<input checked="" type="checkbox"/>
Where applicable supply evidence of cash support (e.g. recent bank statement)	<input checked="" type="checkbox"/>
Provide a Certificate of Incorporation demonstrating not-for profit status	<input checked="" type="checkbox"/>
Provide a signed copy of committee minutes <u>endorsing the event</u> , authorising an <u>application</u> to the Community Event Sponsorship Program and documenting the <u>authorised project contact</u>	<input checked="" type="checkbox"/>
Where applicable provide letters of support for the event	<input checked="" type="checkbox"/>
Where applicable provide a letter/email from the head of the organisation supporting the application	<input checked="" type="checkbox"/>

IMPORTANT

Incomplete applications will be considered non-compliant and ineligible for sponsorship. The applicant will be provided advice and requested to supply any outstanding documentation. Once all documentation has been received, the application will be processed and presented for assessment.

To avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Event Sponsorship Program



Submission date: 16 May 2019, 5:58PM

Receipt number: 19

Related form version: 6

Question	Response
Application Form	
Name of the organisation:	Coyote Hoops Basketball Club Inc
ABN:	42988740614
Facility Name/Address:	Coyote Hoops Basketball Club Inc
Postal Address:	P.O Box 287
Suburb:	Campbelltown
Person Responsible for the Sponsorship:	Ms
Name	Shirley
Title/Office:	Club Secretary / Treasurer
Phone	0408822374
Email	coyotehoops@salisbury.nsw.gov.au
Age	
What percentage (%) of your target population reside in City of Salisbury?	50% Club Participation 50% Visiting Teams
What events has your organisation held before?	2016, 2017, 2018 Coyote Hoops Basketball Carnival
Sponsorship category (please select one only):	up to \$5,000
Have you sought, or intend to seek funds from another source for this project?	No
Source/s:	
Amount/s:	0
Name of event:	Coyote Hoops Junior Basketball Carnival
Date of Event:	12/10/2019
Location of Event:	Ingle Farm Recreation Centre
Has this organisation held this event before?	Yes
If yes to the above, please provide dates of previous events:	2016, 2017, 2018
Brief description of your Event:	2 Day Junior Basketball Carnival Catering for 5-16 years old at social level and low division district players Local and Country areas
Why is the event needed?	Event provides networking club & basketball to the wider community at an affordable cost.

1 of 2

How will your event increase participation opportunities for community and economic development?	To involve basketballers of all levels of skills and cultures.
How will you promote and advertise the Event?	Flyers, Social Media, networks, Basketball SA, Salisbury up coming events
Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event?	Ingle Farm Recreation Centre
Community Group / Business	Basketball SA, Ingle Farm Shopping Centre
How they will benefit	Increase participation in basketball, use of their business during the carnival
Attach letters of support where applicable	
Events seeking \$10,000 What is the regional or state-wide significance of this event?:	
Events seeking \$10,000 What is the long term vision and sustainability of the event in the City of Salisbury:	
Please upload your budget spreadsheet from the template provided.	Events Grant Info.pdf
Please upload any additional documents that you want to include.	Events Grant Info.pdf
Position:	Club Secretary / Treasurer
9. APPLICATION DECLARATION	Name of signatory: Christine Munzer Link to signature
We agree to abide by the terms and conditions of sponsorship	Yes
On behalf of (Group/Organisation)	Coyote Hoops Basketball Club
Name:	Christine Munzer
Date:	15/05/2019
	Community Event Sponsorship Program



YOUR EVENT BUDGET

OUTLINE THE COST OF YOUR EVENT - ALL AMOUNTS ARE TO BE GST INCLUSIVE	AMOUNT	QUOTE USED
Item		
e.g. Marquee / Furniture Hire	\$ -	e.g. Rotary/Atlas Hire
Printing + Advertising	500.00	
Basketballs	400.00	
Trophies	2500.00	
Shedone Soukkes	1000.00	
Programming + Coordination	350.00	
Official Uniforms	300.00	
a. Total event cost	\$ 5050.00	
b. Your contribution	\$ 8761.00	Plus sharing with Club Salisbury
c. Other funds used		
TOTAL SPONSORSHIP REQUESTED	\$ 5050.00	



COYOTE-HOOPS BASKETBALL CLUB Inc
 PO Box 287 Campbelltown SA 5074
 E-mail:- coyote.hoops@outlook.com.au
 Face Book / Coyotehoopsbasketballclub

COSTING

COYOTE-HOOPS BASKETBALL CLUB INC
TWO DAY JUNIOR BASKETBALL CARNIVAL 12th & 13th OCTOBER

Covered by Council Grant

St John Service	\$1000:00
Programming	\$350:00
Printing & Advertising	\$500:00
Basketballs	\$400:00
Trophies	\$2500:00
Official Uniforms	\$300:00
Total	<u>\$5050:00</u>

Expenditure to Club

Court hire 3 court over two days.	\$1632:00
Insurance	\$880:00
Accredited umpires	\$1900:00
6 Volunteers	
16 hours @ \$34:89 per hour	\$3349:00
Total	<u>\$8761:00</u>

D.S. Young
 Club Secretary

Coyote-Hoops Basketball Club Inc is proudly sponsored by



Individuals, SMSF'S & all Business Entities
 Offices situated at Payneham & Royal Park

Contact -Robert Buss :-Mob 0437799713 - P 0884458667 -E -mail robbuss@pfstna.co.au

Frances Bedford MP JP *State Member for Florey*



Ms G Murray, Community Planner: Events
City of Salisbury
PO Box 8
SALISBURY SA 5108

Sent via email: gmurray@salisbury.sa.gov.au



436 Montague Road
Modbury North
South Australia 5092
(opp Clovercrest Shopping Centre)
Phone 8263 2666
Fax 8263 2166
florey@parliament.sa.gov.au
PO Box 143
Modbury North
South Australia 5092

Community Counts!!

Dear Ms Murray

I write in support of the application by the Coyote-Hoops Basketball Club for a funding allocation under the Community Event Sponsorship Program – Round 3 which is currently open.

The funding will assist this grassroots community club to hold an inclusive school holiday junior basketball carnival in October. The carnival brings together participants from within the City of Salisbury and the greater Adelaide region, showcasing the area to a cross section of visitors, as well as local players. The two-day carnival is open to all entrants, regardless of skill level, and is run wholly by volunteers to maximise the children's enjoyment in a family-friendly setting. The club has held carnivals for the past three years, and while getting bigger and better each year, running costs and organisational requirements are also increasing.

Coyote-Hoops Basketball Club is a club to be admired because it makes the sport of basketball accessible and fun for all. While costs to use their current facility have increased over recent seasons, they manage to maintain affordable prices for participants. This has allowed low-income families and multicultural groups to stay active and continue their involvement in the sport.

I have no hesitation in endorsing this application by the Coyote-Hoops and very much hope it will be successful. Please do not hesitate to contact me on 8263 2666 should you require further information or detail.

Yours sincerely


FRANCES BEDFORD

17 May, 2019



14 May 2019

Gemma Murray
c/- gmurray@salisbury.sa.gov.au

Dear Gemma,

RE: Coyote Hoops Basketball Club

This letter is offered as support for Coyote Hoops Basketball Club in a grant application to assist with their annual basketball carnival to be held on October 12 and 13, 2019.

Coyote Hoops Basketball Club is an associate member of Basketball SA. Basketball SA will assist the club to promote the carnival which is primarily for children aged between 5 and 16 playing in social recreational basketball programs or low division Basketball SA district competition.

We support the initiative of Coyote Hoops Basketball Club in offering alternative competition formats to their players and other members of the community. Carnival competitions offer players a fun format with the chance to play against opponents they wouldn't ordinarily compete against, thus improving both player and coach development. This is also an opportunity for officials to gain greater experience for pathway development.

Your favourable consideration is greatly appreciated.

Your sincerely,

A handwritten signature in black ink, appearing to read "Michelle Sterry".

Michelle Sterry
Stakeholder Relations Manager



Ingle Farm
Recreation
Centre

Ingle Farm Recreation Centre
Corner of Roopena Street & Beovich Road
Ingle Farm SA 5098
T: 08 7422 1500

13th May 2019

Re: Letter of support

To Whom it may concern,

The Coyotes Hoops Basketball Club has been participating at the Ingle Farm Recreation Centre for over 20 years now. They have teams in our Junior and Senior Basketball Competitions, they use the facility for training and club meetings and the Centre is their home base.

The Club has held three carnivals over the past three years which have proven to be very popular for the local teams in the community as well as bringing external teams into the City of Salisbury area. With the carnival becoming an annual event it is becoming known to the basketball community and growing every year.

This letter supports the application of the Coyotes Hoops Basketball Club to host a Two-Day Junior Basketball Carnival in October 2019 at the centre. The aim is to offer a grassroots carnival as an annual event for those team's/players who do not play at a higher level, giving them the same opportunities.

If you require any further information please do not hesitate to contact me.

Kind Regards

Carly Farrer
Area Manager
Salisbury & Pt Adelaide



Minutes

MEETING 8th May 2019 - 6pm IFRC

PRESENT : Kylie Gilmour, Paul Amos Matt Brown & Chris Munzer

APOLOGIES :- Kaine Armstrong, Melissa Dennis , Jason Bowman

1. **Affiliation to Basketball SA completed - cost to the club \$1008.**
Contact Basketball SA & organise
 - a. Level 0 & 1 Coaches course for club coaches
 - b. Skills clinic for players to be attended by high profile female or male basketball players.
2. Chris Munzer to proceed with application for funding for the coming event – Coyote-Hoops Junior Basketball Carnival to be held on the 12th & 13th October 2019
3. Flyers & promotion to commence ASAP - Paul Amos, Kylie Gilmour & Matt Brown to action
4. Teams from the club welcome to attend external carnivals – they must absorb the financial costs
5. DCSI clearances - Summary – clearances need to be received from Jessica Cundy & Marco Conidi, 14day to meet the criteria.
6. Cadbury Fundraiser – order placed - Kylie Gilmour to action.
7. Chris Munzer meeting with William McInerney- City of Salisbury Council, 12.30pm on Friday – finances/ longevity of grass roots basketball / community recreation vs commercial module/ DCSI criteria.
8. Old club basketball to be sold off @ \$10 per ball

Meeting closed at 7.19pm

M Brown



SOUTH AUSTRALIA
Associations Incorporation Act 1985
Section 20(1)

Incorporation Number: A42872

Certificate of Incorporation

This is to certify that

**COYOTE-HOOPS BASKETBALL CLUB
INCORPORATED**

is, on and from the first day of February 2016
incorporated under the Associations Incorporation Act 1985.

Given under the seal of the Corporate Affairs Commission at Adelaide on this first
day of February 2016

Commissioner of Corporate Affairs



Certificate



**AUDITORS INDEPENDENCE DECLARATION
UNDER SECTION 307C OF THE CORPORATIONS ACT 2001**

To members of the Coyotes Hoops Basketball Club Inc

I declare that, to the best of my knowledge and belief, in relation to the audit of Coyotes Hoops Basketball Club Inc for the year ended 31 December 2018 there have been;

- No contraventions of the auditor independence requirements of the Corporations Act 2001 in relation to the audit; and
- No contraventions of any applicable code of professional conduct in relation to the audit.

A handwritten signature in black ink, appearing to read "R. Buss", is written over the printed name.

Robert BUSS CTA FIPA MCom.
Director

ENTERED



**COYOTES HOOPS BASKETBALL CLUB INC
INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF COYOTES HOOPS BASKETBALL CLUB INC**

Scope

We have audited the bank statements and all supporting documentation and data (the financial records), for Coyotes Hoops Basketball Club Inc for the year ended 31 December 2018. The associations committee are responsible for the financial records for Coyotes Hoops Basketball Club Inc and the committee have determined that the accounting policies are appropriate to meet the needs of members and also the Associations Incorporation Act 1985. We have conducted an independent audit of the financial records in order to express an opinion on them to the members of the association. No opinion is expressed as to whether the financial records are appropriate to the needs of the members.


The financial records have been prepared to distribute to members of the association so as to fulfil the reporting requirements under the Associations Incorporations Act 1985. We disclaim any assumption of responsibility for any reliance on the financial records to which it relates to any other person other than the members, or for any purpose other than for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial records are free of material misstatement. Our procedures include the evaluation of accounting policies and significant accounting estimates, examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial records. These procedures have been undertaken to form an opinion whether, in all material respects, the financial records are presented fairly in accordance with accounting policies as described in Note 1 so as to present a view which is consistent with our understanding of the Association's financial position, the results of its operations and its cash flows. The financial records do not require the application of all Australian Accounting Standards and other mandatory professional reporting requirements. The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

As we have obtained all of the relevant documentation, and were able to satisfactorily discharge our duty, in our opinion:

The financial records give a true and fair view of the financial transactions of the Coyotes Hoops Basketball Club Inc, during the year ended 31 December 2018 in accordance with sec. 258(3) of the Companies (South Australia) Code.


Robert BUSS CTA FIPA MCom
Director

ENTERED 

SOCIETY CHEQUE ACCOUNT

COYOTE-HOOPS BASKETBALL CLUB
INCORPORATED

047

Customer Enquiries: 13 13 76
7:30am-7:30pm, Mon-Sat
13 13 76
Account Number: 7777 1840
Statement Period: 01/01/2019 - 31/03/2019
Statement No. 1
Page 1 of 21

Account Summary	
Opening Balance	22,076.46
Total Credits	829.21
Total Debits	3,350.10
Closing Balance	19,525.57

Date	Transaction Description	Debit	Credit	Balance \$
09 APR	OPENING BALANCE			22,076.46
09 APR	CHEQUE NUMBER 128	31.50		22,044.96
10 APR	lake Elbow season 2		77.50	22,122.46
10 APR	CHEQUE NUMBER 130	336.00		21,786.46
17 APR	LYNETTE BILNEY BihneyBYRONUI4	97.50		21,688.96
17 APR	CHEQUE NUMBER 129	70.00		21,618.96
17 APR	CHEQUE NUMBER 131	2,231.00		19,387.96
24 APR	ROBERTO SOLANO		77.50	19,660.46
29 APR	NYAREAT TEM Von Solano		97.50	19,757.96
30 APR	NAB Transfer KimShimon		60.00	19,817.96
30 APR	LAURA GRIMALDI			19,817.96
30 APR	HICKMAN MARIE NE		97.50	19,915.46
30 APR	CREDIT INTEREST Joshua Burtle	1.71		19,917.17
01 MAY	mathiesen bball		22.50	19,939.67
07 MAY	DENNIS SAN JOSE mathiesen		97.50	20,037.17
07 MAY	emjay samjose			20,037.17
07 MAY	ORS AP 80003322	200.00		20,237.17
08 MAY	CHEQUE NUMBER 132	611.00		19,626.17
08 MAY	CHEQUE NUMBER 136	100.00		19,526.17
08 MAY	CLOSING BALANCE			19,525.57



**COYOTE-HOOPS
BASKETBALL CLUB Inc.**

SCHOOL HOLIDAY BASKETBALL CARNIVAL

INGLE FARM RECREATION CENTRE

**SATURDAY, OCTOBER 13TH &
SUNDAY, 14TH OCTOBER 9AM - 5PM**

AGE GROUPING/s
(BASED ON YEAR OF BIRTH)

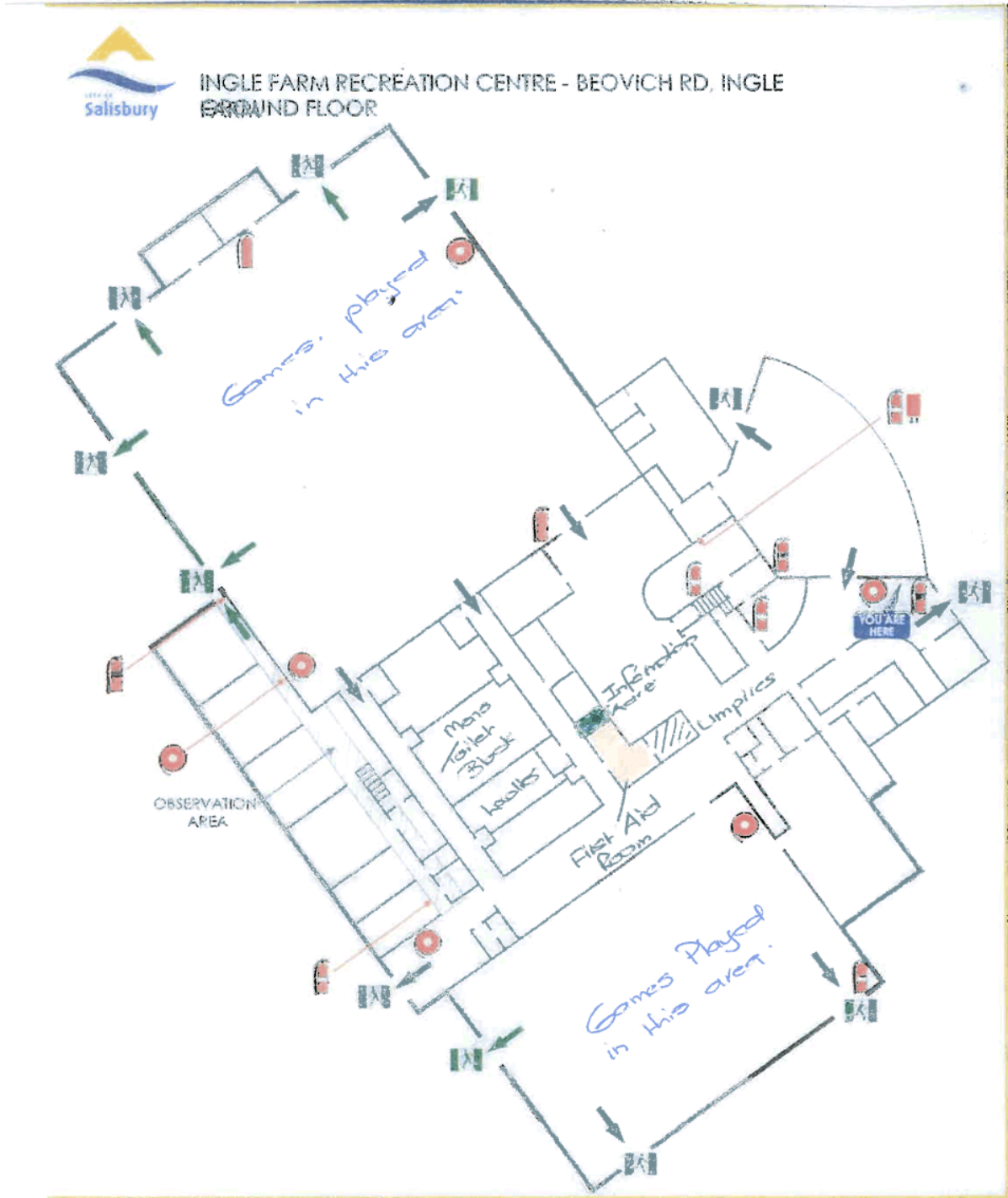
- U10s – 2009 and later**
- U12s – 2007/2008**
- U14s – 2005/2006**
- U16s – 2003/2004**
- U18s – 2001/2002**

Nomination Fee
\$70 per team
Nominations close
21st September



For more information:
Chris: 0408822374 Kylie: 0403007487
Email annabell@adam.com.au for a nomination pack





**Community Event Sponsorship Program
Round 3**

Applicant 5/2019

Mawson Boat Club Inc.

Mawson Boat Club Picnic Regatta

CESP, Round 3, Application no. 5/2019, Mawson Boat Club Inc., Mawson Boat Club Picnic Regatta

Information to be submitted with your application

	Attached
Your most recent annual financial statement certified by the President /Treasurer or audited by a qualified accountant as presented at an AGM	<input checked="" type="checkbox"/>
A copy of Event Plan / Checklist, including or concept plans	<input checked="" type="checkbox"/>
Where applicable supply evidence of cash support (e.g. recent bank statement)	<input type="checkbox"/>
Provide a Certificate of Incorporation demonstrating not-for profit status	<input type="checkbox"/>
Provide a signed copy of committee minutes <u>endorsing the event</u> , authorising an <u>application</u> to the Community Event Sponsorship Program and documenting the <u>authorised project contact</u>	<input type="checkbox"/>
Where applicable provide letters of support for the event	<input checked="" type="checkbox"/>
Where applicable provide a letter/email from the head of the organisation supporting the application	<input checked="" type="checkbox"/>

IMPORTANT

Incomplete applications will be considered non-compliant and ineligible for sponsorship. The applicant will be provided advice and requested to supply any outstanding documentation. Once all documentation has been received, the application will be processed and presented for assessment.

To avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Event Sponsorship Program

Submission date: 18 May 2019, 12:36AM

Receipt number: 20

Related form version: 6

Question	Response
Application Form	
Name of the organisation:	Mawson Boat Club Inc.
ABN:	93944018091
Facility Name/Address:	The Boat Shed First Ave Mawson Lakes
Postal Address:	2 Rothbury Ave
Suburb:	Tusmore
Person Responsible for the Sponsorship:	Mr
Name	Gerard
Title/Office:	President
Phone	
Email	mawsonbc@gmail.com
Age	
What percentage (%) of your target population reside in City of Salisbury?	90%
What events has your organisation held before?	Mawson Boat Club Picnic Regatta November 2018 100
Sponsorship category (please select one only):	up to \$5,000
Have you sought, or intend to seek funds from another source for this project?	Yes
Source/s:	Private Sponsorship \$500, fundraising \$500.00
Amount/s:	3100
Name of event:	MAWSON COMMUNITY CHALLENGE SPLASH & DASH FUN REGATTA
Date of Event:	14/09/2019

1 of 3

Location of Event:	Sir Douglas Mawson Lake
Has this organisation held this event before?	No
If yes to the above, please provide dates of previous events:	No
Brief description of your Event:	COMMUNITY ROWING CHALLENGE SPLASH AND DASH FUN REGATTAINRODUCTION OF ROWING TO THE BROADER COMMUNITY CENTRES THROUGH INDOOR ROWING EXPOSURE, FOLLOW UP LEARN TO ROW PROGRAM CULMINATING IN FUN EVENT
Why is the event needed?	The Salisbury community is underserved in the delivery of rowing and watersports. Increase participation opportunities, and add to the community and cultural life within the City of Salisbury
How will your event increase participation opportunities for community and economic development?	Mawson Boat Club believes we are "reaching out" to individuals and groups of people who do not traditionally participate in a rowing program. This means engaging with groups of people who are not familiar with the sport. Community outreach programs often recruit from populations that will have barriers to joining rowing clubs. Sports-Based Youth Development rowing programs are also sports-based youth development programs. The term "sports-based youth development program" is coined and defined in the context of the community youth development framework. Sports-based youth development programs are out-of-school-time programs that use a particular sport to facilitate learning and life-skill development in youth. Community youth development programs use a community youth development approach to create opportunities for youth to connect to others, develop skills and use those skills to contribute to their communities. In turn, these programs increase their ability to succeed, not only in sports but in life. Offering a big increase in rowing activities to new/inexperienced/non-club members and an opportunity for greater appreciation of the sport in the general resident community. Likewise it will provide a vehicle for other community groups to have the opportunity to engage first hand with the community at large
How will you promote and advertise the Event?	Local Messenger Newspaper, Community Radio, Mawson Lakes Living, Social media, Local Businesses and community groups through leaflets, Posters, Banners
Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event?	Disengaged youth as well as local sports groups, such as netball, football fitness gym members. The greater rowing community. Other sports/community clubs and local businesses have been invited to participate. More will become involved as we further promote the event. Promotion of the local business community to residents as well as to visitors. Community groups will be approached and invited to participate.
Community Group / Business	The Mawson Hotel, La Vita Restuarant, Ebisu Restuarant, Tick Fitness, Mawson Centre has been invited to participate in promoting the event as will its users & Boulevard traders will be approached.

How they will benefit	There will be social interactions and economic flow on to community and business's who participate in this event especially those that provide incentives to their business through the provision of vouchers which will be used as prizes on the Communit Event day. New opportunity for locals and visitors to participate in a healthy activity providing fitness support. Greater business opportunity through increase in visitors and pedestrian traffic flow though extra visitors to the area
Attach letters of support where applicable	Mawson BC - RSA Grant Support Letter (4).pdf
Events seeking \$10,000 What is the regional or state-wide significance of this event?:	
Events seeking \$10,000 What is the long term vision and sustainability of the event in the City of Salisbury:	
Please upload your budget spreadsheet from the template provided.	Costs of Event amount Quote used.docx
Please upload any additional documents that you want to include.	Current Community rowing Challenge Brochure.pdf
Position:	President
9. APPLICATION DECLARATION	Name of signatory: Gerard Link to signature
We agree to abide by the terms and conditions of sponsorship	Yes
On behalf of (Group/Organisation)	Mawson Boat Club
Name:	Gerard Elder
Date:	17/05/2018
	Community Event Sponsorship Program

Costs of Event	amount	Quote used
<u>Marketing</u>		
30 Posters	300.00	Office works
3000 b/w Leaflets One side	160.00	Office Works
Messenger	600.00	Northern Messenger
Messenger Insert Promotion 3000 leaflets	289.41	Northern Messenger
Mawson Lakes Living	1120.00	Sponsor MML
Mawson Lakes Living		
¼ page in July = \$199		
1/2 page in Aug = \$342		
Full page in September = \$579		
TOTAL \$1,120		
Facebook Promotion	100.00	Facebook
2 Banners o supply only a digitally printed banner measuring 2500mm x 800mm will	480.00 plus gst	be priced at \$240+GSTeach Infinity Signs
	Sub-total	3049.41
	Minus	1120.00
		MLL Sponsor
	Sub-total	1929.41
Indoor Rowing Visits to Community Centres including Shopping Centres, Sports Clubs and Schools		
Petrol	4 wks @ \$50.00 per wk	200.00
	Sub-total	200.00
<u>Event Day requirements</u>		
Marquee (For Community groups)	550.00	Rite Hire
5 x Concept 2 Ergo Rowing Machines	nil	Rowing SA Sponsor
Video Camera and Tripod	260.00	Pro AV Solutions
Giant Inflatable Floaties for Obstacle course	100.00	Big W
Ergo Monitoring cables	nil	Rowing SA Sponsor
Medals & Trophy	160.00	Northside Trophies
BBQ Sausages Catering for 200 single serves	100.00	Coles
Water 100 bottles	45.00	Coles
	Sub-total	1215.00
Security	200.00	TBA
Music Entertainment	200.00	Local Act TBA
	400.00	

Costs of the Event Sub-total \$3744.41

Projected Revenue from the following:

- 1. **Indoor Rowing**
Community Clubs/Sporting Clubs & School visits
Nil income
 - 2. **Splash & Dash Learn to Row Program (Discounted)**
50 participants @ \$20.00 each = \$1000.00
 - 3. **Community Group stalls (Free)**
6 Groups = nil
- Potential Income \$1000.00**

Projected Income and Expenditure

Expenditure 3744.41
Contingency 355.59
Sub-total 4100.00

Purchase of the 1 Concept 2 Ergo Rowing Machine..... 1410.00
Extra Community Event Promotion Pamphlets
3000 B/W A4 folded Double sided 300.00
Security 1 person 290.00

Sub total 6000.00

Income 1000.00
Deficit 5000.00

Grant Request \$5000.00

Nicole Walker
Treasurer MBC

Jerry Elder
President MBC

Mawson Boat Club

Financial Statement	2017/18
Income	
Club Membership Fees	2120.00
Rowing SA Memberships	760.00
Sports Vouchers	400.00
Loans	1342.42
Grants	4000.00
Total income:	5780.00
Expenses	
Rowing SA Affiliation	315.00
MLSRA Affiliation	50.00
Rowing SA Memberships	760.00
Rent	1000.00
Returned grant monies	99.00
Marketing	2693.25
Boat Transport	200.00
Total Expenses	5117.25
Surplus	2163.75
Bank balance	1488.18
Cash	675.57

Nicole Walker

Treasurer

Mawson Boat Club



16th May 2019

Attention: Jerry Elder - Mawson Boat Club President
Mawson Lakes Boat Shed
First Ave
Mawson Lakes SA 5095

Dear Jerry,

Re: Mawson Boat Club - Rowing SA support for 'Community Rowing Challenge' program

I write to confirm that Rowing SA consider the Boatshed and facilities at Mawson Lakes to be of great value to the sport of rowing, and we remain committed to assist in the development of your Club, programs and facilities within our limited resources. Thank you for your ongoing commitment to reach into local schools and communities in the northern suburbs through our sport of rowing, and we look forward to assisting with your plans to grow the sport in that region.

Rowing SA's State Development Officer (Sam Jordan) and I believe your proposed 'Community Rowing Challenge' program is a wonderful initiative to promote the sport of Rowing through Indoor Rowing competitions/exhibitions in various local community settings as the first stage in a series of events to engage young people. The subsequent 'Learn to Row' program then leads into a unique, fun competition for participants to experience - the 'Splash & Dash Regatta'. This program demonstrates your Club's support for greater participation in rowing, particularly in the northern suburbs surrounding your facility. Another key outcome of this program is the promotion of positive health outcomes through the proposed rowing activities at the Sir Douglas Mawson Lake in a community-friendly environment.

In summary, Rowing SA endorses this program and can offer the following support:

- Loan of 1 or 2 rowing machines (Ergo's) during the July-September part of the program
- Loan of up to an additional 4 machines for use at the 'Community Rowing Challenge' day
- Promotion and support of the 'Community Rowing Challenge Splash & Dash' event – promoting through the northern suburbs, local media, SA rowing community, and via Rowing SA's website and social media channels

We wish you all the best with your grant application and look forward to working with you on this new initiative. If you or the Council require any further information, I can be contacted at the office (see below), via my mobile (0410-554-611) or my direct email (dhutton@rowingsa.asn).

Yours sincerely,

David Hutton.
Chief Executive Officer
Rowing South Australia Inc.

Rowing SA Incorporated
116 Military Road, West Lakes Shore, SA 5020
P +61 8 8242 3285 F +61 8 8242 3162
W www.rowingsa.asn.au ABN 31 137 351 369



Government of South Australia
Office for Recreation and Sport





Jeff Sykes and Associates P/L (ABN: 21 051 674 625)
 65-67 Tucker Street
 Breakwater, Victoria, 3219
 Tel: (03) 5221 3655 Fax: (03) 5221 2596
 www.sykes.com.au www.concept2.com.au

Quote Detail

Quote Number	00002035	Prepared By	Scott Mullen
Created Date	14/11/2014	Contact Number	0417 357 974
Expiration Date	19/12/2014	E-mail	scott@concept2.com.au

Purchaser Details

Contact Name	Gerard Elder	Mobile	0419 854 371
Email	mawsonbc@gmail.com		
Bill To Name	Mawson Boat Club	Ship To Name	Mawson Boat Club
Bill To	2 Rothbury Ave Tusmore, SA 5065 Aus	Ship To	2 Rothbury Ave Tusmore, SA 5065 Aus

Product Code	Quantity	Product	Sales Price	Total Price
C2ROWER-D5	2.00	C2 Model D2 Indoor Rower With Pm5 Monitor	\$1,230.00	\$2,460.00
		Subtotal		\$2,460.00
		Freight		\$100.00
		GST Payable		\$256.00
		Purchase Price		\$2,816.00

Thank you for your enquiry, your quote is valid until the date shown in the Quote Detail section above.
 To proceed with this order, please contact the salesperson listed above to co-ordinate payment and despatch

MAWSON FUN DAY

SAT. 14TH SEPTEMBER 2019
(Date to be confirmed)



COMMUNITY ROWING CHALLENGE
SPLASH AND DASH REGATTA
TO THE STEPS ARTWORK AND BACK
LAKE OBSTACLE COURSE
PLUS



**350M LAKE RACES &
ALL AGES INDOOR ROWING
FUN COMPETITION**

Major
Sponsor
tba



PRIZES INCLUDING
DINNER FOR FOUR
MAWSON LAKES HOTEL



JOIN IN THE FUN

**COMMUNITY, SCHOOL, SCOUTS, SPORTING GROUPS
SENIORS, MASTERS & FAMILY CREWS - ALL WELCOME**

Start your Learn to Row & form a crew
CONTACT MAWSON BOAT CLUB
PH: 0419854371 EMAIL: mawsonbc@gmail.com

Singles Doubles Quad & Coxed 8 Events
ALL BOATS SUPPLIED BY MAWSON BOAT CLUB

JOIN IN THE FUN - HAVE A GO! LEARN TO ROW!

FUN FITNESS & FRIENDSHIP!

MAWSON BOAT CLUB THE BOAT SHED FIRST AVE MAWSON LAKES

COMMUNITY ROWING CHALLENGE

PHASE 1 RECREATIONAL AND COMPETITIVE ROWING FAMILIARISATION



JULY 1ST – 31ST July 2019

PROVISION OF ERGO EQUIPMENT & INTRODUCTION TO INDOOR ROWING

- Promotional Come & Try Visits to Community Centres, Sporting Clubs, Shopping Centres, Scout groups, Primary and Secondary Schools.

ACCESS TO INDOOR ROWING AT THE BOAT SHED

- 4 Ergo Rowing Machines at the Boat Shed, Mawson Lakes
- Morning and evening sessions

ROWING VIDEO PRESENTATION

- Pathfinder coxed 8+ video to community groups & senior school students
- The Australian Rowing Technique
- Rowing Australia 'Excellence' 'Being your Best' VIDEO

GUEST SPEAKER VISITS TO COMMUNITY CENTRES SPORTS CLUBS AND SCHOOLS

- MBC CLUB Captain
- President MBC

SALSIBURY & MAWSON LAKES GYM MEMBERS JULY - SEPTEMBER SPECIAL OFFER

- MAWSON LEARN TO ROW 25% MEMBERSHIP DISCOUNT TO GYM MEMBERS

COMMUNITY, SPORTS AND SCHOOL GROUP JULY SPECIAL – SEPTEMBER DISCOUNTS

- Learn to Row Discounts. Contact Mawson BC on 0419854371 for information.

A COMMUNITY FRIENDLY AND ENGAGING MAWSON ROWING EVENT

COMMUNITY ROWING CHALLENGE

PHASE 2 AUGUST - TRAIN TO TRAIN

TRAINING WITH TRANSPORT SUPPORT THROUGH MBC, COMMUNITY, SCHOOL & PARENT VOLUNTEERS

Pre – season training

Group 1 – Starts 4th 2019

Students not committed to a sport

Twice a week (Days to be advised)

- Technique Development
- Fitness training
- Strength & Conditioning

Group 2 – Starts August 18th 2019

- Students participating in a Winter sport

Twice a week (Days to be advised)

- Technique Development
- Strength & Conditioning



PHASE 3 SEPTEMBER TRAIN TO COMPETE

Crew Selection

- Time Trials 14th & 15th Sept.
- Rowing Camp (28th, 29th, 30th Sept. Date to be confirmed)
- Developing Teamwork, Power & Speed

PHASE 4 SEPTEMBER & OCTOBER

- West Lakes Long distance training
- Strength development – Personal commitment to track progress, 'Being your Best'
- Race Plan Development
- Train to Compete/Win
- Debut race with friendly club (TBA)
- Opening of the Rowing SA Regatta Season (October Date TBA)

Recreational Group - Mawson Lakes Rowing

Southern Region Rowing Tour – South Port Noarlunga, Goolwa

Northern Region Rowing Tour – Port Pirie

Riverland Rowing Tour – Murray Bridge

Port River Rows

West Lakes Rows

Mawson Boat Club Inc.



ROWING OPPORTUNITIES FOR NORTHERN COMMUNITIES

1. INTRODUCTION TO ROWING

Community, Scouts, Schools & Sporting Club Visits

2. YOUTH LEARN TO ROW PROGRAM

6 wk. course

3. SENIORS & MASTERS LEARN TO ROW PROGRAM

Flexible 10 – 15 wk. one session per week course

4. COMMUNITY ROWING CHALLENGE

Obstacle Regatta – Splash & Dash and Indoor Event

5. ONGOING OPPORTUNITY

Competitive Rowing & Recreational Rowing



Mawson Lakes Hotel, Ebisu Restaurant Mawson Lakes, La Vita Restaurant
Tick Fitness,

MAWSON BOAT CLUB INC.



COMMUNITY ROWING CHALLENGE

TO THE STEPS ARTWORK AND BACK LAKE OBSTACLE COURSE

SPLASH AND DASH FUN REGATTA

Singles Doubles Quad & Coxed 8 Boat Race Events

NOMINATE A CREW - LEARN TO ROW IN JULY & AUGUST

All Boats supplied by Mawson Boat Club Call 0419854371 to nominate!

SIR DOUGLAS MAWSON LAKE 350M SPRINT

9.00 AM – 12 NOON SAT. 7TH SEPTEMBER 2019 (TBC))

MEET & GREET ON THE BOATSHED MOUND

COME & TRY SESSIONS! INDOOR ERGO ROWING COMPETITION!

GREAT PRIZES TO BE WON!

JUNIORS, SENIORS, MASTERS & FAMILY CREWS

COMMUNITY CLUBS

SCHOOL DISPLAYS, SPORTING GROUPS

BBQ, FOOD & ENTERTAINMENT



ALL WELCOME



CONTACT MAWSON BOAT CLUB

PH: 0419854371 EMAIL: mawsonbc@gmail.com

JOIN IN THE FUN - HAVE A GO! LEARN TO ROW!

FUN FITNESS & FRIENDSHIP! SPONSORED BY MAWSON LAKES LIVING

MAWSON BOAT CLUB THE BOAT SHED, FIRST AVE. MAWSON LAKES

Mawson Boat Club Incorporated

Minutes from SPECIAL MEETING the 13th May 2019. The Boat Shed, First Ave. Mawson Lakes

The meeting opened at 5.35pm

Present Nicole Walker, Matt Cazdow, Quynh Hoang, Jerry Elder Absent: Alan Rose, Corryn Dean

The meeting was called to be briefed about the Community Grant application to The Salisbury City Council and to seek the management approval for the application.

1. Jerry presented his brief about the proposed 'Splash and Dash' Fun Regatta event and the scope to be a broader community event in comparison to previous Open Day and Picnic Regattas
Points raised included:
 - Goal to earn awareness, promote rowing to broader community and new memberships.
 - To apply for Salisbury City Council community grant to fund community events.
2. Action Plan as set out by Jerry (see his flyer)
3. Matt and Quynh spoke positively about the good value that the parents and their children enjoyed from the club's inexpensive fees. Matt said it was the cheapest in the region, saying that being able to attend three times a week for such a low fee was great value.
4. Matt and Quynh to email back feedback on rowing club from point of view of parents
5. Action Plan as set out by Jerry Elder
It had to focus on fun and reach out to broader community
An obstacle course with inflatable obstacles such as Unicorns and Crocodiles could be used.
 - The course would include rowing around to the other side of the bridge to the Steps that lead nowhere.
 - Use Facebook
 - Shopping centres
 - Scout groups
 - Library
 - During school
 - West Lakes Come & Try
6. Ideas for community awareness were discussed
7. Jerry mentioned that the inclusion of Loreto College rowers at last years Picnic regatta added a lot of people and made the morning a success. He had spoken to the Loreto coach at the recent CEO Forum and that he had said they would consider coming again.
8. Promotional material such as posters and leaflets were needed but that Social Media needed to be better employed to be more effective in promoting the event.
9. Jerry Identified that we need to encourage much greater participation across the community and that included the Scouts, the Defence forces and local sports teams. He mentioned that he had a conversation with one of the coaches of the Mawson Football Club who responded that they would look in the project as they finished their season in early August and had a lot of Juniors who could be interested. He was looking forward to catching up for a chat.

Motion put forward that we accept Jerry's proposal, and that funding to be sought for advertising, getting out into community groups, fixing boats and equipment, seconded by Nicole Walker. Vote called. All in favour. Motion passed.

The meeting closed at 5.57pm

Minutes taken by Quynh Hoang 

Verified by Nicole Walker Secretary/Treasurer

Jerry Elder President

24th May 2019

**Community Event Sponsorship Program
Round 3**

Applicant 6/2019

Bagster Road Community Centre Inc.

Bagster Road Community Open Day -
40th Year Celebration

CESP, Round 3, Application no. 6/2019, Bagster Road Community Centre Inc., Bagster Road
Community Open Day - 40th Year Celebration

Information to be submitted with your application

	Attached
Your most recent annual financial statement certified by the President /Treasurer or audited by a qualified accountant as presented at an AGM	<input checked="" type="checkbox"/>
A copy of Event Plan / Checklist, including or concept plans	<input checked="" type="checkbox"/>
Where applicable supply evidence of cash support (e.g. recent bank statement)	<input type="checkbox"/>
Provide a Certificate of Incorporation demonstrating not-for profit status	<input checked="" type="checkbox"/>
Provide a signed copy of committee minutes <u>endorsing the event</u> , authorising an <u>application</u> to the Community Event Sponsorship Program and documenting the <u>authorised project contact</u>	<input checked="" type="checkbox"/>
Where applicable provide letters of support for the event	<input checked="" type="checkbox"/>
Where applicable provide a letter/email from the head of the organisation supporting the application	<input type="checkbox"/>

IMPORTANT

Incomplete applications will be considered non-compliant and ineligible for sponsorship. The applicant will be provided advice and requested to supply any outstanding documentation. Once all documentation has been received, the application will be processed and presented for assessment.

To avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Community Event Sponsorship Program



Submission date: 17 May 2019, 3:50PM

Receipt number: 16

Related form version: 6

Question	Response
Application Form	
Name of the organisation:	Bagster Road Community Centre Inc.
ABN:	47961231060
Facility Name/Address:	17 Bagster Road, Salisbury North, SA 5108
Postal Address:	17 Bagster Road, Salisbury North, SA 5108
Suburb:	Salisbury North
Person Responsible for the Sponsorship:	Ms
Name	Christine Holz
Title/Office:	chairperson
Phone	(08) 8532 1111
Email	christine.holz@bagsterroadcommunitycentre.org.au
Age	100
What percentage (%) of your target population reside in City of Salisbury?	100%
What events has your organisation held before?	Quiz Night 05/11/2016 80; Fun Day 29/03/2014 2000+; Community Open Day 26/03/2010 1000
Sponsorship category (please select one only):	up to \$10,000
Have you sought, or intend to seek funds from another source for this project?	No
Source/s:	
Amount/s:	0
Name of event:	Bagster Road Community Open Day--40th Year Celebration
Date of Event:	19/10/2019
Location of Event:	Bagster Road Community Centre, 17 Bagster Road, Salisbury North, SA, 5108

1 of 5

Has this organisation held this event before?	Yes
If yes to the above, please provide dates of previous events:	Fun Day 29/03/2014; Community Open Day 26/03/2010.
Brief description of your Event:	Bagster Road Community Centre is undertaking its 40th year of operation. To celebrate this milestone the centre has decided to host a series of community events to engage the community in a socially inclusive environment that encourages connection and ongoing participation. One of many events in 2019, the open day will deliver an activity that caters to every age group in the community at a time when everyone has the capacity to attend, which also allows the community to experience the history of Bagster Road Community Centre. This free family event will provide interactive stalls, performances and family-friendly entertainment for all ages.
Why is the event needed?	Bagster Road Community Centre (BRCC) has been serving the community for 40 years and striving to work towards satisfying the needs of all local community members wherever possible. The Salisbury North area is highly disadvantaged with large degrees of social, economic, financial, employment and education disadvantage. Employment status is limited in terms of low income, and opportunity due to low educational attainment, and jobs in relatively unskilled occupations. BRCC attempts to boost community engagement, provide opportunities for social connection and formal pathways, and works to build up community resilience and improved wellbeing. Based on the most recent community needs analysis, there are still 34.38% of the community members who have never attended Bagster Road Community Centre. Traditionally the centre has engaged the community in community wide social events up to 4 times per year, although this has reduced in recent years due to increasing costs. This event will address the social need in the community and provide some sustainable interaction that will continue post the event, as previously experienced. This cross participation, and social interaction addresses the social disadvantage experienced in the local community. Additionally, 60.94% of the local community voted for cultural and social group activities. With a socially inclusive focus, the open day will work towards providing an opportunity for the whole of the community to engage in an interactive and culturally respectful way.

How will your event increase participation opportunities for community and economic development?	This event will be one of several hosted by the centre to celebrate its 40th birthday. As a free event, there will be opportunity to give something back while engaging a wider reach within the community and encourage new participation post event. Other events have a similar social aspect, and encourage community wide engagement. However, these events are designed to target specific cohorts within the community. For example: art and craft days, filming projects, rockabilly dance nights, children holiday activities etc. The open day is designed to bridge the generations, cultures within the community, and create an opportunity for people of all ages and aspects of the community to engage in a socially interactive environment that has something for everyone. While providing opportunity to decrease social isolation, the event will complement existing services by showcasing to the wider community everything the centre has to offer, and will include but not be limited to the promotion of the centres activities aro
How will you promote and advertise the Event?	Bagster Road Community Centre has already established collaboration and partnership with the City of Salisbury Council, Twelve25 Salisbury Youth Enterprise, Relationship Australia, Novita, schools, medical centres, and the local shops. The printed flyers will be sent to the above agencies and institutions as well as emailed out to the available networks. The Discover Salisbury will be approached for promotion of the event. The event will also be advertised through Centre's Facebook Page, their website, and all the regular contacts of the centre.
Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event?	Yes
Community Group / Business	Neami, Sonder, Incompro, NILS, Marra Dreaming, Neighborhood Watch, Novita, XN Family Horticulture, Lion club, Cook Island Church, etc.
How they will benefit	-Showcase their services; Meet more community members by having meaningful interaction; -Build up network.
Attach letters of support where applicable	Zoe Bettison - Letter of Support - Bagster Rd Community Centre.pdf letter of support neighbourhood watch.pdf Jon Gee Letter of Support.pdf

<p>**Events seeking \$10,000** What is the regional or state-wide significance of this event?:</p>	<p>Bagster Road Community Centre has been serving the community for 40 years, which is even longer than the peak body—community Centre SA. This makes the 40th birthday celebration very significant and unique for the centre. BRCC will work align with the objectives of the Intercultural Strategic Plan and the key directions of City Plan 2030 of City of Salisbury, and aims to achieve the following objectives in the celebration of the centre's 40th birthday. • A welcoming community will be further developed by celebrating and valuing diversity so that local community members could gain a sense of recognition and achievement, a sense of belonging, and learn to respect each other and understand the community unity and community contribution in a practical way. • Community members will be involved in speaking up and decision making in community development. • Access to community services will be broadened by providing opportunities for community members to participate in social life and increasing their connection to each other and to the community. • An opportunity to increase confidence through the encouragement to connect with people outside of their social circles, and to share their aspects of music and entertaining, improved communication skills and social skills.</p>
<p>**Events seeking \$10,000** What is the long term vision and sustainability of the event in the City of Salisbury:</p>	<p>Bagster Road Community Centre Open Day will adopt sustainable options wherever possible and while it is a one off event celebrating the 40th Birthday of the centre, it forms part of a series of large community social events hosted by the centre every four plus years. There is a combination of leased equipment, donated supplies and services and booked interactive entertainment options. The sustainable options will focus on the environmental options for consumables, low or no cost programs hosted by the centre as taster options for what people can participate in during normal business hours, and options to share and give back to the local community and local businesses through their involvement at a level acceptable to them. The event is also organised outside of the centres normal business operating hours to allow for opportunities to participate from the whole community, including those who are employed and not generally participants of the centre.</p>
<p>Please upload your budget spreadsheet from the template provided.</p>	<p>event_budget_1.xlsx</p>
<p>Please upload any additional documents that you want to include.</p>	<p>2016 Census QuickStats_Salisbury North.pdf Salisbury North_Region Data Summary.pdf SEIFA disadvantage by small area_City of Salisbury_profile.id.pdf community needs analysis social activities.pdf community needs analysis engagement data.PNG atlas-event-party-hire-price-list-201807-v1.pdf Certificate of Incorporation.pdf Management Committee meeting minutes.pdf Financial statement Bagster Road Community Centre 062018.pdf jumping_rides.pdf magic show quote.pdf St John Quote - 15171 - Event Open Day - 19 October.pdf zigzag.pdf evidence of previous events.pdf Event Management WHS Risk Assessment Form (1).pdf open day 2019 prep plan.pdf</p>

4 of 5

Position:	Chairperson
9. APPLICATION DECLARATION	Name of signatory: Jan Braunholz Uploaded signature image: Jan signiture.jpg
We agree to abide by the terms and conditions of sponsorship	Yes
On behalf of (Group/Organisation)	Bagster Road Community Centre
Name:	Jan Braunholz
Date:	17/05/2019
	Community Event Sponsorship Program



YOUR EVENT BUDGET

OUTLINE THE COST OF YOUR EVENT – ALL AMOUNTS ARE TO BE GST INCLUSIVE	AMOUNT	QUOTE USED
Item		
<i>Marquee 3mx6m *12; 3mx9m *1// Furniture Hire</i>	\$ 5,265.00	<i>Atlas Hire</i>
<i>Stage (3.6mx4.8m *1) and steps *3/Furniture Hire</i>	\$ 610.00	<i>Atlas Hire</i>
<i>Interactive children's hire</i>	\$ 1,370.00	<i>Castle capers</i>
<i>Performers</i>	\$ 1,399.00	<i>Steve Presto Magic / Cool4kids/band'costume hire</i>
<i>Children craft and activity</i>	\$ 576.00	<i>Zig Zag Ballons (facepainting). Local craft shopsSecurity (\$70/hr *5hrs *2)/ First Aid</i>
<i>Event safety service</i>	\$ 955.00	
<i>Marketing & Promotion</i>	\$ 750.00	
<i>Volunteer support staff *15 (\$34/hr * 10)(in-kind)</i>	\$ 5,100.00	
<i>Venue (10 hours in total * 8 spaces/rooms)(in-kind)</i>	\$ 2,350.00	
<i>Equipment usage (including but not limited to projectors, speakers/microphones, display boards, power supplies, cooking equipment, usage for patrons)(in-kind)</i>	\$ 6,762.00	
<i>Event cleaning (\$34/hr * 5 hrs * 5 staff) (in-kind)</i>	\$ 850.00	
a. Total event cost	\$ 25,987.00	
b. Your contribution	\$ 15,987.00	
c. Other funds used		
TOTAL SPONSORSHIP REQUESTED	\$ 10,000.00	

Bagster Road Community Centre Inc
ABN 47 961 231 060

Financial Statements
For the year ended 30 June 2018

Ascensio Accountants
Suite 12, 116-120 Melbourne Street
NORTH ADELAIDE SA 5006
Phone: 08 8267 4800 Fax: 08 8239 0728
Email: nat@ascensio.com.au

Bagster Road Community Centre Inc
ABN 47 961 231 060

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Bagster Road Community Centre Inc
ABN 47 961 231 060
Committee's Report
For the year ended 30 June 2018

Your committee members submit the financial accounts of the Bagster Road Community Centre Inc for the financial year ended 30 June 2018.

Committee Members

The names of committee members at the date of this report are:

Jan Braunholz - Chairperson
 Jenny Ruben - Treasurer
 Silvia Barrientos
 Elizabeth Boyce
 Dermott Kelly
 Glen Read
 Alex Brown - Centre Reps
 Jia Zhao - Centre Reps
 Cr Graham Reynolds - Ex Officio
 Michelle Grinter - Ex Officio

Principal Activities

The principal activities of the association during the financial year were: Community Centre Support.

Significant Changes

No significant change in the nature of these activities occurred during the year.

Operating Result

The profit from ordinary activities amounted to

Year ended 30 June 2018	Year ended 30 June 2017
\$	\$
12,801	11,405

Signed in accordance with a resolution of the Members of the Committee on:

 Jan Braunholz - Chairperson

 Jenny Ruben - Treasurer

The accompanying notes form part of these financial statements.

Bagster Road Community Centre Inc
ABN 47 961 231 060
Statement by Members of the Committee
For the year ended 30 June 2018

The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Committee the Income and Expenditure Statement, Statement of Financial Position, and Notes to the Financial Statements:

1. Presents fairly the financial position of Bagster Road Community Centre Inc as at 30 June 2018 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

The Committee is responsible for the reliability, accuracy and completeness of the accounting records and the disclosure of all material and relevant information.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

Jan Braunholz - Chairperson

Jenny Ruben - Treasurer

The accompanying notes form part of these financial statements.

Bagster Road Community Centre Inc
ABN 47 961 231 060
Detailed Balance Sheet as at 30 June 2018

	2018	2017
	\$	\$
Current Assets		
Cash Assets		
Cash At Bank SA	3,941	18,073
Bank SA investment acc	260,473	241,172
Cash on hand	300	500
	<u>264,714</u>	<u>259,745</u>
Receivables		
Trade debtors	16,960	14,480
	<u>16,960</u>	<u>14,480</u>
Total Current Assets	<u>281,674</u>	<u>274,225</u>
Non-Current Assets		
Property, Plant and Equipment		
Fixtures & Fittings	4,913	4,913
Less accumulated depreciation	(4,913)	(4,469)
Photocopier	4,800	4,800
Less accumulated depreciation	(4,800)	(4,800)
Plant & equipment - at cost	5,404	3,440
Less accumulated depreciation	(3,778)	(2,977)
Creche lockers	1,008	1,008
Less accumulated depreciation	(748)	(647)
Chairs & trolleys	3,784	3,784
Less accumulated depreciation	(3,784)	(3,784)
Trestles	7,508	7,508
Less accumulated depreciation	(3,130)	(2,629)
IPads	12,877	12,877
less accumulated depreciation	(12,877)	(12,878)
Cafe fridge/freezers	4,361	3,480
Less accumulated depreciation	(3,722)	(3,132)
Cafe shelving	1,775	1,775
Less accumulated depreciation	(1,775)	(1,505)
Coffee machine	1,811	1,811
Less accumulated depreciation	(1,811)	(1,811)
Floor buffer	600	600
Less accumulated depreciation	(600)	(600)

The accompanying notes form part of these financial statements.

Bagster Road Community Centre Inc
ABN 47 961 231 060
Detailed Balance Sheet as at 30 June 2018

	2018 \$	2017 \$
	6,903	6,764
Total Non-Current Assets	6,903	6,764
Total Assets	288,577	280,989
Current Liabilities		
Payables		
Unsecured:		
Trade creditors	7,407	1,992
Employee entitlements	5,381	7,368
	<u>12,788</u>	<u>9,360</u>
Current Tax Liabilities		
GST clearing	4,832	3,523
Amounts withheld from salary and wages	6,207	3,169
	<u>11,039</u>	<u>6,692</u>
Provisions		
Provision for LSL	7,074	0
	<u>7,074</u>	<u>0</u>
Other		
Advance payments	60	140
Mural Grant	1,650	1,650
Wheels in motion	2,887	5,467
Bond received	2,900	2,800
Kids in the Kitchen	1,232	749
Family Support	19,543	21,543
Yarna Filming	4,250	0
Creche 17/18	8,630	0
Program support	27,414	25,407
ACE - accredited 17/18	(11,038)	(20,166)
	<u>57,528</u>	<u>37,590</u>
Total Current Liabilities	88,429	53,642
Total Liabilities	88,429	53,642

The accompanying notes form part of these financial statements.

Bagster Road Community Centre Inc
ABN 47 961 231 060
Detailed Balance Sheet as at 30 June 2018

	2018	2017
	\$	\$
Net Assets	<u>200,148</u>	<u>227,347</u>
Members' Funds		
Accumulated surplus (deficit)	<u>200,148</u>	<u>227,347</u>
Total Members' Funds	<u>200,148</u>	<u>227,347</u>

The accompanying notes form part of these financial statements.

Bagster Road Community Centre Inc
ABN 47 961 231 060
Income and Expenditure Statement
For the year ended 30 June 2018

	2018 \$	2017 \$
Income		
Insurance recoveries	0	3,076
Interest received	321	281
Donations	175	243
Courses	7,530	9,947
Hall Hire	42,835	42,109
Gaining your L's	47,600	42,764
Fundraising	1,833	2,357
Creche Income	6,516	6,929
Tool & equipment hire	18	59
Sundry Income	21,095	9,645
Cafe 17 income	23,232	30,840
Total income	151,155	148,250
Expenses		
Advertising and promotion	110	0
Audit fees	770	700
Bank Fees And Charges	278	172
Booking officer & cleaning	2,230	1,150
Cafe 17 expenses	13,930	21,737
Class expenses	594	408
Creche expenses	373	184
Cleaning/rubbish removal	5,875	8,259
Computer expenses	4,580	2,316
Delivery	79	89
Depreciation	2,704	3,207
Fundraising	923	1,991
Gaining your L's expenses	19,123	21,622
Insurance	7,228	7,125
Photocopying expenses	2,871	2,647
Postage	375	365
Printing & stationery	1,235	739
Registration & licenses	0	143
Repairs & maintenance	2,594	91
Services	19,940	14,801
Subscriptions	675	237
Sundry expenses	1,231	3,141
Superannuation	5,179	3,810

The accompanying notes form part of these financial statements.

Bagster Road Community Centre Inc
ABN 47 961 231 060
Income and Expenditure Statement
For the year ended 30 June 2018

	2018	2017
	\$	\$
Telephone	5,829	5,810
Travel, accom & conference	184	144
Tutor fees	1,144	1,769
Volunteer expenses	2,062	4,045
Wages	33,360	27,619
Workcover	2,878	2,524
Total expenses	<u>138,354</u>	<u>136,845</u>
Profit from ordinary activities	<u>12,801</u>	<u>11,405</u>
Profit from ordinary activities	12,801	11,405
Transfer from reserve	(40,000)	0
Net profit (loss) attributable to the association	<u>(27,199)</u>	<u>11,405</u>
Total changes in equity of the association	<u>(27,199)</u>	<u>11,405</u>
Opening retained profits	227,347	215,942
Net profit (loss) attributable to the association	(27,199)	11,405
Closing retained profits	<u>200,148</u>	<u>227,347</u>

The accompanying notes form part of these financial statements.

Bagster Road Community Centre Inc
ABN 47 961 231 060
Notes to the Financial Statements
For the year ended 30 June 2018

Note 1: Summary of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act . The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

(a) Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

(b) Impairment of Assets

At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

(c) Employee Benefits

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

(d) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

(e) Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

All revenue is stated net of the amount of goods and services tax (GST).

Bagster Road Community Centre Inc
ABN 47 961 231 060
Notes to the Financial Statements
For the year ended 30 June 2018

(f) Leases

Leases of PPE, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the association, are classified as finance leases.

(g) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the assets and liabilities statement are shown inclusive of GST.

(h) Trade and Other Payables

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period, which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

(i) Income Tax

The Association is exempt in accordance with the terms of Section 50-5 of the Income Tax Assessment Act 1997 as amended.

Bagster Road Community Centre Inc
ABN 47 961 231 060
Notes to the Financial Statements
For the year ended 30 June 2018


Note 2: Related Party Transactions

In accordance with section 35(5) of the Associations Incorporation Act (SA) 1985, the committee of Bagster Road Community Centre Inc. hereby states that during the financial year ended 30 June, 2018.

- (a) i) no officer of the Association;
- ii) no firm of which an officer is a member; and
- iii) no body corporate in which an officer has a substantial financial interest,

has received or become entitled to receive benefit as a result of a contract between the officer, firm or body corporate and the Association.

- (b) No Officer of the Association has received directly or indirectly from the Association any payment or other benefit of a pecuniary value.


Jan Braunholz – Chairperson


Jenny Ruben - Treasurer

The accompanying notes form part of these financial statements.



- Taxation
- Audit
- Valuations
- Business Advisory

Suite 12 / 116 Melbourne Street North Adelaide SA 5006

10 August 2018

Board members
 Bagster Road Community Centre Inc
 17 Bagster Road
 SALISBURY NORTH SA 5108

Dear Board members,

Re: Audit Findings

This letter has been prepared to assist you with your review of the financial statements of your organization for the period ending 30 June 2018.

Audit Status

We have completed the audit of the financial statements, with the exception of the following items:

1. Receipt of a signed representation letter by management;

Significant Matters Arising

Changes to Audit Plan

There were no changes to the audit plan as previously presented to you.

Other Matters

We have not identified any other significant matters that we wish to bring to your attention at this time.

Significant Difficulties Encountered

There were no significant difficulties encountered during our audit.

Comments on Accounting Practices

Accounting Policies

The significant accounting policies used by the entity are outlined in Note 1 to the financial statements.

- There were no significant changes in accounting policies
- We did not identify any alternative accounting policies that would have been more appropriate in the circumstances
- We did not identify any significant accounting policies in controversial or emerging areas

Significant Accounting Estimates

The following significant estimates/judgments are contained in the financial statements:

- *Accrued liabilities*
- *Deferred revenue*
- *Impairment charges for assets*
- *Fair value estimates*

Based on audit work performed, we are satisfied with the estimates made by management.



Entity limited by guarantee
 Incorporated under Professional
 Corporations Legislation

Natalie Rugari (BA)Acc CPA Principal
 Registered Tax Agent (Company Auditor) (MYSF Auditor)

Paul Rugari (BA)Acc CPA Associate
 Registered BAS Agent

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Significant Financial Statement Disclosures

We did not identify any financial statement disclosures that are particularly significant, sensitive or require significant judgements, that we believe should be specifically drawn to your attention.

Significant Deficiencies in Internal Control

A deficiency in internal control exists when a control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financial statements on a timely basis, or when a control necessary to prevent, or detect and correct, misstatements in the financial statements on a timely basis is missing.

A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgement, is of sufficient importance to merit the attention of those charged with governance.

To identify and assess the risks of material misstatement in the financial statements, we are required to obtain an understanding of internal control relevant to the audit. This understanding is used for the limited purpose of designing appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control and, as a result, we do not express any such opinion. The limited purpose also means that there can be no assurance that all significant deficiencies in internal control, or any other control deficiencies, will be identified during our audit.

We did not identify any control deficiencies that, in our judgement, would be considered significant deficiencies.

Other Audit Matters of Governance Interest

We did not identify any other matters to bring to your attention at this time.


We would like to thank management and staff for the assistance they provided to us during the audit.

We hope the information in this audit findings letter will be useful. We would be pleased to discuss them with you and respond to any questions you may have.

This letter was prepared for the sole use of those charged with governance of Bagster Road Community Centre Inc. to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Yours faithfully,


Natale Rugari
Ascensio Accountants



ASCENSIO
ACCOUNTANTS

- Taxation
- Audit
- Valuations
- Business Advisory

ABN 75 605 227 015

Suite 12 / 116 Melbourne Street, North Adelaide SA 5006

INDEPENDENT AUDITOR'S REPORT

Report on the financial report

Opinion

We have audited the accompanying financial report, being a special purpose financial report of Bagster Road Community Centre Inc. which comprises the statement of financial position as at 30 June 2018, the statement of comprehensive income, for the year 30 June 2018 then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the responsible entities' declaration.

In our opinion the financial report of Bagster Road Community Centre Inc. has been prepared in accordance with Division 60 of the *Australian Charities and Not-for-Profits Commission Act 2012*, including:

- a) giving a true and fair view of the registered entity's financial position as at 30 June 2018 and of its financial performance for the year 30 June 2018 ended on that date, and
- b) complying with Australian Accounting Standards to the extent described in Note 1, and Division 60 the Australian Charities and Not-for-profits Commission Regulation 2013.

Basis of opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the registered entity in accordance with the auditor independence requirements of the *Corporations Act 2001* and the ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We confirm that the independence declaration required by the *Corporations Act 2001*, which has been given to the directors of the responsible entities, would be in the same terms if given to the directors as at the time of this auditor's report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of matter – basis of accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the responsible entities' financial reporting responsibilities under the ACNC Act. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsible entities' responsibility for the financial report:

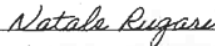
The responsible entities of the registered entity are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Australian Charities and Not-for-profits Commission Act 2012* (ACNC Act) [and the needs of the members (or other appropriate terms)]. The responsible entities' responsibility also includes such internal control as the responsible entities determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the responsible entities are responsible for assessing the registered entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the registered entity or to cease operations, or have no realistic alternative but to do so.


Auditor's responsibility

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: <<http://www.auasb.gov.au/Home.aspx>>. This description forms part of our auditor's report.


Natale Rugari – Registered Company Auditor

10 August, 2018




Quality limited by a scheme approved under Professional Standards Legislation.

Natale Rugari BAP(Aud) PA Principal
Registered Tax Agent, Company Auditor, SMSF Auditor

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- Taxation
- Audit
- Valuations
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**AUDITOR'S INDEPENDENCE DECLARATION
UNDER SECTION 60-40 OF THE AUSTRALIAN CHARITIES AND NOT-FOR-PROFITS
COMMISSION ACT 2012**

In accordance with section 60-40 of the Australian Charities and Not-for-profit Commission Act 2012, I am pleased to provide the following declaration to independence to the committee/board members of Bagster Road Community Centre Inc.

As proprietor of Ascensio Accountants for the audit of the financial statements of Bagster Road Community Centre Inc. for the financial year ended 30 June 2018, I declare that to the best of my knowledge and belief, there have been no contraventions of any applicable code of professional conduct in relation to the audit.

Natale Rugari
Proprietor

Natale Rugari

Ascensio Accountants
Date: 10 August 2018



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Bagster Road Community Centre Open Day 2019 Plan

Date	Task	Detail	Status	Note
03/09/2018	<ul style="list-style-type: none"> Define the event format (Open Day) Set the date: 19/10/2019 Identify the target audience: local families 	Family friendly free event. Activities for all age groups.	done	NA
17/09/2018	Identify the content and activities for all age groups	It has been followed up and contacted, and still in the process to contact and confirm about their availability.	Ongoing	NA
14/01/2019	Check and follow up of the parts if the event	Need to confirm all the contacts and	Ongoing	The quotation should be collected and confirmed. The availability of community members are yet to confirm due to the arrangement of their current work and possible change in the upcoming months. Need to contact them later to work out the availability. The Stall holder will be contacted later with formal document.
22/04/2019	<ul style="list-style-type: none"> Grants application (application form draft) Budget Confirm timeline for the preparation 	Refer to notebook	Ready	17/05/2019 5pm would be the due for the \$10000 (Community Event Sponsorship Program).
01/05/2019	<ul style="list-style-type: none"> Confirm the questions and concerns in the application, and take to the meeting on 01/05/2019 6.00pm. Appointment has been made for further discussion about the application with Gemma at Council. 			

Item 7.2.4 - Attachment 6 - Applicant 6/2019 - Bagster Road Community Centre

Bagster Road Community Centre Open Day 2019 Plan			
09/05/2019	<ul style="list-style-type: none"> Appointment with Gemma and Anne-Marie to work with the application. 	Done	Floor map of the centre need to be organised. Gemma and Anne-Marie mentioned they could try to help with it (contact the other department of council to see whether we can have a copy of the building.)
13/05/2019	<ul style="list-style-type: none"> Confirm the First Aid Service for the event 	Done	Rebecca will contact us for more details about the Open Day.
16/05/2019	<ul style="list-style-type: none"> Submit the application and all the documents. 		Need to check all the documents.
06/06/2019	<ul style="list-style-type: none"> Confirm name list for Invitations RSVP process (need to follow up with those non-RSVPs later) Finalise invitation approved Confirm booking with all the entertainers and performances. 		
12/06/2019	<ul style="list-style-type: none"> Distribution the invitation 		
20/06/2019	<ul style="list-style-type: none"> Guest speaker need to contact Send out invitations Update Risk Management Plan 		
20/07/2019	<ul style="list-style-type: none"> Make a list of equipment needed by all presenters and entertainers, and cross check against venue capability Hire additional AV/lighting/staging if required Have the presenter speak with the Prepare feedback questionnaires Collect ideas and feedback from stallholder, families and community members. Check the layout of the event. Update Risk Management Plan 		
12/08/2019	<ul style="list-style-type: none"> Due for RSVP 		

Bagster Road Community Centre Open Day 2019 Plan				
	<ul style="list-style-type: none"> • Confirm the number of stalls and displays, book extra marquee if required • Confirm whether separate VIP/stakeholder access and/or parking is required. If so, arrange with signage and the layout of the event. 			
19/08/2019	<ul style="list-style-type: none"> • Prepare draft Run Sheet and distribute to all parties together with the floor plan and contact names/numbers for the day. • Confirm the date and time with guest speaker • Update Risk Management Plan • Schedule MC/speaker/entertainer meal times to coincide with break times • Confirm final attending, and any special dietary requirements (guests and talent) • Confirm the catering for staff and 			
01/09/2019	<ul style="list-style-type: none"> • Contact marquee and stage person for the installation. • Test out the on-site equipment • Confirm volunteers to help with the event day with specific tasks and responsibilities. 			
20/09/2019	<ul style="list-style-type: none"> • RSVP due • Make the list of stallholders and displays, and the required furniture and equipment. 			
10/10/2019	<ul style="list-style-type: none"> • Signage ready • Display board ready • Test out the layout and rectify if needed • Update Risk Management Plan 			
17/10/2019	<ul style="list-style-type: none"> • All the relevant shopping should be done 			
18/10/2019	<ul style="list-style-type: none"> • AV set up and sound check per Run Sheet schedule 			

Item 7.2.4 - Attachment 6 - Applicant 6/2019 - Bagster Road Community Centre

Bagster Road Community Centre Open Day 2019 Plan				
	<ul style="list-style-type: none"> Room set up (tables, chairs, outside, marquees, stalls, etc.) Communicate last minute run sheet changes as needed Drinking station, food storage, and BBQ ready Prepare registration desk (if required) Update and finalise Risk Management Plan, and comply with all the planned controls. 			
19/10/2019	<ul style="list-style-type: none"> Marquee, stage, entertaining, and stalls are ready Drinking station, food storage, and BBQ set up Jumping castle set up Stage set-up Walk through with MC/Speaker/entertainers Have VIP/Speaker/MC gifts on hand Room dismantle (by the end) 			

Event Management WHS Risk Assessment Report

Event name:	Bagster Road Community Open Day	Event Manager:	Michenlle Grinter	Event date:	19/10/2019
Event Management Team Members:	Jan Braunholz, Jia Zhao, Silvia Barrientos, Eunice Ammerlaan				
Venue & Location:	Bagster Road Community Centre, 17 Bagster Road, Salisbury North, 5108	Date of risk assessment:	V1.1 16/05/2019		
Person(s) Who Conducted this Risk Assessment (names):	TMichelle Grinter, Jan Braunholz, Jia Zhao, Silvia Barrientos				

When staging an event the organiser of the event has two areas of responsibility where they have a legislated duty of care for health and safety in relation to the event, they are:

- Staff, volunteers and persons providing services for the event.
- Persons (members of the public) attending the event.

While the two are somewhat interrelated this risk assessment primarily deals with persons directly under the control of the event organiser to plan, setup, supervise and pack-up an event. For the sake of this risk assessment they are considered as a City of Salisbury staff member or volunteer.

Contract/service providers, stall holders and the general public are covered by other City of Salisbury procedures that an organiser of an event should also be following.

This Risk Assessment must be conducted as part of the initial planning of an event and prior to any event activity commencing. Procedure **PR014**, Hazard Management describes council's WHS risk process and must be followed when undertaking this risk assessment.

This risk assessment is based on Job Analysis, **JA107** an assessment that determined all the hazards associated with an event. The hazards identified in **JA107** are represented by tick boxes in this document allowing the user to quickly select those relevant to the event. This document also provides for free text entry should a hazard not be included as tick box selection.

All hazards that could put staff/volunteers at risk of injury must be identified and adequate measures must be put in place to control the hazards. The hierarchy of Controls must be follow to determine the control that will best minimise the risk to staff/volunteers health and safety.

The level of risk to staff/volunteers must be rated before and after controls have been put in place. The following table shall be followed:

Likelihood	Consequence				
	Catastrophic	Critical	Major	Minor	Negligible
Very Likely	1	1	1	2	3
Likely	1	1	1	2	3
Unlikely	2	2	2	3	3

Risk Rating Code	1	STOP	High level of risk with potentially a catastrophic outcome, work is to stop and not to resume until controls are implemented.
	2	ACT	Timely implemented control(s)/action(s) required to minimise the risk of injury, illness or equipment damage.
	3	Monitor	Work as normal monitoring the situation for any change in risk, if the risk elevates raise to a rating 2.

Likelihood	Description
Very Likely	Exposure to the hazard is likely to occur frequently (many times during the performance of the job)
Likely	Some exposure to the hazard is likely to occur but not frequently
Unlikely	Rarely exposed to the hazard or it is unlikely for exposure to occur

Consequence (Severity)	Description
Catastrophic	Hazard may result in death or total loss of one or more body functions (e.g. Loss of arm, leg or sight).
Critical	Hazard may cause severe injury or permanent or partial loss of one or more bodily functions (e.g. noise induced hearing loss or severe illness).
Major	Hazard may cause significant property damage or an injury that could result in the employee unable to undertake normal duties for more than 5 days.
Minor	Incident may cause minor injury or illness
Negligible	Hazard has very little impact on employee safety or health, hazard may cause an injury requiring first aid treatment.

Event Risk Assessment Report

Hazard Present	YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>	During Which Event Phase(s)	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-3	Implemented Control(s)	YES <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/>	Final Rating 1-3
<p>1. Infectious Disease <i>(If "NO" no further action is required)</i></p>	<input checked="" type="checkbox"/>	<p>Planning <input checked="" type="checkbox"/></p>	<p>Cleaning that includes any of the following: -</p> <ul style="list-style-type: none"> • Amenities • Human blood and excrement • Rubbish and waste collection • Site surroundings <p>Please specify and rate other event activities not covered above, below: -</p>	3	<p>Staff/volunteers will be provided with appropriate instruction of the infection sources they may encounter and the expectation on how work/tasks is to be carried out.</p>	<input checked="" type="checkbox"/>	3
<p>Person responsible for implementing the controls for this hazard: -</p> <p>Name: Michelle Grinter/Jan Brauholz/Area delegate</p> <p>Notes/Comments: Risks are identified during planning, procedures have been considered, and will be put in place.</p>	<input type="checkbox"/>	<p>Setup/Prep <input checked="" type="checkbox"/></p> <p>Event <input checked="" type="checkbox"/></p> <p>Pack up <input checked="" type="checkbox"/></p>			<p>Appropriate instruction and training that demonstrates of practices to prevent infection from the workplace will be provided.</p>	<input checked="" type="checkbox"/>	3
	<input type="checkbox"/>				<p>Staff/volunteers exposed to infectious disease will be inducted, provided with details of likely exposure and the expectation on how they will work to prevent infection.</p> <p>The following PPE will be supplied (X applicable):-</p> <ul style="list-style-type: none"> • Mask <input type="checkbox"/> • Gloves <input type="checkbox"/> • Clothing <input type="checkbox"/> • Other <input type="checkbox"/> <i>(Please detail below)</i> <p>Details: Spill kits as appropriate Food preparation PPE.</p> <p>The following tools/equipment will be provided.</p> <p>Details: As above</p> <p>Provision for vaccination of council staff and volunteers to prevent them contracting an infection.</p>	<input type="checkbox"/>	3

Event Risk Assessment Report

Hazard Present <i>(If "NO" no further action is required)</i>	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-3	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-3
2. Manual Tasks <i>(If "NO" no further action is required)</i> Person responsible for implementing the controls for this hazard: - Name: Jan Braunholz, Michelle Grinter Notes/Comments: Risks are identified during planning, procedures have been considered, and will be put in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input checked="" type="checkbox"/> Setup/Prep <input checked="" type="checkbox"/> Event <input checked="" type="checkbox"/> Pack up <input checked="" type="checkbox"/>	Setting up/moving, any of the following: - • equipment • furniture • materials • displays • trestles • food & drinks • stages/ stage equipment • lighting equipment • loading unloading vehicles & trollies Assisting Contractors setting up Assisting Stall holders setting up Please specify and rate other event activities not covered above, below: - _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	3	Staff/volunteers exposed to manual handling tasks will receive instruction detailing the manual tasks they will encounter and the expectation on how they are to be carried out. Staff and volunteers that have not received manual handling training in the past or it is not considered by the Event Manager to be current will be provided appropriate instruction and demonstration in accepted manual handling practices. Any staff member/volunteer assisting external contractors/stall holders will be provided with appropriate instruction by the contractor/stall holder prior to assistance being provided. Where a contractor/stall holder is not able to or the Event Manager considers that the contractor does not have the skill to induct Council staff/volunteers assistance will be provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3

Event Risk Assessment Report

Hazard Present	YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>	During Which Event Phase(s)	In Which Activity	Rating Before Controls 1-3	Implemented Control(s)	YES <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/>	Final Rating 1-3
<p>3. Workplace Design / Layout <i>(If "NO" no further action is required)</i></p> <p>Person responsible for implementing the controls for this hazard: -</p> <p>Name: <u>Jan Braunholz, Michelle Grinter</u></p> <p>Notes/Comments:</p> <p>Risks are identified during planning, procedures have been considered, and will be put in place.</p>	<p>Planning <input checked="" type="checkbox"/></p> <p>Setup/Prep <input checked="" type="checkbox"/></p> <p>Event <input type="checkbox"/></p> <p>Pack up <input type="checkbox"/></p>	<p><input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> Office role involving: - Development of the Event Plan Facility bookings Materials/Resource ordering Appointment bookings Contractor hiring Stall organisation Entertainment bookings <p>Working in a booth /stall staffed by volunteers and/or staff: -</p> <ul style="list-style-type: none"> food stall refreshment stall information booth <p>Please specify and rate other event activities not covered above, below: -</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	3	<p>Space to work in, workstation ergonomic layout and design and storage requirements will be determined prior to the event and will be "fit for purpose".</p> <p>Staff/volunteers who work in any of the activities within an event the booth/stall will receive instruction in safe work practices relevant to the work area(s) they will be working in.</p> <p>An inspection and review of computer workstations ergonomics will be carried out by the Event Manager/Delegate to determine if any require a full assessment.</p> <p>Ergonomic assessments will be carried out for staff/volunteers where one has not been done in the past or the Event Manager/Delegate considers one should be undertaken for a workstation.</p>	<p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p>	3	

Event Risk Assessment Report

Hazard Present <i>(if "NO" no further action is required)</i>	YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-3	Implemented Control(s)	YES <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/>	Final Rating 1-3
4. Burns <i>(if "NO" no further action is required)</i>	<input checked="" type="checkbox"/>	Planning <input checked="" type="checkbox"/>			Staff/volunteers will be instructed in the use of the Kitchen/Tea Station facilities.	<input checked="" type="checkbox"/>	3
Person responsible for implementing the controls for this hazard: -		Setup/Prep <input checked="" type="checkbox"/>	Stalls manned by Staff or Volunteers that includes: -	2	Staff/volunteers who work on a booth/stall will receive instruction in the safe systems of work to be employed to prevent burns.	<input checked="" type="checkbox"/>	3
Name: <u>First Aid Officer, Michelle Grinter</u>		Event <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Preparing and cooking and serving hot foods • Cooking chips in deep fryer • Cooking a barbeque • Preparing hot food in a kitchen area • Preparing and serving hot beverages • Cooking with boiling water (hotdogs etc.) 		Barriers or shields will be employed to prevent accidental contact with hot objects such as Barbeques and cooking appliances.	<input checked="" type="checkbox"/>	3
Notes/Comments: Please specify other event activities not covered above below: -		Pack up <input type="checkbox"/>	Please specify and rate other event activities not covered above, below: -		The following PPE/safety equipment will be provided for use by staff/volunteers: -	<input checked="" type="checkbox"/>	3
Risks are identified during planning, procedures have been considered, and will be put in place.							

Event Risk Assessment Report

Hazard Present	YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-3	Implemented Control(s)	YES <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/>	Final Rating 1-3
5. Collapse (If "NO" no further action is required)	<input checked="" type="checkbox"/>	Planning <input type="checkbox"/>	Staff/volunteers working on or around: - <ul style="list-style-type: none"> • A stage area • A marquis • An amusement structure (climbing wall, jumpy castle, etc) • Sun shades • Trestle table • Audience structure (temporary stand) 	2	Staff/volunteers will have instruction and training in relation to the erection of any structure they are involved in.	<input checked="" type="checkbox"/>	2
Person responsible for implementing the controls for this hazard: - Name: Jan Braunholz, Michelle Grinter		Setup/Prep <input checked="" type="checkbox"/>			Erection of any structure by council staff/volunteers will be in line with the relevant work instruction.	<input type="checkbox"/>	2
Notes/Comments: Risks are identified during planning, procedures have been considered, and will be put in place.		Event <input checked="" type="checkbox"/>			Staff and/or volunteers assisting external contractors/stall holders will be provided with instruction by the contractor/stall holder prior to assistance being provided.	<input type="checkbox"/>	2
		Pack up <input checked="" type="checkbox"/>			Where appropriate instruction is not available from a contractor no assistance will be provided by council staff/volunteers.	<input type="checkbox"/>	3
					To prevent access to unauthorised persons, contractors will be required to set up exclusion zones for the period where work is being undertaken to erect a structure.	<input checked="" type="checkbox"/>	
					Where contractors are providing major services for the event, they will be contracted in line with council's Contractor Management procedure which will be subject to the safety requirements.	<input type="checkbox"/>	
					Where contractors are providing minor services for the event they will provide written safe methods for work prior to commencing any work.	<input checked="" type="checkbox"/>	3
					The following PPE/safety equipment will be provided for use by staff/volunteers: -	<input checked="" type="checkbox"/>	

Event Risk Assessment Report

Hazard Present <i>(If "NO" no further action is required)</i>	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-3	Implemented Controls	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-3
6. Dust / Fumes <i>(If "NO" no further action is required)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	Fumes (any activity) Use of solvents or cleaning fluids <input type="checkbox"/> Use petrol/diesel power generators <input checked="" type="checkbox"/> Aerosol painting <input type="checkbox"/> Fuelling (petrol/diesel) powered devices <input checked="" type="checkbox"/>	2	Power generators will be located in an open area and at a distance from people where the fumes can disperse and not affect them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
Person responsible for implementing the controls for this hazard:- Name: Jan Braunholz			Setup/Prep <input checked="" type="checkbox"/>	Dust (any activity) Disturbed From the surrounding environment <input checked="" type="checkbox"/> Materials being used, worked with <input type="checkbox"/>	2	Aerosol paint will be used in an open area and at a distance from people where the fumes can disperse and not affect them. Ventilation equipment will be used where fumes will be in an enclosed area.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Notes/Comments: Generators will be required for powered rides. Responsibility sits under ride operators to ensure equipment is in good working order. Risks are identified during planning, procedures have been considered, and will be put in place.			Event <input checked="" type="checkbox"/> Pack up <input type="checkbox"/>	 Please specify and rate other event activities not covered above, below:-	3	Fuels will be decanted in an open area away from ignition sources. Fuels will be stored in an open area away from ignition sources. Areas where dust will be raised by vehicle traffic will be controlled by wetting it down. Where practicable, areas where dust will be raised by pedestrian traffic will be controlled with matting or similar dust control method.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3
						This following PPE/safety equipment will be provided for use by staff/volunteers: -	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Event Risk Assessment Report

Hazard Present	YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-3	Implemented Control(s)	YES <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/>	Final Rating 1-3
<p>7. Electric Shock (If "NO" no further action is required)</p> <p>Person responsible for implementing the controls for this hazard: -</p> <p>Name: <u>Jan Braunholz, Michelle Grinter</u></p> <p>Notes/Comments:</p> <p>Risks are identified during planning, procedures have been considered, and will be put in place.</p>	<p><input checked="" type="checkbox"/></p>	<p>Planning <input type="checkbox"/></p> <p>Setup/Prep <input checked="" type="checkbox"/></p> <p>Event <input checked="" type="checkbox"/></p> <p>Pack up <input type="checkbox"/></p>	<p>All Activities that use equipment power by the mains electrical supply or portable 240 volt power source.</p> <ul style="list-style-type: none"> • Drilling with power tool • Floor polishing • Vacuum Cleaning <p>Connecting mains powered devices such as: -</p> <ul style="list-style-type: none"> • Refrigeration units • Chip cooker • Cooling fans • Portable lighting <p>Please specify and rate other event activities not covered above, below: -</p> <p>Equipment from Bagster Road Community Centre is tested and tagged as per usual process.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> NA</p> <p>3</p>	<p>BRCC 240 volt power cables will be tested and tagged and the test period will be current throughout the event.</p> <p>Residual current devices will be in conjunction with any mains power electrical device.</p> <p>Residual current devices will be within the current period.</p> <p>Safety inspections of all BRCC electrical equipment to be used by staff and volunteers for preparation/setup and during the event will be visually inspected prior to use by a suitably qualified person.</p> <p>All contractors, stall holders and other persons using equipment powered by mains electricity or a portable 240 volt generator will comply with electrical safety requirements.</p> <p>Electrical equipment that is discovered unsafe will not be used for/at the event until it is repaired, tested for compliance and found to meet electrical safety requirements.</p>	<p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>

Event Risk Assessment Report

Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-3	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-3
<p>8. Fire/Explosion/Bomb Threat (Emergency Situation) (If "NO", no further action is required)</p> <p>Person responsible for implementing the controls for this hazard: -</p> <p>Name: <u>Jan Braunholz, Michelle Grinter</u></p> <p>Notes/Comments:</p> <p>Risks are identified during planning, procedures have been considered, and will be put in place.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning Setup/Prep <input checked="" type="checkbox"/> Event <input checked="" type="checkbox"/> Pack up <input checked="" type="checkbox"/>	An emergency event is possible in almost any activity during the Planning Setup/Preparation for the event, during the event and pack up phases. It is essential that the emergency plan put in place is able to deal with any foreseen emergency event. Please specify and rate other event activities not covered above, below: - Emergency procedures of Bagster Road Community Centre to be followed as per normal. Options to manage ventilation and smoke detectors during cooking demonstrations to be examined. _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	3	A documented emergency plan will be in place and is based on the following: - <ul style="list-style-type: none"> venue location number of people at the event (from council and attending) type of venue types of emergency situations Staff/volunteers who work on an event will be provided with instruction on the plan so they understand what to do should there be an emergency situation. Should an emergency situation arise staff/volunteers have been assigned responsibilities that if safe to do so, they will undertake to ensure the safety of those present in an emergency. An emergency trial will be conducted prior to the event commencing to ensure that the emergency plan is effective. A person responsible for coordination of the actions and emergency services and police should an emergency situation arise has been nominated and named in the emergency plan. Staff/volunteers are working in a council building and will follow the emergency plan in place. Staff/volunteers are working in a council building will, if it hasn't been done in the past or the Event Manager deems it necessary will receive an induction that will include instruction in the emergency plan. Emergency First Aid facilities and trained first aid personnel will be available during the event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3

Event Risk Assessment Report

Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-3	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-3
<p>9. House Keeping <i>(If "NO" no further action is required)</i></p> <p>Person responsible for implementing the controls for this hazard: -</p> <p>Name: Jan Braunholz</p> <p>Notes/Comments: Risks are identified during planning, procedures have been considered, and will be put in place.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Planning <input type="checkbox"/></p> <p>Setup/Prep <input checked="" type="checkbox"/></p> <p>Event <input checked="" type="checkbox"/></p> <p>Pack up <input checked="" type="checkbox"/></p>	<p>Where BRCC staff/volunteers work in a BRCC run: -</p> <ul style="list-style-type: none"> Booth Food stall <p>Where BRCC staff/volunteers provide :-</p> <ul style="list-style-type: none"> Assistance to stall holder Contractors <p>Where staff/volunteers move around the event venue as part of the work they perform.</p> <p>Please specify and rate other event activities not covered above, below: -</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	3	<p>Staff/volunteers who work in a booth/stall will be instructed in safe work practices relevant to housekeeping.</p> <p>Stall/Booth design and storage requirements will be determined prior to the event and will promote good housekeeping from the staff/volunteers working in them.</p> <p>Stall holders are provided with information via the "Stall Holder" agreement stating that the stall area must be maintained in well-ordered and tidy condition.</p> <p>Where contractors are providing services for the event, they will be contracted in line with council's Contractor Management procedure which is subject to the safety requirements, including housekeeping requirements.</p> <p>Patrols will ensure that litter and rubbish discarded by attendees will be collected and placed where it will not cause a threat to safety.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3

Event Risk Assessment Report

Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-3	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-3
10. Inclement Weather & Sun & UV Exposure <i>(If "NO" no further action is required)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	<input checked="" type="checkbox"/> Any activity during the event that occurs outdoors and is subject to extremes of weather or subject to high Ultra Violet (UV) radiation levels. Please specify and rate other event activities not covered above, below: - _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	3	Sun shades to minimise exposure to UV radiation will be provided to staff/volunteers working in static positions at an event venue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
Person responsible for implementing the controls for this hazard: -									
Name: Jan Braunholz, Michelle Grinter									
Notes/Comments:	Risks are identified during planning, procedures have been considered, and will be put in place.								
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Event <input checked="" type="checkbox"/>			Sun Screen and protective clothing must be worn by staff/volunteers who need to be mobile around an outdoor event venue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Setup/Prep <input checked="" type="checkbox"/>			Sun Screen and protective clothing will be provided and worn by staff/volunteers who need to be mobile around an outdoor event venue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pack up <input checked="" type="checkbox"/>			Prior to any event activity staff/volunteers who will be exposed to inclement Weather and Sun & UV will be expected to adhere to the Inclement Policy and protect their personal safety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
	<input checked="" type="checkbox"/>	<input type="checkbox"/>				The prevailing conditions will be continually monitored by the Event Manager to determine if the Inclement Weather will severely impact the safety and viability of the event and where it is determined against council policy the risk is too high for the to proceed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3

Event Risk Assessment Report

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Hazard Present	YES <input checked="checked" type="checkbox"/> NO <input checked="checked" type="checkbox"/>	During Which Event Phase(s)	In Which Activity	Rating Before Controls	Implemented Control(s)	YES <input checked="checked" type="checkbox"/> N/A <input checked="checked" type="checkbox"/>	Final Rating
				1-3			1-3
12. Moving Vehicles / Plant <i>(If "NO" no further action is required)</i>	<input checked="checked" type="checkbox"/>	Planning <input type="checkbox"/>	Working/moving in and around the venue areas Working/moving on in and around storage areas at the venue or offsite	2	A person will be assigned the task of controlling traffic movements in and around the activities taking place at the event site.	<input checked="checked" type="checkbox"/>	3
Person responsible for implementing the controls for this hazard: -		Setup/Prep <input checked="checked" type="checkbox"/>	Visiting/attending a provider's premises	2	Separation of traffic and vehicular movements from pedestrian walking areas using barriers and signage.	<input type="checkbox"/>	
Name: Jan Braunholz		Event <input checked="checked" type="checkbox"/>	Please specify and rate other event activities not covered above, below: -	3	Provision of hi-visibility clothing to all staff/volunteers working in areas where there will be moving plant/vehicles.	<input checked="checked" type="checkbox"/>	
Notes/Comments: Risks are identified during planning, procedures have been considered, and will be put in place.		Pack up <input checked="checked" type="checkbox"/>			The event manager or delegate will ensure that any visit to a provider's premises includes a site safety induction.	<input checked="checked" type="checkbox"/>	3

Event Risk Assessment Report

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Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-3	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-3
13. Noise <i>(If "NO" no further action is required)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Planning <input type="checkbox"/> Setup/Prep <input type="checkbox"/> Event <input type="checkbox"/> Pack up <input type="checkbox"/>	Noise generated by plant and equipment in the vicinity of where staff and volunteers are located/working. <input type="checkbox"/> Noise generated by plant and equipment being used by staff/volunteers to perform activities assigned to them. <input type="checkbox"/> Noise generated by stall holders, amusements, bands, ancillary devices, etc. as part of the event activities. <input type="checkbox"/> Noise generated from outside of the event that will impact on staff/volunteers. <input type="checkbox"/> Please specify and rate other event activities not covered above, below: - _____ _____ _____ _____ _____ _____ _____ _____ _____ _____		Assess noise levels and implement controls in line with the hierarchy of controls, such as: • Relocation of the source of the noise to reduce the impact on persons in the area. • Reduce exposure to high level noise, e.g. band performance, by rotating staff/volunteers to areas of lesser noise level. • Provision of personal protective equipment to staff/volunteers affected. Review the plant/equipment to be used for suitability and in line with the hierarchy of controls: • Provide staff/volunteers with equipment that has the lowest noise output. • Provide instruction and training to staff/volunteers using the equipment The following PPE/safety equipment will be provided for use by staff/volunteers: -	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Person responsible for implementing the controls for this hazard: -									
Name: _____									
Notes/Comments:									

Event Risk Assessment Report

Hazard Present <i>(if "NO" no further action is required)</i>	YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-3	Implemented Control(s)	YES <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/>	Final Rating 1-3
<p>14. Pedestrians <i>(if "NO" no further action is required)</i></p> <p>Person responsible for implementing the controls for this hazard:-</p> <p>Name: Jan Braunholz, Michelle Grnter</p> <p>Notes/Comments: Risks are identified during planning, procedures have been considered, and will be put in place.</p>	<p><input checked="" type="checkbox"/></p>	<p>Planning <input type="checkbox"/></p> <p>Setup/Prep <input checked="" type="checkbox"/></p> <p>Event <input checked="" type="checkbox"/></p> <p>Pack up <input checked="" type="checkbox"/></p>	<p>During setup: Where people other than staff/volunteers could be in the area and there safety threatened by vehicle movements and setup activities.</p> <p>During the event: Where people other than staff/volunteers could be in the area and there safety threatened by vehicle movements and activities happening at the event.</p> <p>During pack up: Where people other than staff/volunteers could be in the area and there safety threatened by vehicle movements and pack up activities.</p> <p>Please specify and rate other event activities not covered above, below: -</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>3</p>	<p>A person will be assigned the task of controlling traffic and pedestrian movements in and around the activities taking place at the event site.</p> <p>Separation of traffic and vehicular movements from pedestrian walking areas using barriers and signage.</p>	<p><input checked="" type="checkbox"/></p>	<p>3</p>

Event Risk Assessment Report

Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s)	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-3	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-3
16. Slip / Trip / Fall <i>(If "NO" no further action is required)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	<p>During any activity in any phase of the event, that involves:</p> <ul style="list-style-type: none"> Moving around the event site Working on a stall or booth Being in around or working on set-up activities Being in around or working on pack-up activities <p>Please specify and rate other event activities not covered above, below: -</p>	3	Regular inspections of work areas by the Event Manager or delegate to determine the slip trip fall hazards that could exist or be created by the type of work being undertaken or what is happening in the area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
Person responsible for implementing the controls for this hazard: -			Setup/Prep <input checked="" type="checkbox"/>			Instruction at the time of induction by the Event Manager or delegate on what slip trip fall hazards could be expected and the expectation on staff/volunteers to minimise the risk of slips trips and falls, through the strategies put in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
Name: Jan Braunholz, Michelle Grinter			Event <input checked="" type="checkbox"/>			Use of non-slip flooring/matting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3
Notes/Comments:			Pack up <input checked="" type="checkbox"/>			Staff/volunteers assigned to check and clean up where a build-up of materials waste occurs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
Risks are identified during planning, procedures have been considered, and will be put in place.						Areas of slip/trip / fall risk will be cordoned off to prevent inadvertent or unauthorised access.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
						Staff/volunteers will be informed of all no go areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
						Walk-ways that provide a specific path for people moving around the event area will be included.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3

Event Risk Assessment Report

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Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-3	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-3
17. Vehicle Impact <i>(If "NO" no further action is required)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Planning <input type="checkbox"/> Setup/Prep <input type="checkbox"/> Event <input checked="" type="checkbox"/> Pack up	<input checked="" type="checkbox"/> Any activity during any phase of the event where a staff member/volunteer is required to use a motor vehicle, e.g. Car, Ute, Truck, Bus for transporting: - <ul style="list-style-type: none"> • people • plant/equipment • materials <p>Please specify and rate other event activities not covered above, below: -</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	1	Staff/volunteers will have a driver's licence with a classification appropriate for the vehicle being driven. Staff/volunteers transporting special needs people will receive training and instruction, where they don't have the skills or they are not current. A check that all licences are current and have no restrictions will be carried out when staff/volunteers are inducted. Before a motor vehicle is used all maintenance and inspections will be checked and current.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Person responsible for implementing the controls for this hazard: -									
Name:									
Notes/Comments:									

Event Risk Assessment Report

Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-3	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-3
<p>18. Harassment Personal Threat Verbal / Physical Abuse <i>(If "NO" no further action is required)</i></p> <p>Person responsible for implementing the controls for this hazard: -</p> <p>Name: Jan Braunholz, Michelle Grinter</p> <p>Notes/Comments: Risks are identified during planning, procedures have been considered, and will be put in place.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Planning <input type="checkbox"/></p> <p>Setup/Prep <input type="checkbox"/></p> <p>Event <input checked="" type="checkbox"/></p> <p>Pack up <input checked="" type="checkbox"/></p>	<p><input checked="" type="checkbox"/> During any phase of an event which involves: -</p> <ul style="list-style-type: none"> <input type="checkbox"/> Undertaking site inspections/visits <input type="checkbox"/> Dealing with Contractors <input type="checkbox"/> Dealing with stall holders <input type="checkbox"/> Working with and around the public, members of the community and with families <input type="checkbox"/> Working with staff and volunteers <p>Please specify and rate other event activities not covered above, below: -</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	3	<p>A strategy for staff members/volunteers to deal with instances of harassment, personal threat, and verbal/physical will be developed and implemented for all phases of the event.</p> <p>Where staff members/volunteers haven't received instruction and training previously, instruction and training in the harassment, personal threat and verbal/physical abuse strategy will be provided prior to working on the event.</p> <p>Staff members/volunteers will be provided with appropriate information that will include a refresher briefing on the actions taken if faced with harassment, personal threat or verbal/physical abuse.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3



SOUTH AUSTRALIA
Associations Incorporation Act 1985
Section 24(5)(b)

Incorporation Number: **A6950**

**Certificate of Incorporation
on Change of Name**

This is to certify that

BAGSTER COMMUNITY HOUSE INCORPORATED

an association which was on the twenty-fifth day of July 1980
incorporated under the Associations Incorporation Act 1985
resolved on the twelfth day of April 2007
to change its name to

BAGSTER ROAD COMMUNITY CENTRE INCORPORATED

Given under the seal of the Corporate Affairs Commission at Adelaide on this thirty-first day of July 2013


Commissioner of Corporate Affairs 

Certificate



ASIC

Australian Securities & Investments Commission

Association

BAGSTER ROAD COMMUNITY CENTRE INCORPORATED

Extracted from ASIC's database at AEST 15:12:08 on 15/05/2019

Association Summary
Name: BAGSTER ROAD COMMUNITY CENTRE INCORPORATED
ED
ABN:
Registration Number: A6950
Registered State: South Australia
Registration Date: 06/06/2007
Status: Registered
Type: Associations
Regulator: Office of Consumer & Business Affairs, South Australia

15/05/2019 AEST 15:12:08

1

**Bagster Road Community Centre
Management Committee Meeting
10th April 2019**

Opened: 6.39pm

Present: Michelle Grinter (CDC), Jan Braunholz (chairperson), Silvia Barrientos, Rosa-Lee Preece, Jia Zhao.

Apologies: Glen Read, Dermot Kelly, Liz Boyce, Alex Brown, Graham Reynolds

Absent:

Welcome: Jan welcomed all.

Minutes of Feb meeting:

As tabled and read

Moved: Silvia Second: Rosa-Lee

Business Arising:

Correspondence: In

Phone: it is still pending, and need to follow it up.

A letter for childcare (from Department of Education)

Correspondence: Out nil

Treasure report: As tabled

Moved: Jan Second: Silvia

Coordinator:

- NILS and SCOAP have been promoted throughout the centre
- Support and wage for the café. Loretta has started and the contracts are in the process of being finalised.
- ARA has been contacted for partnership opportunities by venue and crèche service on Fridays, and increase more possibilities and opportunities for volunteers to work in Café and crèche.
- 'I Speak Robot' is a library program that we are running in partnership and will be introduced as one-off workshop during the July school holiday for parents and students so that we may develop it to after school workshop at the centre (will partnership with library).

WHS: No incidents, No Accidents, No Near Misses

Booking:

- The centre has been fully booked up to last week. Friday night, Saturday, and crèche for Saturday and Sunday last weekend particularly were busy.
- The bookings are still coming and picking up in frequency.
- The bond price for crèche area hire should increase from July. Need to check the space and possibilities around in the market.

Environmental Sustainability: Nil

ASES: Nil

Moved: Rosa-Lee Second: Silvia

General business:

Collaboration Agreement: tabled and presented for discussion.

Children Services: Nils

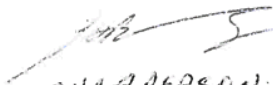
Adaptive leadership: the Open Day will be organised on 19/10/2019. A request for approval to apply for funding was requested by Jan. After discussion it was agreed by the committee that Jan be authorised to apply for event funding through various providers.

Moved: Rosa-Lee Second: Silvia, all in favour.

Next meeting: Wed 8th May 2019 @ 6pm

Meeting closed: 8.39pm

SAN BRAUNHOLZ



CHAR PERSON
BAGSTER ROAD COMMUNITY CENTRE
MANAGEMENT

Our Voice in the North



JON GEE MP

Jia Zhao
Bagster Road Community Centre
17 Bagster Road
SALISBURY NORTH SA 5108

Dear Jia,

I am pleased to write in support of Bagster Road Community Centre's application for a City of Salisbury Community Event Sponsorship grant.

Congratulations on forty years of service to the community. I believe in October you will be holding an Open Day so that the whole community can celebrate with you. This event will be a free family event with interactive stalls, performances and family friendly entertainment for all ages.

I wish you all the best with the organization of this special day and am pleased to support your application to assist with this event.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jon Gee'.

Jon Gee MP
Member for Taylor

11/5/2019

Let's keep building **South Australia** 

Short Win. Mt. Mann North Post, PO Box 144, Braitford, SA 5114
Phone 0854 9420 Fax 0854 9611 Email Jon.GeeMP@parliament.sa.gov.au



Salisbury North Neighbourhood Watch

1/11 Horton Avenue

Salisbury North SA 5108

21/2/2019

Attention Salisbury Council.

Dear Sir /Madam.

I am writing on behalf of the Salisbury North Neighbourhood Watch as a community group supporting the Bagster Road Community Centre Salisbury North, application for a grant.

The Centre has supported us over many years and they have gone out of their way to see we are accommodated in our activities and functions in the past and are still doing so to this day.

We deeply appreciate their support for Neighbourhood Watch and are only too pleased to be able to return the well deserved favour to the Bagster Road Community Centre.

Hoping this letter will assist in a successful outcome for the Centre's birthday celebrations

Yours Sincerely

Judy Croucher

A handwritten signature in black ink, appearing to read 'Judy Croucher', is written over a faint, circular watermark or stamp.

Assistant Coordinator
Salisbury North
Neighbourhood Watch.



Zoe Bettison MP

Member for Ramsay

Ms Gillian Aldridge OAM
Mayor
City of Salisbury
PO Box 8
SALISBURY SA 5108

Dear Mayor

I am writing in support of the Bagster Road Community Centre's request for funding assistance through the City of Salisbury's Community Event Sponsorship Program.

2019 marks the centre's 40th year of operation and they would like to celebrate this milestone by hosting a series of community events. These events aim to engage the community in a socially inclusive environment and encourage connection and ongoing participation with the centre.

One of the many planned events is a free community open day on Saturday the 19th of October 2019. This event will include interactive stalls, performances and family-friendly entertainment for all ages.

Thank you for taking your time in considering this letter of support.

Yours sincerely

Hon Zoe Bettison MP
MEMBER FOR RAMSAY

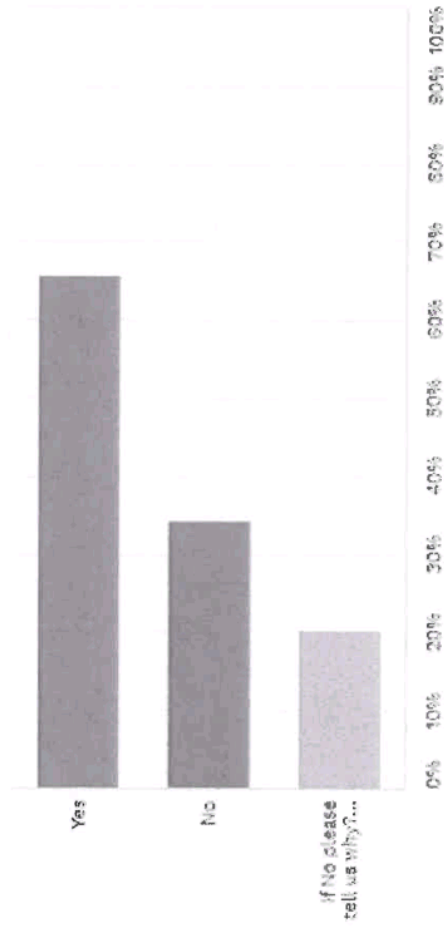
15 / 05 / 2019

SALISBURY NORTH SALISBURY PLAIN SALISBURY DOWNS PARAL OMF

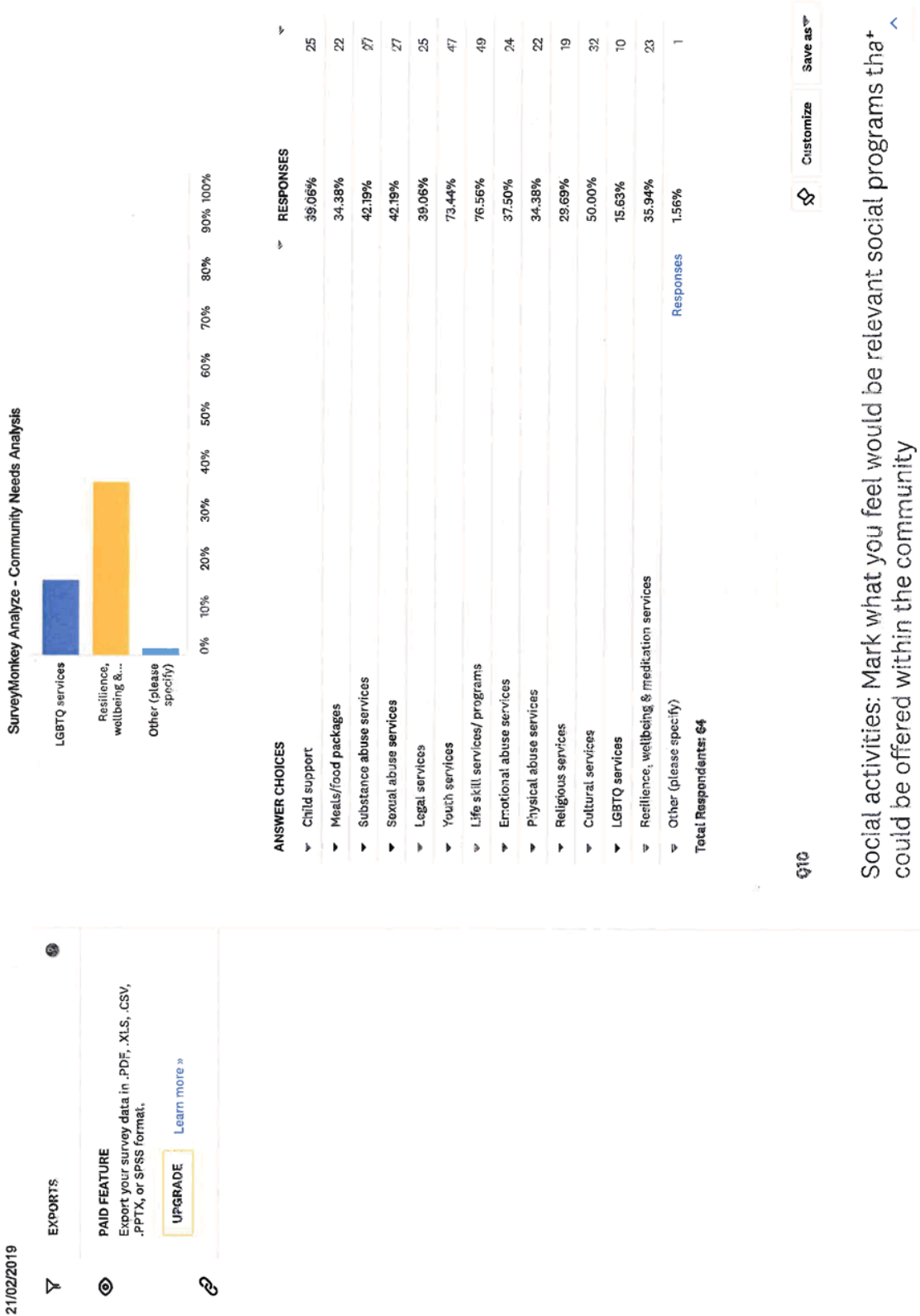
2/40-42 Commercial Road, Salisbury SA 5108 ☎ 8258 0480 ✉ ramsay@parliament.sa.gov.au f ZoeBettisonMP @ZoeBettisonMP

Have you ever attended the Bagster Road Community Centre

Answered: 64 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	65.63% 42
No	34.38% 21
If No please tell us why? (E.g. nothing of interest, didn't know we existed, don't have the time etc?)	Responses 20.31% 13



21/02/2019

EXPORTS

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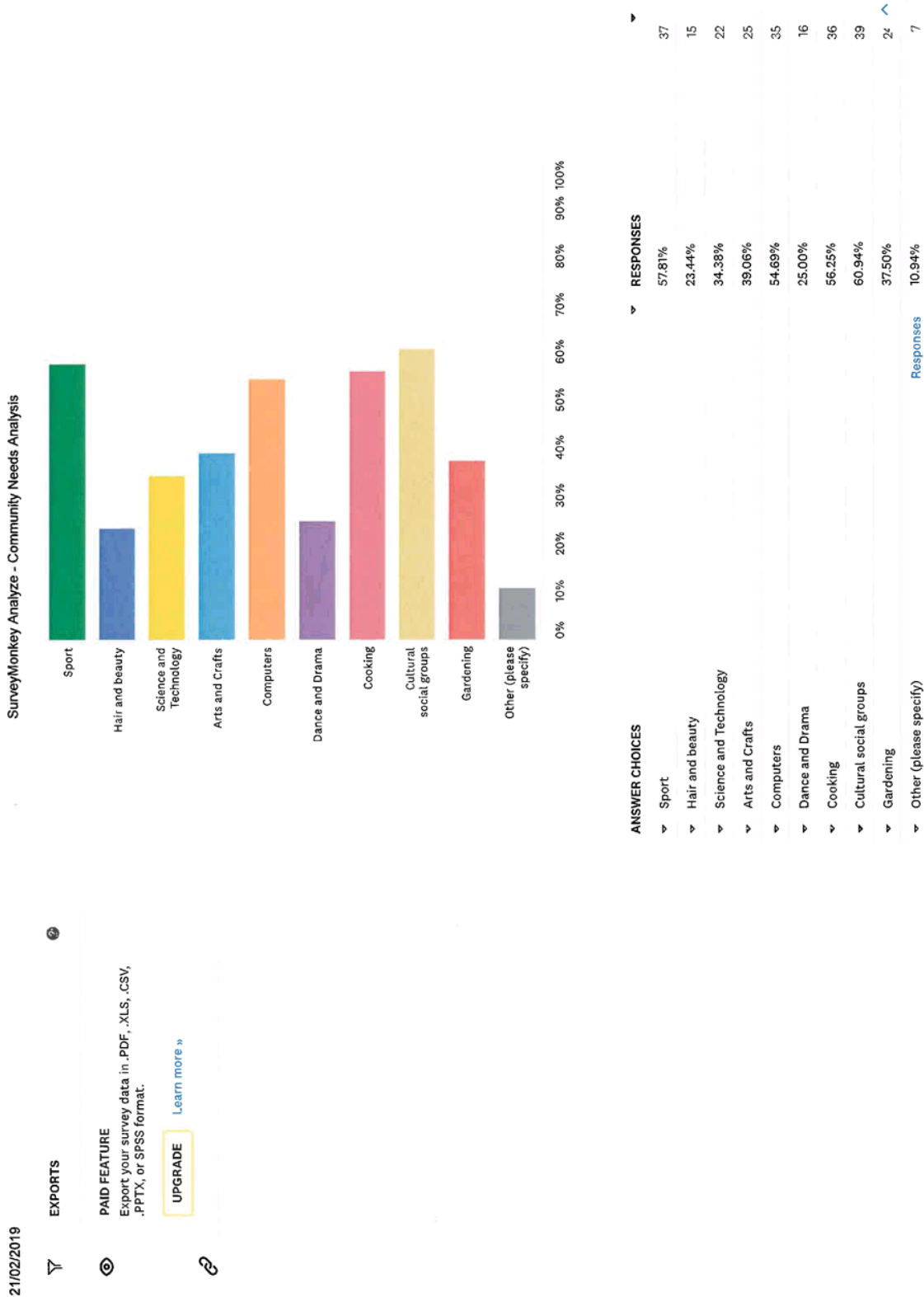
Q10

Social activities: Mark what you feel would be relevant social programs that could be offered within the community

Answered: 64 Skipped: 0

https://www.surveymonkey.com/analyze/8BX9yaqJJYolwWlr28AXnDwq2wly65hBdJ45vsVlW4_3D

10/12



16/05/2019

Roundcube Webmail :: RE: quote for the magic show and other possible activity for Open Day

Subject **RE: quote for the magic show and other possible activity for Open Day**

From [redacted] <[redacted]@bigpond.com>

To [redacted] <brcc@bagsterroadcc.com.au>

Date 2019-05-15 15:21



Hi Jia,

Thank you for your enquiry. I am available on the 19th of October. Prices are 30 - 40 minute magic show \$200, magic show and balloon animals \$220 for 1 hour, magic show, balloon animals and glitter arm paintings \$250 for 1 1/2 - 2 hours. Please let me know if you need any more information.

Regards,

Steve.

Steve Presto Magic
www.stevepresto.com

-----Original Message-----

From: Jia Zhao <[redacted]@bagsterroadcc.com.au>
 Sent: Friday, 15 May 2019 1:05 PM
 To: [redacted] <[redacted]@bigpond.com>
 Subject: quote for the magic show and other possible activity for Open Day

Hi Steve,
 This is Jia from Bagster Road Community Centre. It was great to contact you through the phone. I am writing this email to follow up our per conversation. As our per discussion, we are looking for the interactive magic show for our Open Day. The time for the Open Day is 19/10/2019, from 10.00 to 3.00. It is a family friendly community event to celebrate the 40th Birthday of the centre. The Open Day is free and open to all community members. If you have other activities and services can be offered, please include them with price in your reply so that I can pass it to the Management for the group decision.
 Many thanks

--
 Jia Zhao
 Social worker
 Bagster Road Community Centre
 17 Bagster Road, Salisbury North, SA, 5108
 08 8250 4167

https://bagsterroadcc.com.au:2096/cpsess7688923294/3rdparty/roundcube/?_task=mail&_safe=0&_uid=806&_mbox=INBOX&_action=print&_ext... 1/1

10/04/2019 Roundcube Webmail :: RE: seek quote

Subject RE: seek quote
From Castle Capers <info@castlecapers.com.au>
To Jia Zhao <vcc@bagsterroadcc.com.au>
Date 2019-04-09 10:52



Hi Jia,

I have listed quotes below:

Package 1
Bungy Run 8am - 3pm
1 x Attendant
1 x Generator

Total \$825.00 incl GST

Package 2
Bungy Run 9am - 3pm
C4 kids combo
2 x Attendant
1 x Generator

Total \$1300.00 incl GST

Package 3
Radical Obstacle 9am - 3pm
C4 kids combo
2 x Attendant
1 x Generator

Total \$1270.00 incl GST

Package 4
Xtreme III Obstacle 9am - 3pm
C4 Kids combo
2 x Attendant
1 x Generator
Total \$1370.00 incl GST

If you would like to make a booking, or would like a different quote or have any further questions please feel free to contact me.

Kind Regards

Kristi

Castle Capers
Ph: 0417 479 630
www.castlecapers.com.au

-----0 Message-----
From: Jia Zhao <vcc@bagsterroadcc.com.au>
Sent: Tuesday, 26 March 2019 1:04
To: Castle Capers <info@castlecapers.com.au>
Subject: Re: seek quote

Hi Mark,
I am replying this email to follow up the phone call made this afternoon.
Is it possible to have 1 attendant/supervisor for each activity instead of two?
Could you please help us to have another quote for 1 attendant each castle/activity while the hiring hours would be full day?
Many thanks

Jia Zhao

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ATLAS EVENT & PARTY HIRE

PRICE LIST FROM 1ST JULY 2018
Pricing is subject to change



156 Edward Street
Clarence Gardens 5039
Ph: 82972366
Fax: 82973858
Email: sales@atlasevents.com.au
Web page: www.atlasevents.com.au

Office & Showroom Trading Hours
Monday - Friday 9am - 5pm
Saturday - 9am - 12 Noon

Delivery & Collection fees on application

All Prices Include GST
Excludes 8% Damage Waiver (Optional)

PEAK TOP MARQUEE

3m increases in 3m sections	Price
3m x 3m Peak Top	\$238.00
3m x 6m Peak Top	\$390.00
3m x 9m Peak Top	\$585.00
3m x 12m Peak Top	\$779.00
4.5m increases in 4.5m sections	
4.5m x 4.5m Peak Top	\$325.00
4.5m x 9m Peak Top	\$536.00
4.5m x 13.5m Peak Top	\$812.00
4.5m x 18m Peak Top	\$1,028.00
12m Marquee	
12m Rope & Pole up to 24m	P.O.A

PAVILIONS

3m 4m 6m 8m 10m wide increasing in 3m bays	POA
3m x 3m Pavilion	POA
3m x 6m Pavilion	
3m x 9m Pavilion	
4m x 3m Pavilion	
4m x 6m Pavilion	
4m x 9m Pavilion	
6m x 6m Pavilion	
6m x 9m Pavilion	
6m x 12m Pavilion	
Clear Roof available in 6m	
8m x 3m Pavilion	
8m x 6m Pavilion	
8m x 9m Pavilion	
10m x 6m Pavilion	
10m x 9m Pavilion	
10m x 12m Pavilion	
Clear Roof available in 10m	
15m 20m 25m wide increasing in 5m bays	
15m x 15m	
15m x 20m	
15m x 25m	
20m x 20m	
20m x 25m	
20m x 30m	
25m x 20m	
25m x 25m	
Clear Roof available 15m	

WALLING

Additional walls for marquees & pavilions	
3m wide marquee & pavilion clear	\$22.00
4m wide pavilion clear	\$33.00
4.5m wide Marquee clear	\$44.00
5m wide pavilion clear or arch	\$42.00
Plain walls - supply only	
White 6m wide x 2.1m	\$25.00
White 6m wide x 2.7m	\$35.00
Clear walls 6m x 2.1m	\$40.00
Colour walls 6m x 2.1m (Budget)	\$15.00
Walls suitable to put around verandas	

All prices include GST - Excludes 8% Damage Waiver (optional)

LININGTulle lining available for marquees & pavilions
6m, 9m, 10m, 12m, 15m, 20m **POA****FLOORING****Prices include laying on level ground.**

Wooden Ply Flooring from	\$13.00m²
Wooden Dance Floor 3.6m x 4.8m	\$225.00
Wooden Dance Floor 4.8m x 4.8m	\$300.00
Wooden Dance Floor 6m x 7.2m	\$424.00
Woodgrain Feast Watson Floor	\$14.50m²
Edging additional cost POA	
Parquetry Floor available POA	
Pro Floor grey or green	\$9.80m ²
Pro Track	\$13.00m ²
Pro Zone Heavy Duty	\$35.00m ²
Carpet Tiles 1m x1m Grey	\$9.30m ²
Carpet Runners 6m x 1.2m	\$90.00
<i>Available in Pink, Blue, Purple & Black</i>	
Red 6m x 1.2m wide (new)	\$90.00
Red 9m x 1.2m wide (Economy)	\$90.00
Astro Turf assorted sizes from	\$45.00

A refundable bond will be charged on all carpet runners.**Charges will apply for all carpets returned dirty.****LIGHTING**

Price includes installation in Marquees or pavilions only.	Price
Rice Paper Shade white & coloured	\$35.00
Chandelier 5 arm \$55.00 or 8 arm	\$70.00
Bud lights (Fairy) 30m \$65.00 o	\$105.00
Festoon Lights 25m \$75.00 or	\$115.00
Dimmer (2 lights per dimmer)	\$35.00
Fluro light single installed	\$35.00

STAGING inc skirting

Stage Pieces 2.4m x 1.2m	\$120.00
Stage 2.4m x 3.6m	\$380.00
Stage 3.6m x 4.8m	\$550.00
Stage 7.2m x 2.4m	\$550.00
Stage Steps	\$20.00

more sizes available**DISPLAY EQUIPMENT**

PVC Picket Fencing 2.5m x 1.2m	\$43.00
Stainless Steel Bollard	\$16.00
Rope 1.5m various colours	\$8.50
Tensa poles (chrome) 1.8m strap	\$30.00
Barricade Poles 1m high (white)	\$9.00
White chain per metre	\$4.00
Black Display Screen 1.8mH x 1m\	\$48.00
Octonorm White Screens 2.4mH x 1	\$65.00
Walling white/black per linear mtr	\$48.00
Coat Racks 1.5m L	\$35.00
Cheval Mirror	\$34.00
Flagpoles 6m high with clip	\$35.00
Installation of flagpoles	\$35.00
Planter Box with Hedge	\$90.00
Truss Stands from	\$35.00

Page 1

UMBRELLAS	
Market Umbrellas various sizes & colours inc. base	from \$32.00
Stripe Umbrellas 5ft (1.2m)	\$14.60
Coolaroo Striped various colours	\$15.00
Golf Umbrellas (hand held)	\$12.00
SAFETY EQUIPMENT	
Fire Extinguisher Large (one per 100 s/m)	\$52.00
Fire Blanket	\$15.00
Exit Signs	\$29.00
HEATING & COOLING	
Heaters- 9kg gas bottle included	
Jet fire - Large \$97.00 Small -	\$75.00
Gas bottles 9kg	\$38.00
Mushroom Heater (2.3m High)	\$118.00
Patio Column Heater (1.5m High)	\$108.00
Pyramid Heater (2.2m High)	\$130.00
Glass Lantern Heater	\$130.00
Radiant Heater (heats from one side)	\$100.00
Electric Heater on Stand	\$32.00
COOLING	
Industrial Fans	\$84.00
Misting Fans	\$162.00
Airconditioning	POA
CHAIRS	
Bistro Plastic Chair white or green	\$2.70
Black Plastic Folding Chair	\$2.50
Americana Chair Folding white or black	\$6.00
Natural Timber Folding Chair	\$5.00
Black Timber Folding Chair	\$5.00
Timber Folding Chair Green,Blue,Yellow	\$5.50
Aluminium Café Chair	\$5.20
White Wire Chair	\$10.00
Botanic Metal Chair assorted colours	\$6.00
Bentwood Chair - Walnut & White	\$10.00
Chiavari Chair inc Cushion (black or white)	\$10.50
Highback Padded Chair (Brown/Black)	\$6.00
Padded Chair Silver Mink inc cover	\$5.00
Plastic chair Burgundy/Black (Economy)	\$1.60
Bench Seat Plastic 1.8m Long	\$10.30
Wooden Pews 2.7mL	\$25.00
Kiddie Chairs no arms assorted colours	\$1.80
Kiddie Chairs with arms White & Green	\$1.00
OTTOMANS & OUTDOOR FURNITURE	
Ottoman Benches White, Black or Red	\$105.00
Cubes White, Black & Red 45cm Sq	\$26.00
Wicker Lounge set	\$750.00
Wicker Lounge 3 seater	\$200.00
Wicker Lounge 2 seater	\$150.00
Wicker Single Chair	\$30.00
Wicker Coffee Table Glass Top	\$50.00
Acapulco Chair assorted Colours	\$21.00
Acapulco Tea Table	\$11.00
Baroque Chair	\$30.00
Baroque Lounge	\$150.00
Hour Glass stools various colours	\$4.00
Banksia Table & Chairs set 5 piece	\$52.00
STOOLS	
Wire Stool in white, black & red	\$20.00
Aluminium Stool	\$14.50
Tolix Stool 66cm assorted colours	\$12.00
Tolix Stool 45cm assorted colours	\$8.00
Padded Solid Timber Stool	\$25.00
Saddle Timber Stool 74cm	\$15.00
Bentwood Stool with back & no back	\$20.00
Corporate Wave Stool black or white	\$9.50
TRESTLE TABLES	
Trestles 75cm High	
1.8m x .75m (6ft) Seats 8 - wooden	\$11.50
1.8m (6ft) Seats 8 - plastic	\$11.40
2.4m (8ft) Seats 10 - wooden	\$12.70
2.4m (8ft) Seats 10 - plastic	\$12.40
2.4mL x 1mW Dark or Natural Timber	\$23.00
3m (10ft) Seats 12 - wooden	\$17.80
Kiddie Trestle 6' - wooden (54cmH)	\$10.50
Kiddie Trestle 1.2m plastic adjustable	\$8.50
Trestle Risers (pair)	\$5.30
ROUND TABLES	
White Plastic 90cm (3ft) Seats 4	\$13.40
White Plastic 1.2m (4ft) Seats 6	\$14.90
Wooden 1.2m (4ft) Seats 6	\$12.80
Wooden 1.5m (5ft) Seats 8	\$16.00
Wooden 1.8m (6ft) Seats 10	\$17.50
Wooden 2m (7ft) Seats 12 inc. base	\$27.80
Aluminium Round Table 80cm	\$16.00
Botanic Café.Table 60cm assort. colours	\$15.00
Botanic Bar Table 60cm assort. colours	\$20.00
BAR TABLES AND BARS	
White Wire 75cm Square Table glass top	\$95.00
Aluminium Bar Table 60cm x 1.1m	\$22.00
Tolix Bar Table 60cm Sq. top 1.07cmH	\$25.00
Tolix Bar Table 1.2mW 1.07cmH	\$40.00
Tolix Bar Table 1.5mW 1.07cmH	\$45.00
<i>Tolix Tables available in Black or White</i>	
Timber 80cm Square Bar Table	\$35.00
Wine Barrels Rustic or White	\$27.00
Rustic 3m Table with 2 Wine Barrels	\$62.00
Rustic Bar (1.2mL x 60cmW x 1.2mH)	\$100.00
White Wash Bar 2mL x 70cmW x 1.2mH	\$150.00
L-Shape Wooden Bar	\$150.00
Stainless Steel Bars with White Panels	\$100.00
Stainless Steel Bar Long	\$120.00
PALLET FURNITURE	
Pallet Bench Table with Bench Seats	\$100.00
Pallet Bar 1.8mL x 60cmW x 1.2mH	\$80.00
Black Pallet Bar 2.4mH x 60cmW x 1.2mH	\$120.00
SQUARE & COFFEE TABLES	
Tolix Square Café Table 60cm	\$20.00
Timber Square Table 80cm White/Stained	\$35.00
Natural Timber Square 55cm	\$10.00
Wooden Coloured Table 55cm	\$21.00
Aluminium Square Table 60cm	\$16.00
White Square Plastic Table	\$13.00
Coffee Tables White/Black 55cm sq	\$26.00
Coffee Tables White/Black 110cm x 55cm	\$46.00

All prices include GST - Excludes 8% Damage Waiver (optional)

Page 2

CROCKERY		GLASSWARE	
Australian Fine China	per 10	Riedel (per 12)	
Dinner Plate 30cm	\$11.50	Overture Magnum 530ml	\$18.60
Dinner plate 26cm	\$5.20	Restaurant Reisling 260ml	\$18.60
Entrée plate 23cm	\$5.20	Overture Champagne 260mm	\$18.60
Side plate 16cm & 18cm	\$5.20	Viognier/Chardonnay Tumbler 320ml	\$18.60
Soup/Sweet bowl 17cm x 5cm Deep	\$5.20	add a 10% compulsory Damage Waiver	
Pasta bowl 22cm	\$5.20	All Purpose and Beer	per 10
Pasta Bowl 28cm & 30cm	\$8.50	Classic Highball 330ml	\$5.70
Cup & Saucer	\$6.50	Highball Standard 280ml	\$5.70
Square Chelsea	per 10	Water Glass 250ml	\$5.70
Dinner plate square 26cm	\$7.40	Tumbler Nordic 310ml (per 12)	\$6.84
Entree plate square 23cm	\$7.40	Tumbler Spirit 225ml	\$5.70
Side plate square 16cm	\$7.40	Embassy Stemmed 296ml	\$5.70
Square bowl 18cm	\$7.40	Beer Pilsner 285ml	\$5.70
Square Cup & Saucer	\$7.40	Schooner 285ml	\$5.70
Vitro Or Basic White (Corelle)	Per 10	Cocktail	
Dinner plate 26cm	\$4.70	Martini 178ml & 210ml	\$13.56
Entrée plate 21cm	\$4.70	Cocktail Champagne 160ml	\$11.30
Side plate 17cm	\$4.70	Cocktail Wine 225ml (per 12)	\$13.56
Soup/Sweet bowl	\$4.70	Cocktail Highball 320ml	\$11.30
Cup & Saucer	\$4.70	Cocktail V Tumbler 255ml (per 12)	\$13.56
Short Black Cup & Saucer or Mugs	\$4.70	Cocktail Stem 296ml	\$11.30
Rectangle Plates various sizes	\$11.50	Liqueur flute 30ml	\$5.20
TABLE ACCESSORIES		Port/ Sherry	\$5.20
Gravy Boat White (250ml)	\$3.30	Brandy Balloon 355ml	\$7.20
Salt & pepper shakers (pr)	\$2.25	Economy Glassware	
Sugar Bowl	\$2.20	Champagne Saucer 170ml (per 12)	\$6.24
Milk Jug	\$2.20	Wine long stemmed 190ml	\$5.20
Butter Pat (round or square)	\$1.15	Wine Goblet 195ml	\$5.20
Dipping Dishes 8cm & 11cm	\$1.15	Wine Tulip 195ml	\$5.20
CUTLERY		Gala Stem 200ml	\$5.20
Plain stainless Steel	Per 10	Butcher 208ml	\$5.20
Knives-entrée, dinner, bread	\$4.00	All purpose 200ml	\$5.20
Forks-entrée, dinner, fruit, oyster	\$4.00	Butcher 208ml	\$5.20
Spoons-soup, dessert, fruit, teaspoon	\$4.00	Seafood Glass Dish	\$5.10
Luxor-Dinner & Entrée Knife & Fork	\$6.70	DRINK ACCESSORIES	
Spoons-soup, dessert, fruit, teaspoon	\$6.70	Drink Tubs Black (45 litres)	\$6.80
Clarendon-Dinner & Entrée Knife & Fork	\$11.30	Punch Bowl Stainless 13.5lt + ladle	\$12.00
Soup, Dessert, Fruit & Teaspoon	\$11.30	S/Steel Round Drink Tub and stand	\$10.00
Silverware - knife entrée, fish, dinner	\$14.50	Galvanised Drink Tub 30lt on stand	\$12.50
Forks entrée, fish, dinner, fruit	\$14.50	White Drink Tub on table	\$20.00
Spoon soup, dessert, fruit, teaspoon	\$14.50	S/Steel Ice Bucket	\$4.90
Cheese Knife	ea \$1.00	Ice Bucker Stand	\$4.60
Steak Knife	ea \$0.70	S/Steel Drink Tray + mat or non-slip	\$5.00
Chinese Ceramic Spoons	ea \$0.56	Ice Tongs	\$1.60
GLASSWARE		Ice Scoops 5oz (140ml) \$2.65 12oz	\$3.10
Wine	per 10	Spirit Measure 15ml	\$3.20
Wine Glass Princess 190ml & 230ml	\$6.90	Cocktail shaker s/steel	\$7.00
Wine Glass Princess 310ml (per 12)	\$8.28	Plastic wine cooler (plastic)	\$4.60
Wine Taster 215ml XL5	\$6.50	Stainless Steel Wine Cooler	\$4.10
Champagne		Drink Dispenser 5.6L	\$10.00
Standard Flute 190ml	\$5.70	Water Bottle 1litre	\$4.35
Princessa Flute 150ml	\$6.90	Carafe 1 litre	\$4.80
Champagne Flute (new style)	\$5.70	Water Jugs stainless 1.2lt	\$8.60
Mondial Crystal		Water Jugs glass 1lt	\$5.00
Champagne 190ml, Wine 250ml & 320ml	\$13.80	Water Jugs Acrylic 1.2ltr (Euro Jug)	\$3.15
Wine 420ml (per 12)	\$16.56	Beer Jugs 1.25lt acrylic \$2.10 Glass	\$4.80
Pilsner General Purpose 390ml	\$13.80		

All prices include GST - Excludes 8% Damage Waiver

Page 3

CATERING EQUIPMENT		CATERING EQUIPMENT	
Tea & Coffee	Price	Cooking and Warming Equipment cont..	
Urn 10 litre 50 cup	\$27.00	Gas Deep Fryer 20lt (inc 18kg gas)	\$194.00
Urn 20 litre 90 cup	\$50.00	4 Burner Gas oven inc. 9kg Gas Bottle	\$300.00
Urn 30litre 150cup	\$54.00	Pizza Oven Gas inc. 9kg Gas	\$96.00
Urn 40 Litre 200 cup	\$60.00	Pizza Tray 12"	\$5.50
Coffee Perculator 90 - 100 cup	\$60.00	Rice Cooker 6litre	\$55.00
Cordless Thermos 20 ltr	\$52.00	Soup Kettle 9 litre	\$30.00
Coffee Plunger 10 cup	\$12.00	Carnival Equipment	Price
Coffee Pot warmer (single)	\$30.00	Hot Dog Machine 4 prong	\$65.00
Coffee Pots Stainless 3ltr	\$7.90	Donut Fryer + dropper	\$75.00
Teapot Aluminium 6ltr	\$6.80	Cooking & Table Accessories	each
Pie Warmers		Stock Pots 20Litre	\$16.00
Small glass pie warmer (3 tray)	\$54.00	Tongs Stainless 9" (23cm)	\$1.50
Large glass pie warmer (3 -5tray)	\$60.00	Mini Tongs Stainless 5" (13cm)	\$1.40
Large 6 draw Pie Warmer (metal)	\$75.00	Plastic Salad Tongs white	\$1.65
Medium 4 shelf sliding doors	\$80.00	Vegetable Spoon plain/slotted	\$2.30
Toasters		Cutting Boards Lge	\$5.00
Toaster 4 slice	\$40.00	Oval Platter Stainless various sizes	\$5.30
Conveyor Toaster	\$250.00	Souffle Dishes various sizes	\$1.15
Salamander Grill Toaster 10AMP	\$75.00	China Platters square 10" (25cm)	\$2.50
Salamander Grill Toaster sml 15AMP	\$68.00	China Platters square 12" (30cm)	\$5.15
Hot Plates		China Platters rectangle 38cm x 26cm	\$9.00
Electric Hot Plate Single	\$35.00	China Platters rectangle 40cm x 25cm	\$9.00
Electric Grillette (33cm x 50cm)	\$74.00	V Shape Salad Bowl 3" (7.6cm)	\$1.20
Bain-Maries (no glass)		V Shape Salad Bowl 7" (9cm)	\$3.80
4 compartment (includes lids)	\$75.00	V Shape Salad Bowl 12" (30cm)	\$6.60
6 compartment (includes lids) 15AMP	\$108.00	Round Salad Bowl white 9" (28cm)	\$4.00
Food warmers (glass front)		Square Salad Bowl 25cm	\$8.00
4 compartment wet/dry	\$91.00	Rectangle Salad Bowl 25cm x 20cm	\$8.00
5 compartment wet/dry	\$96.00	Glass V-Shape Bowl 28cm	\$3.10
6 compartment wet/dry	\$118.00	Glass V-Shape Bowl 17cm	\$3.10
Extra pots 1/2 from	\$8.50	Glass Salad Bowls Leaf 10" (25cm)	\$3.60
Extra pots full from	\$8.50	Stainless Steel Mixing Bowl 45cm	\$10.00
Chaffing Dishes (including fuel)	\$26.00	Stainless Steel Salad Servers (Pair)	\$3.40
Cooking and Warming Equipment		Table Stands and numbers	\$2.50
Hot Box gas 6 shelf (Gas) inc. 9kg Gas	\$130.00	Cake Stands 3 and 4 tiered	\$7.00
Gas Roaster (large) inc. 9kg Gas	\$124.00	Cake Stands Single 32cm high & low	\$5.50
BBQ 1.2m x .60cm inc. 9kg Gas	\$92.00	Platter Stand	\$3.70
Gas Burner double stainless inc. 9kg Gas	\$65.00	Wire Bread Baskets	\$3.70
Gas Burner single ring inc. 9kg Gas	\$54.00	Bread Knife	\$3.20
Convection Oven 15amp	\$237.00	Cheese Knife	\$1.00
Convection Oven 10 amp	\$237.00	Ladle	From \$3.00
Single Deepfryer- Benchtop 15amp	\$75.00	Tubs & Eskys	
Double Deepfryer- Benchtop 10amp	\$75.00	Ice tubs Black	\$6.80
Baking Dishes (40cmx30cmx7.6xm)	\$6.00	Esky 60Litre	\$47.00
Baking Sheet (42cm x 57cm)	\$6.00	Esky 120 Litre	\$70.00
		Food Preparation & Washing	
		Stainless Steel Bench 1.25m x 600 D	\$55.00
		Portable Sink - Small	\$56.00
		Portable Sink - Deep	\$77.00
		Rubbish Bins 75lt	\$7.00
		Butt Out Bins	\$10.00

PLEASE NOTE: A cleaning fee will be charged on all catering equipment if not returned thoroughly cleaned

All Prices include GST - Excludes 8% Damage Waiver (optional)

Page 4

LINEN		WEDDING ACCESSORIES	
TRESTLE CLOTH	Price	Wedding Cake Knife (hire)	\$5.75
Banquet cloth white/black (to ground)	\$26.00	Table Skirting (bridal or cake)	
2.7m x 1.5m White or Black Cloth	\$12.75	Kingston Lace 3m (Economy)	\$40.00
2.7m x 1.5m Cloths assort colours	\$10.30	Kingston Lace 6.5m (Economy)	\$65.00
2.7m x 1.8m White Cloth	\$14.00	Box Pleat 3m	\$54.00
3.6m (12ft) x 1.5m rectangle white	\$12.75	Box Pleat 5.5m	\$86.00
Square cloths		Table Decorations	
1.4m square cloth white	\$10.30	Candy Jar 42cm	\$7.50
1.5m square cloth black, chocolate, Red	\$9.30	Small Floating Candle Bowl	\$3.80
1.8m square cloth white	\$12.10	Flared Table Bowl	\$10.00
2.3m square cloth plain/damask	\$10.80	Hurricane Lamp 25cm	\$10.50
Cream & Gold Strip 2m square	\$15.45	Table Mirror 30cm Round	\$4.80
Burgundy Fleur D'Lys 2m square	\$17.00	Table Mirror 40cm Round	\$5.80
Satin cloth 1m square assort colours	\$8.25	Table Mirror 50cm Round	\$6.80
Satin cloth 2m square assort colours	\$14.00	Tealight holders plain or frosted	\$0.70
Organza overlays 2m sq assort colours	\$10.30	Tealight holders pattern	\$0.70
Round cloths		Frames	
Lycra bar table cover	\$15.00	White Baroque Frame	\$16.00
available in white, black & assorted colours		Black Baroque Frame	\$16.00
2.4m (8ft) round cloth black & white	\$15.50	Vases	
3.2m (10.5ft) round cloth	\$17.50	Large cylinder Vases 28cm	\$8.00
3.3m (11ft) round cloth black	\$21.00	Martini Vase 50cm H	\$12.00
3.2m round satin assort colours	\$15.45	Glass Bud Vase 28cm or 40cm from	\$3.20
Napkins		Tall Cone Vase 60cm	\$12.00
White & various colours from	\$1.05	Cylinder Vase stem 50cm H	\$12.00
Black	\$1.05	Spaghetti Vase clear or black 57cm H	\$9.00
Tea towels	\$1.40	Pedestals	
Aprons half or full	\$4.20	Pedestal (white) 30cm x 70m H	\$33.00
Chaircovers & Accessories		Pedestal sandstone	\$90.00
Overall Chaircover white or black over 60	\$2.70	Wishing Well (white)	\$41.00
Fitted Bistro Cover white or black over 60	\$2.70	CANDELABRAS	
Fitted Banquet Cover (padded chairs)		Wax candles not included in price	
- white or black over 60	\$2.70	Chabby Chic 8 arm Candelabra	\$22.00
Lycra Covers White over 60	\$2.70	Wrought Iron 3arm black, silver, gold	\$6.00
Directors Chaircover 100% cotton	\$3.75	Wrought Iron 5arm black, Silver, gold	\$6.00
Bench Seat Cover White or Black	\$7.40	Wrought Iron Floor 3 arm black	\$10.50
Satin sashes assorted colours	\$1.30	Silver 3 arm Candelabra - old fashion	\$12.00
Organza Sashes assorted colours	\$1.30		
Table runner 2.5m (satin or organza) assort colours	\$3.75		

**Additional charges will apply if linen is stained with WAX.
If unable to remove stains a replacement cost will be charged.**

All Prices include GST - Excludes 8% Damage Waiver (optional)

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St John Ambulance - South Australia Event Health Services Quote



Event Number: 15171
Date of Issue: 13/05/2019
Quote Valid until: 27/05/2019

Event Organiser

Contact Name: Ji
Organisation: Bagster Road Community Centre

Event Information

Event Dates: 19/10/2019
Event Name: Open Day
Event Location: Salisbury North

Thank you for providing St John Ambulance - South Australia with the opportunity to offer you a quote for your upcoming event. Please find below your quote, and our Booking Terms and Conditions. Please note this quote doesn't constitute a booking with St John. Once the quote is accepted we will assess our availability to cover your event and provide confirmation of our ability to cover your event.

Quote						Version: 1	
Date	Arrive	Depart	Location	Staff	Hours	Type	Subtotal
Sat 19-Oct-19	10:00	15:00	Bagster Road Community Centre	2	5.00	First Aid Support	\$225.00
Required if an event is 5+ hours in duration						Meal Charges	\$30.00
Required if a vehicle is mandatory for event						Vehicle/s Charge	\$0.00
						Subtotal	\$255.00
						GST - Not Applicable	\$0.00
An invoice is issued 1 week post event						Grand Total	\$255.00

Quote Acceptance must be received via email by Quote Validity date specified above

Inclusions

St John SA will provide all medical equipment, support services and consumables required to provide Event Health Services at the event, unless agreed otherwise with the client, in addition to the resources specified in the quote.

Our People

St John strives to be the leading provider of First Aid & Healthcare services to the community. During our 130 years of operation, we have gained extensive experience in planning and managing local and major events across South Australia. St John has a broad workforce available that includes dedicated Volunteers and Event Responder staff that can't be matched by our competitors.

Scope of Practice

St John Ambulance SA will only provide Event Health Services in accordance with the St John Ambulance Clinical Practice Guidelines. If the client requires treatment of a patient(s) that is outside of the St John Ambulance Clinical Practice Guidelines, then that client will assume full responsibility for the complete care of that patient(s).

Booking Terms

- If the quote is accepted, your booking is only for times specified above. Any additional time will result in additional charges in 15 minute increments.
- A Minimum Booking Fee of 3 hours applies
- St John Ambulance is engaged to provide Event Health Services within the confines of your event only. The South Australian Ambulance Service will be contacted if transportation to hospital is required - at the determination of St John Ambulance's team on site in conjunction with the patient.
- The client agrees that it may be necessary to halt or delay any event to facilitate the safe treatment of a patient(s) at the event or otherwise.
- The client agrees that they will provide a suitable area for members to provide first aid, or as an alternative, a suitable site for the positioning of a St John Mobile Treatment Post at the event.
- Our deployment is based on information provided to us to date. Changes that impact the risk profile of the event or alterations to attendance numbers may require changes to our deployment and the final event fee.
- St John Ambulance SA reserves the right to determine, in its absolute discretion, how members and resources will be allocated to each event. We will endeavour to meet any special requirements that are made at the time of booking and will notify the event organiser where possible if such special requirements cannot be achieved. In accepting this agreement, the client accepts that the number and qualifications of members St John Ambulance SA proposes to deploy at the event, as sufficient and appropriate.

Working with Children and Police Checks

All St John Personnel have undergone a Nationally Coordinated Criminal History Check and a South Australian Child related & vulnerable person-related screening check. These checks are renewed every three years and only Members with in-date checks will attend Events.

Insurance

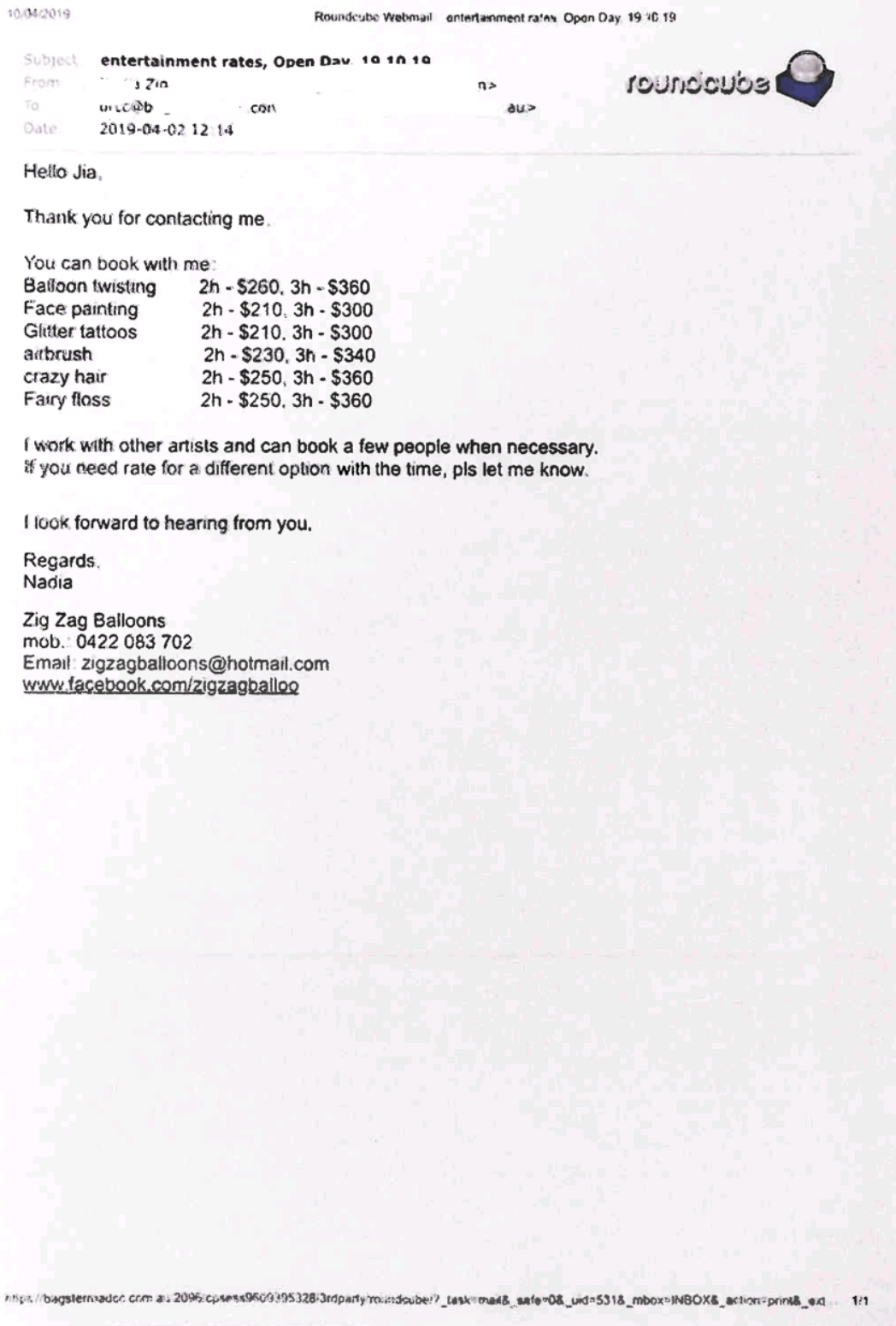
St John will maintain appropriate levels of insurance with its reputable Insurer that provides adequate coverage for the services required by St John at the event including Medical Malpractice, Public Liability, Voluntary Workers and Motor Vehicle insurances. Copies of Certificates of Currency are available upon request.

Cancellations

- If the event is cancelled, you must advise St John via email no later than 16:00 on the last business day prior to the event. If you fail to notify St John of a cancellation or notification is provided after 16:00 of the last business day prior to the event, St John may charge a \$50.00 fee to recoup our administrative costs in addition to any costs incurred by St John Ambulance.
- If the event is cancelled due to inclement weather, St John may elect to waive the payment of the Event Fee, provided that the client notifies St John at least two hours prior to the commencement of the event. Any such waiver is at the absolute discretion of St John.

Payment Terms

An invoice will be issued **after** each event and will be payable within 14 days from the date of the invoice.



27/02/2019

2016 Census QuickStats: Salisbury North



Australian Bureau of Statistics

2016 Census QuickStats

Australia | South Australia | State Suburbs

Salisbury North

Code SSC41279 (SSC)

People	9,891
Male	49.9%
Female	50.1%
Median age	34
Families	
Families	2,542
Average children per family	
for families with children	1.8
for all families	0.8
All private dwellings	
All private dwellings	4,184
Average people per household	2.5
Median weekly household income	\$920
Median monthly mortgage repayments	\$1,200
Median weekly rent	\$240
Average motor vehicles per dwelling	1.5

People — demographics & education

People tables are based on a person's place of usual residence on Census night

People	Salisbury North	%	Australia	%
<i>Persons count based on place of usual residence on Census night</i>				
Male	4,933	49.9	11,546,638	49.3
Female	4,954	50.1	11,855,248	50.7
Aboriginal and/or Torres Strait Islander people	362	3.7	649,171	2.8

http://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/SSC41279?opendocument

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27/02/2019

2016 Census QuickStats: Salisbury North

In the 2016 Census, there were 9,891 people in Salisbury North (State Suburbs). Of these 49.9% were male and 50.1% were female. Aboriginal and/or Torres Strait Islander people made up 3.7% of the population.

Age	Salisbury North	%	Australia	%
Median age	34	--	38	--
0-4 years	772	7.8	1,464,779	6.3
5-9 years	694	7.0	1,502,646	6.4
10-14 years	635	6.4	1,397,183	6.0
15-19 years	610	6.2	1,421,595	6.1
20-24 years	735	7.4	1,566,793	6.7
25-29 years	728	7.4	1,664,602	7.1
30-34 years	836	8.4	1,703,847	7.3
35-39 years	676	6.8	1,561,679	6.7
40-44 years	565	5.7	1,583,257	6.8
45-49 years	592	6.0	1,581,455	6.8
50-54 years	622	6.3	1,523,551	6.5
55-59 years	553	5.6	1,454,332	6.2
60-64 years	565	5.7	1,299,397	5.6
65-69 years	435	4.4	1,188,999	5.1
70-74 years	343	3.5	887,716	3.8
75-79 years	240	2.4	652,657	2.8
80-84 years	166	1.7	460,549	2.0
85 years and over	128	1.3	486,842	2.1

The median age of people in Salisbury North (State Suburbs) was 34 years. Children aged 0 - 14 years made up 21.2% of the population and people aged 65 years and over made up 13.3% of the population.

Registered marital status <i>People aged 15 years and over</i>	Salisbury North	%	Australia	%
Married	2,937	37.7	9,148,218	48.1
Separated	355	4.6	608,059	3.2
Divorced	847	10.9	1,626,890	8.5
Widowed	468	6.0	985,204	5.2
Never married	3,178	40.8	6,668,910	35.0

Of people in Salisbury North (State Suburbs) aged 15 years and over, 37.7% were married and 15.5% were either divorced or separated.

Social marital status <i>People aged 15 years and over</i>	Salisbury North	%	Australia	%
Registered marriage	2,609	37.3	8,001,141	47.7
De facto marriage	774	11.1	1,751,731	10.4
Not married	3,620	51.7	7,024,973	41.9

In Salisbury North (State Suburbs), of people aged 15 years and over, 37.3% of people were in

http://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/SSC41279?opendocument

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2016 Census QuickStats: Salisbury North

a registered marriage and 11.1% were in a de facto marriage.

Education	Salisbury North	%	Australia	%
Preschool	135	4.5	347,621	4.8
Primary - Government	717	23.9	1,314,787	18.2
Primary - Catholic	128	4.3	380,604	5.3
Primary - other non Government	61	2.0	231,490	3.2
Secondary - Government	479	16.0	827,505	11.5
Secondary - Catholic	53	1.8	338,384	4.7
Secondary - other non Government	40	1.3	280,618	3.9
Technical or further education institution	272	9.1	424,869	5.9
University or tertiary institution	212	7.1	1,160,626	16.1
Other	110	3.7	198,383	2.8
Not stated	794	26.5	1,707,023	23.7

In Salisbury North (State Suburbs), 30.3% of people were attending an educational institution. Of these, 30.2% were in primary school, 19.0% in secondary school and 16.1% in a tertiary or technical institution.

Level of highest educational attainment <i>People aged 15 years and over</i>	Salisbury North	%	Australia	%
Bachelor Degree level and above	373	4.8	4,181,406	22.0
Advanced Diploma and Diploma level	420	5.4	1,687,893	8.9
Certificate level IV	213	2.7	551,767	2.9
Certificate level III	1,172	15.1	2,442,203	12.8
Year 12	1,237	15.9	2,994,097	15.7
Year 11	901	11.6	941,531	4.9
Year 10	1,115	14.3	2,054,331	10.8
Certificate level II	21	0.3	13,454	0.1
Certificate level I	3	0.0	2,176	0.0
Year 9 or below	1,107	14.2	1,529,897	8.0
No educational attainment	213	2.7	145,844	0.8
Not stated	829	10.6	1,974,794	10.4

Of people aged 15 and over in Salisbury North (State Suburbs), 15.9% reported having completed Year 12 as their highest level of educational attainment, 17.8% had completed a Certificate III or IV and 5.4% had completed an Advanced Diploma or Diploma.

2011 benchmarks are not available for this data item.

People — cultural & language diversity

Ancestry, top responses	Salisbury North	%	Australia	%
English	3,628	27.5	7,852,224	25.0
Australian	3,352	25.4	7,298,243	23.3
Scottish	650	4.9	2,023,470	6.4
Irish	584	4.4	2,388,058	7.6

http://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/SSC41279?opendocument

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2016 Census QuickStats: Salisbury North

German 562 4.3 982,226 3.1

The most common ancestries in Salisbury North (State Suburbs) were English 27.5%, Australian 25.4%, Scottish 4.9%, Irish 4.4% and German 4.3%.

Respondents had the option of reporting up to two ancestries on their Census form, and this is captured by the Ancestry Multi Response (ANCP) variable used in this table. Therefore, the total responses count will not equal the persons count for this area. Calculated percentages represent a proportion of all responses from people in Salisbury North (State Suburbs) (including those who did not state an ancestry).

Country of birth	Salisbury North	%	Australia	%
Australia	6,672	67.6	15,614,835	66.7
<i>Other top responses</i>				
England	439	4.5	907,570	3.9
Bhutan	205	2.1	5,950	0.0
Philippines	182	1.8	232,386	1.0
Vietnam	147	1.5	219,355	0.9
Afghanistan	128	1.3	46,799	0.2

In Salisbury North (State Suburbs), 67.6% of people were born in Australia. The most common countries of birth were England 4.5%, Bhutan 2.1%, Philippines 1.8%, Vietnam 1.5% and Afghanistan 1.3%.

Country of birth of father and/or mother, stated responses	Salisbury North	%	Australia	%
Both parents born overseas	3,407	34.5	8,051,196	34.4
Father only born overseas	624	6.3	1,488,092	6.4
Mother only born overseas	479	4.8	1,094,591	4.7
Both parents born in Australia	4,639	46.9	11,070,538	47.3

In Salisbury North (State Suburbs), 46.9% of people had both parents born in Australia and 34.5% of people had both parents born overseas.

Country of birth of father, stated responses	Salisbury North	%	Australia	%
Australia	5,168	52.4	12,231,150	52.3
England	776	7.9	1,403,096	6.0
Bhutan	331	3.4	8,445	0.0
Vietnam	249	2.5	320,208	1.4
Philippines	223	2.3	270,177	1.2

In Salisbury North (State Suburbs), the most common countries of birth for male parents were Australia 52.4%, England 7.9%, Bhutan 3.4%, Vietnam 2.5% and Philippines 2.3%.

Country of birth of mother, stated responses	Salisbury North	%	Australia	%
Australia	5,312	53.9	12,643,365	54.0

http://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/SSC41279?opendocument

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2016 Census QuickStats: Salisbury North

England	777	7.9	1,302,147	5.6
Bhutan	321	3.3	8,314	0.0
Philippines	248	2.5	325,049	1.4
Vietnam	243	2.5	335,060	1.4

In Salisbury North (State Suburbs), the most common countries of birth for female parents were Australia 53.9%, England 7.9%, Bhutan 3.3%, Philippines 2.5% and Vietnam 2.5%.

Religious affiliation, top responses	Salisbury North	%	Australia	%
No Religion, so described	3,537	35.8	6,933,708	29.6
Catholic	1,657	16.8	5,291,834	22.6
Anglican	889	9.0	3,101,185	13.3
Not stated	844	8.5	2,238,735	9.6
Uniting Church	473	4.8	870,183	3.7

The most common responses for religion in Salisbury North (State Suburbs) were No Religion, so described 35.8%, Catholic 16.8%, Anglican 9.0%, Not stated 8.5% and Uniting Church 4.8%. In Salisbury North (State Suburbs), Christianity was the largest religious group reported overall (47.6%) (this figure excludes not stated responses).

Language, top responses (other than English)	Salisbury North	%	Australia	%
Nepali	346	3.5	62,005	0.3
Vietnamese	227	2.3	277,400	1.2
Hazaraghi	111	1.1	22,272	0.1
Tagalog	109	1.1	111,273	0.5
Khmer	104	1.1	35,428	0.2
English only spoken at home	7,111	71.9	17,020,417	72.7
Households where a non English language is spoken	768	20.1	1,971,011	22.2

In Salisbury North (State Suburbs), 71.9% of people only spoke English at home. Other languages spoken at home included Nepali 3.5%, Vietnamese 2.3%, Hazaraghi 1.1%, Tagalog 1.1% and Khmer 1.1%.

People — employment

Employment	Salisbury North	%	Australia	%
<i>People who reported being in the labour force, aged 15 years and over</i>				
Worked full-time	1,963	50.5	6,623,065	57.7
Worked part-time	1,174	30.2	3,491,503	30.4
Away from work	200	5.1	569,276	5.0
Unemployed	548	14.1	787,452	6.9

There were 3,885 people who reported being in the labour force in the week before Census night in Salisbury North (State Suburbs). Of these 50.5% were employed full time, 30.2% were employed part-time and 14.1% were unemployed.

http://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/SSC41279?opendocument

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27/02/2019

2016 Census QuickStats: Salisbury North

The ABS Labour Force Survey provides the official estimates of Australia's unemployment rate. More information about Census and labour force status is provided in Understanding the Census and Census Data.

Employment - hours worked <i>Employed people aged 15 years and over</i>	Salisbury North	%	Australia	%
1-15 hours per week	408	12.2	1,218,823	11.4
16-24 hours per week	288	8.6	1,079,236	10.1
25-34 hours per week	476	14.3	1,193,445	11.2
35-39 hours per week	922	27.6	2,031,263	19.0
40 hours or more per week	1,041	31.2	4,591,801	43.0

Of employed people in Salisbury North (State Suburbs), 12.2% worked 1 to 15 hours, 8.6% worked 16 to 24 hours and 31.2% worked 40 hours or more.

Occupation <i>Employed people aged 15 years and over</i>	Salisbury North	%	Australia	%
Labourers	658	19.7	1,011,520	9.5
Technicians and Trades Workers	497	14.9	1,447,414	13.5
Community and Personal Service Workers	485	14.5	1,157,003	10.8
Machinery Operators and Drivers	442	13.3	670,106	6.3
Clerical and Administrative Workers	438	13.1	1,449,681	13.6
Sales Workers	327	9.8	1,000,955	9.4
Professionals	235	7.0	2,370,966	22.2
Managers	188	5.6	1,390,047	13.0

The most common occupations in Salisbury North (State Suburbs) included Labourers 19.7%, Technicians and Trades Workers 14.9%, Community and Personal Service Workers 14.5%, Machinery Operators and Drivers 13.3%, and Clerical and Administrative Workers 13.1%.

Industry of employment, top responses <i>Employed people aged 15 years and over</i>	Salisbury North	%	Australia	%
Aged Care Residential Services	176	5.5	211,621	2.0
Supermarket and Grocery Stores	140	4.4	254,275	2.4
Road Freight Transport	126	4.0	129,528	1.2
Other Social Assistance Services	97	3.0	158,230	1.5
Takeaway Food Services	96	3.0	189,447	1.8

Of the employed people in Salisbury North (State Suburbs), 5.5% worked in Aged Care Residential Services. Other major industries of employment included Supermarket and Grocery Stores 4.4%, Road Freight Transport 4.0%, Other Social Assistance Services 3.0% and Takeaway Food Services 3.0%.

Median weekly incomes <i>People aged 15 years and over</i>	Salisbury North	%	Australia	%
Personal	462	--	662	--

http://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/SSC41279?opendocument

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27/02/2019	2016 Census QuickStats: Salisbury North			
Family	1,065	--	1,734	--
Household	920	--	1,438	--

The median weekly personal income for people aged 15 years and over in Salisbury North (State Suburbs) was \$462.

Travel to work, top responses <i>Employed people aged 15 years and over</i>	Salisbury North		Australia	
		%		%
Car, as driver	2,397	72.3	6,574,571	61.5
Car, as passenger	204	6.2	489,922	4.6
Train	70	2.1	488,012	4.6
Bus	46	1.4	323,201	3.0
Worked at home	40	1.2	503,582	4.7
People who travelled to work by public transport	213	6.4	1,225,668	11.5
People who travelled to work by car as driver or passenger	2,691	80.7	7,305,271	68.4

In Salisbury North (State Suburbs), on the day of the Census, the most common methods of travel to work for employed people were: Car, as driver 72.3%, Car, as passenger 6.2% and Train 2.1%. Other common responses were Bus 1.4% and Worked at home 1.2%. On the day, 6.4% of employed people used public transport (train, bus, ferry, tram/light rail) as at least one of their methods of travel to work and 80.7% used car (either as driver or as passenger).

Unpaid work <i>People aged 15 years and over</i>	Salisbury North		Australia	
		%		%
Did unpaid domestic work (last week)	4,770	61.3	13,143,914	69.0
Cared for child/children (last two weeks)	2,190	28.1	5,259,400	27.6
Provided unpaid assistance to a person with a disability (last two weeks)	1,032	13.2	2,145,203	11.3
Did voluntary work through an organisation or group (last 12 months)	855	11.0	3,620,726	19.0

In Salisbury North (State Suburbs), of people aged 15 years and over, 61.3% did unpaid domestic work in the week before the Census. During the two weeks before the Census, 28.1% provided care for children and 13.2% assisted family members or others due to a disability, long term illness or problems related to old age. In the year before the Census, 11.0% of people did voluntary work through an organisation or a group.

Unpaid domestic work, number of hours <i>People aged 15 years and over</i>	Salisbury North		Australia	
		%		%
Less than 5 hours per week	1,499	19.2	4,298,593	22.6
5 to 14 hours per week	1,791	23.0	4,944,578	26.0
15 to 29 hours per week	767	9.8	2,189,776	11.5
30 hours or more per week	720	9.2	1,710,970	9.0

Of people who did unpaid domestic work in the week before the Census in Salisbury North (State Suburbs), 23.0% worked 5 to 14 hours, 9.8%

27/02/2019

2016 Census QuickStats: Salisbury North

worked 15 to 29 hours and 9.2% worked 30 hours or more.

Families — family composition

Family composition	Salisbury North	%	Australia	%
Couple family without children	751	29.6	2,291,987	37.8
Couple family with children	978	38.5	2,716,224	44.7
One parent family	754	29.7	959,543	15.8
Other family	57	2.2	102,559	1.7

Of the families in Salisbury North (State Suburbs), 38.5% were couple families with children, 29.6% were couple families without children and 29.7% were one parent families.

Single (or lone) parents	Salisbury North	%	Australia	%
<i>Proportion of the total single (or lone) parent population</i>				
Male	--	17.6	--	18.2
Female	--	82.4	--	81.8

In Salisbury North (State Suburbs), 17.6% of single parents were male and 82.4% were female.

Families — employment status of couple families

Employment status of parents in couple families	Salisbury North	%	Australia	%
<i>Labour force, parents or partners aged 15 years and over</i>				
Both employed, worked full-time	224	12.9	1,084,006	21.6
Both employed, worked part-time	76	4.4	203,596	4.1
One employed full-time, one part-time	269	15.5	1,086,460	21.7
One employed full-time, other not working	302	17.4	749,886	15.0
One employed part-time, other not working	145	8.4	302,037	6.0
Both not working	536	30.9	1,006,697	20.1
Other (includes away from work)	90	5.2	264,145	5.3
Labour force status not stated (by one or both parents in a couple family)	93	5.4	311,381	6.2

In Salisbury North (State Suburbs), of couple families with children, 12.9% had both partners employed full-time, 4.4% had both employed part-time and 15.5% had one employed full-time and the other part-time.

The ABS Labour Force Survey provides the official estimates of Australia's unemployment rate. More information about Census and labour force status is provided in Understanding the Census and Census Data.

Dwellings — dwelling structure

Dwelling tables exclude visitor only and other non-classifiable households

Dwelling count	Salisbury North	%	Australia	%
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http://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/SSC41279?opendocument

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27/02/2019

2016 Census QuickStats: Salisbury North

Occupied private dwellings	3,636	91.1	8,286,073	88.8
Unoccupied private dwellings	356	8.9	1,039,874	11.2

In Salisbury North (State Suburbs), 91.1% of private dwellings were occupied and 8.9% were unoccupied.

Dwelling structure	Salisbury North	%	Australia	%
<i>Occupied private dwellings</i>				
Separate house	2,670	73.4	6,041,788	72.9
Semi-detached, row or terrace house, townhouse etc	956	26.3	1,055,016	12.7
Flat or apartment	5	0.1	1,087,434	13.1
Other dwelling	0	0.0	64,425	0.8

Of occupied private dwellings in Salisbury North (State Suburbs), 73.4% were separate houses, 26.3% were semi-detached, row or terrace houses, townhouses etc, 0.1% were flat or apartments and 0.0% were other dwellings.

Number of bedrooms	Salisbury North	%	Australia	%
<i>Occupied private dwellings</i>				
None (includes bedsitters)	9	0.2	39,769	0.5
1 bedroom	94	2.6	411,252	5.0
2 bedrooms	428	11.8	1,562,759	18.9
3 bedrooms	2,548	70.1	3,403,190	41.1
4 or more bedrooms	458	12.6	2,670,758	32.2
Number of bedrooms not stated	97	2.7	198,351	2.4
Average number of bedrooms per dwelling	3	--	3.1	--
Average number of people per household	2.5	--	2.6	--

In Salisbury North (State Suburbs), of occupied private dwellings 2.6% had 1 bedroom, 11.8% had 2 bedrooms and 70.1% had 3 bedrooms. The average number of bedrooms per occupied private dwelling was 3. The average household size was 2.5 people.

Tenure	Salisbury North	%	Australia	%
<i>Occupied private dwellings</i>				
Owned outright	732	20.2	2,565,695	31.0
Owned with a mortgage	1,364	37.6	2,855,222	34.5
Rented	1,403	38.6	2,561,302	30.9
Other tenure type	26	0.7	78,994	1.0
Tenure type not stated	107	2.9	224,869	2.7

Of occupied private dwellings in Salisbury North (State Suburbs), 20.2% were owned outright, 37.6% were owned with a mortgage and 38.6% were rented.

Dwellings — household composition

Household composition	Salisbury North	%	Australia	%
Family households	2,473	68.0	5,907,625	71.3

http://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/SSC41279?opendocument

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2016 Census QuickStats: Salisbury North

Single (or lone) person households	1,046	28.8	2,023,542	24.4
Group households	117	3.2	354,917	4.3

In Salisbury North (State Suburbs), of all households, 68.0% were family households, 28.8% were single person households and 3.2% were group households.

Household income	Salisbury North	%	Australia	%
Less than \$650 gross weekly income	--	30.6	--	20.0
More than \$3000 gross weekly income	--	2.1	--	16.4

In Salisbury North (State Suburbs), 30.6% of households had a weekly household income of less than \$650 and 2.1% of households had a weekly income of more than \$3000.

Dwellings — mortgage & rent

Proportions are calculated using all tenure types for occupied private dwellings. This excludes visitor only and other non-classifiable households.

Rent weekly payments	Salisbury North	%	Australia	%
Median rent	240	--	335	--
Households where rent payments are less than 30% of household income	--	84.5	--	88.5
Households with rent payments greater than or equal to 30% of household income	--	15.5	--	11.5

The number of households where rent payments were 30% or more of an imputed income measure are expressed in this table as a proportion of the total number of households in an area (including those households which were not renting, and excluding the small proportion of visitor-only and other non-classifiable households). The nature of the income imputation means that the reported proportion may significantly overstate the true proportion.

Mortgage monthly repayments	Salisbury North	%	Australia	%
Median mortgage repayments	1,200	--	1,755	--
Households where mortgage repayments are less than 30% of household income	--	90.9	--	92.8
Households with mortgage repayments greater than or equal to 30% of household income	--	9.1	--	7.2

The number of households where mortgage repayments were 30% or more of an imputed income measure are expressed in this table as a proportion of the total number of households in an area (including those households which were renting, and excluding the small proportion of visitor only and other non-classifiable households). The nature of the income imputation means that the reported proportion may significantly overstate the true proportion.

Dwellings — number of motor vehicles

http://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/SSC41279?opendocument

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2016 Census QuickStats: Salisbury North

Number of registered motor vehicles	Salisbury North	%	Australia	%
None	422	11.6	623,829	7.5
1 motor vehicle	1,476	40.6	2,881,485	34.8
2 motor vehicles	1,122	30.9	2,999,184	36.2
3 or more vehicles	467	12.8	1,496,382	18.1
Number of motor vehicles not stated	149	4.1	285,197	3.4

In Salisbury North (State Suburbs), 40.6% of occupied private dwellings had one registered motor vehicle garaged or parked at their address, 30.9% had two registered motor vehicles and 12.8% had three or more registered motor vehicles.

Dwellings — internet connection

Dwelling internet connection	Salisbury North	%	Australia	%
Internet not accessed from dwelling	832	22.9	1,172,415	14.1
Internet accessed from dwelling	2,687	74.0	6,892,165	83.2
Not stated	112	3.1	221,494	2.7

In Salisbury North (State Suburbs), 74.0% of households had at least one person access the internet from the dwelling. This could have been through a desktop/laptop computer, mobile or smart phone, tablet, music or video player, gaming console, smart TV or any other device.

People characteristics - Aboriginal and/or Torres Strait Islander peoples

People characteristics	Salisbury North	%	Australia	%
<i>Count based on place of usual residence on Census night.</i>				
Male	187	51.2	322,171	49.6
Female	178	48.8	326,996	50.4
Median age	19	--	23	--

In Salisbury North (State Suburbs), 51.2% of Aboriginal and/or Torres Strait Islander people were male and 48.8% were female. The median age was 19 years.

Dwelling characteristics - Aboriginal and/or Torres Strait Islander households

Dwelling tables exclude visitor only and other non-classifiable households

Dwelling characteristics	Salisbury North	%	Australia	%
<i>Occupied private dwellings where at least one person was Aboriginal and/or Torres Strait Islander</i>				
Average number of people per household	3.2	--	3.2	--
Average number of persons per bedroom	1	--	1	--
Median weekly household income	979	--	1,203	--

There has been change in methodology used to calculate the average number of persons per bedroom. To compare the time series for average

http://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/SSC41279?opendocument

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2016 Census QuickStats: Salisbury North

number of persons per bedroom please refer to Understanding the Census and Census Data

In Salisbury North (State Suburbs), for dwellings occupied by Aboriginal and/or Torres Strait Islander people, the average household size was 3.2 persons, with 1 persons per bedroom. The median household income was \$979.

Mortgage and rent <i>Occupied private dwellings where at least one person was Aboriginal and/or Torres Strait Islander</i>	Salisbury North	%	Australia	%
Median weekly rent	244	--	250	--
Median monthly mortgage repayments	1,300	--	1,660	--

In Salisbury North (State Suburbs), for dwellings occupied by Aboriginal and/or Torres Strait Islander people, the median weekly rent was \$244 and the median monthly mortgage repayment was \$1,300.

LATEST ISSUE Released at 11:30 AM (AEST) 23/10/2017

Small random adjustments have been made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from the table totals. For further information, go to the User Guide for QuickStats.

Data reported for Australia and Other Territories now includes Norfolk Island, following an amendment to the *Acts Interpretation Act, 1901* Because Norfolk Island has not previously been included in the Census, any 2011 benchmarks will not include Norfolk Island.

The information contained in this QuickStat has been produced by the Australian Bureau of Statistics | It contains data from the 2016 Census of Population & Housing held on 9 August 2016 | Release date of this QuickStat was 23 October 2017 | Some values may have been adjusted to avoid release of confidential data | These adjustments may have a significant impact on the calculated percentages in QuickStats | For more information refer to Introduced Random Error in the 2016 Census Dictionary. For further enquiries contact the ABS National Information and Referral Service on 1300 135 070 | www.abs.gov.au/census

This page last updated 13 December 2018

27/02/2019

Salisbury North : Region Data Summary

[Skip to main content](#)



Australian Bureau of Statistics








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Salisbury North (SA2) (402041048)

South Australia > Greater Adelaide > Adelaide - North > Salisbury

		Year	Salisbury North	Australia
 Population & People	Persons (no.)	2017	17,623	24,597,528
	Median Age - Persons (years)	2017	32.4	
 Economy & Industry	Total number of businesses (no.)	2017	620	2,238,300
	Main employing industry: Manufacturing (%)	2016	13.3	
 Income	Median equivalised total household income (weekly) (\$)	2016	638	877
	Median total income (excl. Government pensions and allowance) (\$)	2016	45,060	47,692
 Education & Employment	Completed Year 12 or equivalent (%)	2016	36.8	51.9
	Unemployment rate (%)	2016	11.7	6.9
 Health & Disability	Persons who have need for assistance with core activities (%)	2016	7.8	5.1
 Family & Community	Average household size (no. of persons)	2016	2.7	2.6
	Average monthly household rental payment (\$)	2016	1,046	1,524
	Average monthly household mortgage payment (\$)	2016	1,356	1,958
 Persons Born Overseas	Total Population (no.)	2016	4,397	6,149,388
	Proficient in English (%)	2016	74.7	88.7

http://stat.abs.gov.au/itt/r.jsp?RegionSummary®ion=402041048&dataset=ABS_REGIONAL_ASGS2016&geoconcept=ASGS_2016&measure=... 1/4

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Salisbury North : Region Data Summary

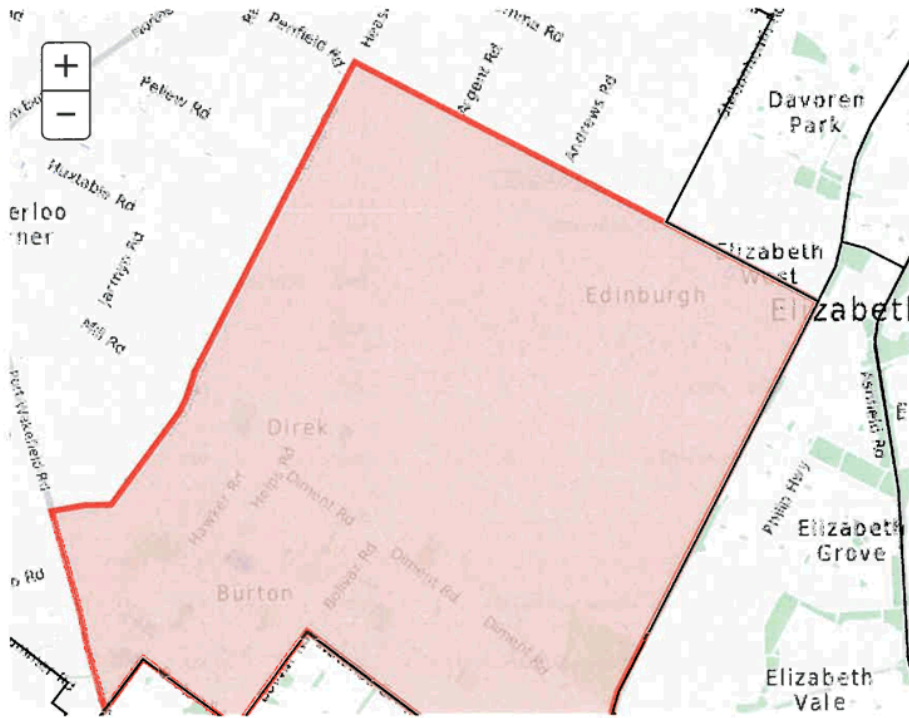


Land area (ha)

Small-scale solar panel system installations 2001-2016 (no.)

Year	Salisbury North	Australia
2017	3,130	768,812,631.9
2016	1,813	1,640,486

[Go back to main map](#)



http://stat.abs.gov.au/itt/r.jsp?RegionSummary®ion=402041048&dataset=ABS_REGIONAL_ASGS2016&geoconcept=ASGS_2016&measure=... 2/4

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Salisbury North : Region Data Summary

Click on the following category headings to view 2012 - 2017 statistics about Salisbury North.

Expand all data tables

Population & People
Economy & Industry
Income (including Government Allowances)
Education & Employment
Health & Disability
Family & Community
Persons Born Overseas
Land & Environment

	2012	2013	2014	2015	2016	2017
--	------	------	------	------	------	------

Land Area (Ha)

Land Area (Ha)	--	--	--	--	--	3 130
----------------	----	----	----	----	----	-------

Solar Installations - Accumulative Total from 2001

Small-scale solar panel system Installations (no.)	--	--	1 568	1 696	1 813	--
Increase in Installations from previous year (%)	--	--	--	8.2	6.9	--
Solar water heater installations (no.)	--	--	216	224	233	--
Increase in SWH Installations from previous year (%)	--	--	--	3.7	4	--

[Related Regions](#)[Download the statistics](#)[Links](#)

Data by Region presents a range of data for all of Australia. Data are available for Local Government Areas, Statistical Areas Levels 2 - 4, Greater Capital Cities, States and Australia. Data by Region is intended for users interested in the characteristics of regions and in comparing regions across Australia. Data are in a time series, where available.

Data last updated: **05/02/2018, 12:00:00**

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Salisbury North : Region Data Summary

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- CPI inflation calculator
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SEIFA disadvantage by small area | City of Salisbury | profile.id

SEIFA by Local Government Area [SEIFA by profile area](#)

City of Salisbury

SEIFA by profile area

In 2016, Gulfview Heights had the lowest level of Disadvantage in the City of Salisbury, with a SEIFA index score of 1,062.4.

The City of Salisbury SEIFA Index of Disadvantage measures the relative level of socio-economic disadvantage based on a range of Census characteristics. It is a good place to start to get a general view of the relative level of disadvantage in one area compared to others and is used to advocate for an area based on its level of disadvantage.

The index is derived from attributes that reflect disadvantage such as low income, low educational attainment, high unemployment, and jobs in relatively unskilled occupations. When targeting services to disadvantaged communities, it is important to also look at these underlying characteristics as they can differ markedly between areas with similar SEIFA scores and shed light on the type of disadvantage being experienced.

A higher score on the index means a *lower* level of disadvantage. A lower score on the index means a *higher* level of disadvantage.

The percentile column indicates the approximate position of this small area in a ranked list of Australia's suburbs and localities. It's meant to give an indication of where the area sits within the whole nation. A higher number indicates a higher socio-economic status. For instance, a percentile of 72 indicates that approximately 72% of Australia's suburbs have a SEIFA index lower than this area (more disadvantaged), while 28% are higher.

[Learn more about SEIFA and how it is used for funding and advocacy here.](#)

Index of Relative Socio-economic Disadvantage

City of Salisbury's small areas and benchmark areas

Area	2016 index	Percentile
Gulfview Heights	1,062.4	83
Mawson Lakes	1,048.2	75
Salisbury Heights	1,029.9	63
Australia	1,001.9	46
Greater Adelaide	989.0	39
Para Vista - Valley View - Walkley Heights	988.2	39
South Australia	979.0	33
Para Hills	957.7	24
Ingle Farm	923.4	14
Salisbury East	917.4	13
City of Salisbury	917.0	13
Pooraka	910.9	12
Paralowie	910.1	12
Burton - Non Urban West	908.6	11
Parafield Gardens - Green Fields	895.3	9
Para Hills West - Parafield - Salisbury South	881.0	8
Brahma Lodge - Salisbury Park - Salisbury Plain - Elizabeth Vale	851.4	5
Salisbury Downs	849.9	5
Salisbury North - Edinburgh	800.8	3
Salisbury	793.3	3

Source: Australian Bureau of Statistics, [Census of Population and Housing 2016](#). Compiled and presented in profile.id by [profile.id](#), the population experts.

[Index of Relative Socio-economic Disadvantage](#)

[Index of Relative Socio-economic Advantage and Disadvantage](#)

<https://profile.id.com.au/salisbury/seifa-disadvantage-small-area?SeifaKey=40004>

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27/02/2019

SEIFA disadvantage by small area | City of Salisbury | profile.id

SEIFA by Local Government Area **SEIFA by profile area**

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ITEM	7.2.5		
	SPORT, RECREATION AND GRANTS COMMITTEE		
DATE	11 June 2019		
PREV REFS	Policy and Planning Committee	1.3.1	19/11/2012
	Policy and Planning Committee	1.3.1	18/2/2013
	Policy and Planning Committee	1.3.1	20/5/2013
	Policy and Planning Committee	1.3.2	9/12/2013
	Sport, Recreation and Grants Committee	7.2.1	12/5/2014
	Sport, Recreation and Grants Committee	7.1.4	11/8/2014
	Sport, Recreation and Grants Committee	7.1.1	11/05/2015
	Sport, Recreation and Grants Committee	7.1.2	09/05/2016
	Sport, Recreation and Grants Committee	7.3.1	08/05/2017
	Sport, Recreation and Grants Committee	7.2.2	12/06/2018
HEADING	Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Program 2019		
AUTHOR	Julie Kalms, Community Planning Project Officer, Community Development		
CITY PLAN LINKS	1.1 Have a community with the skills, knowledge and agility to participate in a rapidly changing economy.		
SUMMARY	This report provides recommendations for the award of the 2019 Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship recipients; and, provides an update in relation to the status of the 2018 Phoebe Wanganeen Scholarship recipient.		
RECOMMENDATION	<ol style="list-style-type: none"> 1. That this report be received. 2. The 2019 round of Phoebe Wanganeen Aboriginal and Torres Strait Islander scholarships be awarded to the following applicants: <ul style="list-style-type: none"> • Undergraduate Scholarship for three years, at \$2000 per annum to Rebekah 		

Taylor;

- TAFE 1 year Scholarship at \$1000 to Janikah Newchurch; and
- TAFE 1 year Scholarship at \$1000 to Jordan Davis.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Phoebe Wanganen Aboriginal and Torres Strait Islander Scholarship Overview
2. Phoebe Wanganen Scholarships Eligibility, Criteria and Conditions Summary 2019

1. BACKGROUND

- 1.1 Phoebe Wanganen was a highly respected Aboriginal Elder, who was recognised as a City of Salisbury Living Legend for her work to improve access to education for Aboriginal and Torres Strait Islander people, something she championed throughout her life.
- 1.2 In 2008 the City of Salisbury announced the Phoebe Wanganen Indigenous Scholarship program and in 2015 Council resolved that the Scholarship be renamed the Phoebe Wanganen Aboriginal and Torres Strait Islander Scholarship Program; and, the age restriction removed.
- 1.3 In December 2018, Council made a decision to name a Community Hub Multi-Purpose Room A room the Phoebe Wanganen Room, further recognition of her contribution to the community.
- 1.4 The objective of the Phoebe Wanganen Scholarship program is to assist Aboriginal and Torres Strait Islander Salisbury residents undertaking their first post-secondary studies at any South Australian university or TAFE SA. It is a merit based scholarship program with applicants being assessed according to the Scholarship criteria.
- 1.5 To be eligible for the Scholarships, applicants must be:
 - of Aboriginal and/or Torres Strait Islander descent;
 - a resident of the City of Salisbury;
 - able to demonstrate how the Scholarship will support them attaining their educational goals/ qualifications; and
 - enrolled in their first post-secondary course in either an undergraduate degree at any South Australian university; or vocational training course at TAFE SA: and not enrolled in a secondary school. (Note: previously participating in a school based apprenticeship does not preclude applying).
- 1.6 The Phoebe Wanganen Scholarship program is a key action identified in Council's endorsed Reconciliation Action Plan in order to recognise and support the academic achievements and aspirations of Aboriginal students by providing three tertiary education scholarships per annum.
- 1.7 This report provides recommendations for recipients of the 2019 round of the Phoebe Wanganen Indigenous Scholarship program.

2. CONSULTATION / COMMUNICATION

2.1 Consultation/ Communication for the Phoebe Wanganeen Scholarship 2018 included the following actions.

2.1.1 Applications for the 2019 Phoebe Wanganeen Scholarship program opened in 15 October 2018 and closed on 1 April 2019. The length of time that Scholarship applications were open was extended for the 2019 round based on advice from the Scholarship Selection Working Group to alter the timing of promotion for the scholarships to commence prior to year 12s leaving school; and to align the closing date to correspond with the Universities' enrolment census date.

2.1.2 Promotional materials were circulated to the following:

- Council's Reconciliation Action Plan Working Group;
- Phoebe Wanganeen Scholarship Selection Working Group;
- Current Phoebe Wanganeen Scholarship recipient;
- Phoebe Wanganeen family members;
- South Australian Universities (Adelaide, Flinders, University of South Australia) websites and Aboriginal units;
- TAFE SA;
- Department for Education-Aboriginal Education including the Workabout Centre;
- all secondary schools in the City of Salisbury region;
- Australian Indigenous Mentoring Experience (AIME);
- national scholarship websites including Aurora Education-Indigenous Scholarship Portal; Hobsons ACIR Scholarships; and, Good Universities Guide;
- Aboriginal organisations including: Tauondi Aboriginal College, Marra Dreaming Indigenous Arts, Incompro Inc, Muna Paiendi, Marni Waiendi, Nunkuwarrin Yunti and South Australian Aboriginal Education Training and Consultative Body;
- Reconciliation SA;
- contacts in other northern Adelaide Councils;
- City of Salisbury's Facebook; and Phoebe Wanganeen Scholarship website page; and,
- Council's Community Centres, Libraries and James Street reception.

3. REPORT

3.1 Council allocated \$12,500 for the provision of the Scholarship program which allows for three (3) scholarships offered per year, one (1) three year Undergraduate and two (2) one year TAFE. Scholarship payments are as follows:

- 3.1.1 Undergraduate; \$2000 for three (3) years. The first instalment each year is \$1000 awarded upfront based on enrolment, the remaining funds paid in two payments of \$500 based on successful completion of each semester's studies evidenced by submission of academic records; and
- 3.1.2 TAFE: \$1000 for one (1) year, the first installment of \$500 awarded upfront based on enrolment; and the second payment of \$500 made on successful completion of the year's studies based on submission of academic records.

(Note: part time study is made on a pro-rata basis)

Application Assessment Process

- 3.2 All applications received are reviewed by the Phoebe Wanganeen Scholarship Selection Working Group members, who are as follows:
- Mayor Gillian Aldridge – City of Salisbury;
 - Kylie Ellis – University of South Australia;
 - Andrew Thomas – Department for Education;
 - Ronald O'Brien – TAFE SA; and
 - Frank Wanganeen – representing Phoebe Wanganeen's family.
- 3.3 This year four applications were received for the Scholarship. The applications were reviewed by the Phoebe Wanganeen Scholarship Selection Working Group on 8 April 2019. The Selection Group members identified that all the applicants this year had met the criteria for award of the Scholarship. A ranking system was used to determine the successful candidates for the 2019 Scholarships, the recommendations are:
- 3.3.1 Rebekah Taylor for the three year University Scholarship to support her completion of a Bachelor of Information Technology (Software Development) at the University of South Australia.
- 3.3.2 Janikah Newchurch for the one year TAFE Scholarship to support her completion of a Certificate 2 Salon Assistant and Certificate 3 in Hairdressing at TAFE SA.
- 3.3.3 Jordan Davis for the one year TAFE Scholarship to support her completion of a Certificate 3 in Make Up and Beauty Services at TAFE SA.
- 3.3.4 The fourth applicant is to be encouraged to apply for the 2020 round of Phoebe Wanganeen Aboriginal and Torres Strait Islander University Scholarship.

4. PROGRESS REPORT: CURRENT SCHOLARSHIP RECIPIENTS

- 4.1 Scholarship recipients are required to undertake annual reporting and acquittal processes as follows:
- 4.1.1 Payment one: the recipient provides evidence they have enrolled in the course;

- 4.1.2 Payments two (and three for Undergraduate Scholarships): the recipient provides evidence they have successfully completed at least 75% of subjects in each semester via submission of their academic transcript.
- 4.2 In addition, a staff member from the Social Policy team meets with each Scholarship recipient at least three times a year. The purpose of these meetings are to:
 - 4.2.1 Identify how the recipient is going with their studies; and
 - 4.2.2 Provide an overview and assist with any queries about the Scholarship's reporting and acquittal requirements.
- 4.3 Feedback from past scholarship recipients indicates the scholarship and regular progress meetings provide a level of support that encourages them to better focus on their studies, improve their overall study experience to support successful completion of their qualifications. Scholarship recipients who have completed their qualifications have gone on to commence careers in their chosen fields.
- 4.4
- 4.5 The 2018 Undergraduate Scholarship recipient, Shara Davey, has:
 - 4.5.1 Provided required paperwork for acquittal for studies successfully completed in semester 1, 2018;
 - 4.5.2 Provided paperwork for studies in semester 2, 2018;
 - 4.5.3 Has not provided required paperwork for semester 1, 2019.Communication with Shara is continuing to determine the status of the Scholarship.

5. BUDGET IMPLICATIONS

- 5.1 The full year 2018/19 budget for the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship is \$12,500.
- 5.2 It is proposed that three Scholarships are awarded.
 - 5.2.1 One Undergraduate 3 year Scholarship is awarded in 2019 to Rebekah Taylor. Contingent upon meeting the Scholarship requirements, Rebekah will receive \$2000 per annum from 2019 to 2021 (based on a fulltime study load).
 - 5.2.2 One TAFE 1 year Scholarship is awarded in 2019 to Janikah Newchurch. Contingent upon meeting the Scholarship requirements, Janikah will receive \$1000 for 2019 (based on a fulltime study load).
 - 5.2.3 One TAFE 1 year Scholarship is awarded in 2019 to Jordan Davis. Contingent upon meeting the Scholarship requirements, Jordan will receive \$1000 for 2019 (based on a full time study load).

6. CONCLUSION / PROPOSAL

- 6.1 Four applications were received from eligible applicants. Three Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarships have been recommended by the Scholarship Selection Working Group. For 2019 one applicant to receive the three year Undergraduate Scholarship; and, two applicants

to receive the one year TAFE Scholarship. Sport, Recreation and Grants Committee's endorsement of the allocation of these Scholarships is sought.

- 6.2 It is encouraging to note the increase in Scholarship applications in 2019, which have been the highest in 5 years. This has been attributed to:
- 6.2.1 the opening date being brought forward prior to year 12s leaving school;
 - 6.2.2 the closing date extended to coordinate with the Universities' enrolment census date to enable students receiving late university or TAFE acceptance offers to be able to apply; and
 - 6.2.3 clarifying within the promotional material and guidelines that students are eligible to apply if they have previously participated in a school-based TAFE qualification.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 03/06/2019



the **PHOEBE WANGANEEN** **ABORIGINAL AND TORRES STRAIT ISLANDER** Scholarship Program

WHY DOES THE CITY OF SALISBURY PROVIDE THE SCHOLARSHIP?

Phoebe Wanganeen was a highly respected Aboriginal Elder. Phoebe's passion was for improving access to education for Aboriginal and Torres Strait Islander young people and this was something she championed throughout her life.

To recognise Phoebe Wanganeen's contribution, the City of Salisbury has awarded the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship since 2008. This Scholarship supports Aboriginal and Torres Strait Islander Salisbury residents to study at any South Australian university or TAFE.

HOW MANY SCHOLARSHIPS ARE AWARDED?

There is one university and two TAFE Scholarships available each year.

WHAT IS THE AMOUNT OF THE SCHOLARSHIP?

Scholarship recipients will be paid:

- (a) \$2,000 for each year (maximum three years), enrolled in a full-time university course; or
- (b) \$1,000 for one year, enrolled in a full-time TAFE course.

If studying part time, payment will be calculated on a pro-rata basis.

The payments are based on academic transcript evidence showing successful completion of subjects.

WHAT CAN I SPEND THE SCHOLARSHIP PAYMENT ON?

If you are awarded a Scholarship, the payment must be used on any costs involved in undertaking post-secondary studies; such as HECS fees, travel expenses, computer equipment or the cost of textbooks.

WHO MAY APPLY?

To be eligible for a Scholarship you must be:

- of Aboriginal or Torres Strait Islander descent;
- a resident of the City of Salisbury;
- able to demonstrate how the Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Program will support you in attaining your educational goals/qualifications; and
- enrolled in your first post-secondary course in either:
 - (a) an undergraduate degree at any South Australian university; or
 - (b) a vocational training course at TAFE SA (you are still eligible to apply if previously participated in a school-based TAFE qualification).



HOW IS THE APPLICATION ASSESSED?

As a merit based scholarship program, all applicants will be assessed according to the criteria above. The Phoebe Wanganen Aboriginal and Torres Strait Islander Scholarship Selection Working Party makes recommendations to Council of the preferred Scholarship recipients. Shortlisted applicants will be invited to be interviewed by the Committee and referees may be contacted.

WHAT DO I NEED TO DO TO APPLY?

A completed application form needs to be submitted by the due date/time. No late applications will be accepted. The application includes:

- details about your study;
- confirmation of current enrolment from any South Australian university or TAFE;
- contact details for two referees (known to the applicant in different capacities - excluding members of your family. At least one referee to be from a professional or academic capacity);
- ***confirmation in writing of your Australian Aboriginal and/or Torres Strait Islander descent; as per the guidelines; and**
- evidence to confirm you are resident of the City of Salisbury.

Applications usually close in March. Check the Council website or contact the City of Salisbury for closing dates. The guidelines document explains more about the scholarships and completing the application.

***Please be aware of timing of organisations' Board meetings when applying for confirmation of Aboriginal and/or Torres Strait Islander descent to ensure you have completed the Scholarship application requirements before the closing date.**

HOW DO I KNOW IF I LIVE IN THE CITY OF SALISBURY?

These suburbs are within the City of Salisbury:

SUBURB	POSTCODE	SUBURB	POSTCODE
Bolivar	5110	Parafield	5106
Brahma Lodge	5109	Parafield Gardens	5107
Burton	5110	Paralowie	5108
Cavan	5094	Pooraka	5095
Direk	5110	Salisbury	5108
Dry Creek	5094	Salisbury Downs	5108
Edinburgh	5111	Salisbury East	5109
Elizabeth Vale*	5112	Salisbury Heights*	5109
Globe Derby Park	5110	Salisbury North	5108
Green Fields	5107	Salisbury Park	5109
Gulfview Heights*	5096	Salisbury Plain	5109
Ingle Farm	5098	Salisbury South	5106
Mawson Lakes	5095	St Kilda	5110
Para Hills	5096	Valley View*	5093
Para Hills West	5096	Walkey Heights*	5098
Para Vista*	5093	Waterloo Corner*	5110

* These suburbs cross council boundaries

WHERE CAN I FIND THE DOCUMENTS OR MORE INFORMATION?

You can download a copy of the application form and guidelines from the Phoebe Wanganen Scholarship website at www.salisbury.sa.gov.au/phoebewanganen.

You can request the documents to be sent to you by emailing jkalms@salisbury.sa.gov.au or phoning Julie Kalms at the City of Salisbury on (08) 8406 8304.

Good luck with your studies!



Eligibility, Criteria and Conditions summary

Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship Program 2019

Eligibility

To be eligible for these Scholarships applicants must be:

- (1) of Aboriginal and/or Torres Strait Islander descent (eg: as evidenced by confirmation of Aboriginal and/or Torres Strait Islander descent form/letter of confirmation from a recognised Aboriginal and/or Torres Strait Islander organisation).
- (2) a resident of the City of Salisbury (eg: as evidenced by copy of photo id showing current address eg: driver's licence).
- (3) able to demonstrate how the Scholarship will support the applicant attaining their educational goals/ qualifications.
- (4) not enrolled in secondary school studies.
- (5) enrolled in their first post-secondary course in either an Undergraduate degree at any South Australian University; or a vocational training course at TAFE SA (eg: as evidenced by letter of acceptance/ enrolment information from tertiary institution). (Note: previously participating in a school based apprenticeship does not preclude applying).

Conditions of the Scholarship

Scholarship recipients are required to complete and sign an agreement with the City of Salisbury which clearly documents their responsibilities and the terms and conditions under which these Scholarships are made.

Commencement of the Scholarship and payment cannot commence until the City of Salisbury receives the academic enrolment information from the recipient's nominated Tertiary Education Institution.

The Scholarship cannot be deferred if the recipient defers their program of study. If this occurs the recipient will need to reapply for a Scholarship when they apply to take up their deferred offer.

Suspension of the Scholarship

After commencement of the Scholarship, the recipient may seek to suspend the remainder of the Scholarship by applying in writing to City of Salisbury, including the documentation from the University or TAFE confirming their leave from studies. Unless otherwise agreed by the City of Salisbury the maximum period of a suspension will be six months.

Withdrawal from Studies

If a student withdraws from or fails to complete the course of study in which they are enrolled, they must immediately advise the City of Salisbury in writing.

Failure of Subjects

As per University or TAFE guidelines. Scholarships will not be extended due to failure of subjects.

Change of Course of Study

A student may change to another course of study during the tenure of the Scholarship with the approval of City of Salisbury. Students must apply in writing to City of Salisbury for approval. A student changing from a full-time to a part-time study load, within the duration of the Scholarship, must notify the City of Salisbury in writing as soon as possible.

Termination

The Scholarship may be terminated if: the recipient fails to comply with any condition of the Scholarship; or, it is determined that the recipient has failed to maintain successful completion of at least 75% of subjects.

Student Reporting Requirements

Students will be required to attend meetings three times a year with a staff member from the City of Salisbury; meetings will be coordinated together for the purpose of:

- identifying the progression status of studies; and
- identifying (if any) further educational support/mentoring assistance required.

A missed meeting will result in contact being made by the City of Salisbury and the meeting rescheduled. If there is failure to attend the rescheduled meeting without a satisfactory reason the Scholarship will be placed on hold and payment suspended until such time a meeting is attended.

The student will be required to demonstrate to the City of Salisbury successful completion of study via academic transcripts each semester and on completion of study.

ITEM	7.2.6
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	11 June 2019
HEADING	Minor Capital Works Grant Program - Category A Eligibility Criteria
AUTHOR	William McInerney, Community Planner Sport and Recreation, Community Development
CITY PLAN LINKS	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate. 4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	The Minor Capital Works Grant Program Category A Eligibility Criteria has been reviewed and requires an amendment to ensure consistency.

RECOMMENDATION

1. The information be received.
2. For the purposes of the Minor Capital Works Grant Program, Who Can Apply (Category A) be amended to read:

“Clubs must...at the time of application have a currently executed lease/licence or other use agreement with the City of Salisbury, or Council will have a contracted first right of refusal to purchase the property.”

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Minor Capital Works Grant Program - Guidelines and Eligibility Criteria

1. BACKGROUND

- 1.1 The Minor Capital Works Grant Program (MCWGP) aims to assist clubs that provide sport, recreation and leisure opportunities to the Salisbury community to undertake facility improvements.
- 1.2 The purpose of the program is to provide opportunities to improve Council or club owned recreation assets and facilities in order to increase community participation in sport and recreation and enhance the club viability.
- 1.3 The MCWGP is open to all community organisations that meet all of the following criteria:
 - 1.3.1 are an incorporated not-for-profit community organisation;
 - 1.3.2 are physically located in the City of Salisbury;
 - 1.3.3 provide sporting, recreation and leisure services to the City of Salisbury;

- 1.3.4 are significantly free of Council debt;
- 1.3.5 have not received MCWGP funding in the past 24 months;
- 1.3.6 have completed all relevant sections of the application form; and
- 1.3.7 have supplied all essential documentation.
- 1.4 There are two funding categories available; Category A and Category B.
- 1.5 Council endorsed changes to the MCWGP to increase the maximum allocation amount for Category A from \$30,000 to \$50,000 effective May 2019.
- 1.6 Applicants for Category A funding must meet the overarching eligibility criteria as well as the following Category A Eligibility Criteria:
 - 1.6.1 have a current lease or sub-lease of a Council owned building; or
 - 1.6.2 licence or sub-license over Council owned land; or
 - 1.6.3 have a current hire agreement to use Council managed facilities such as an indoor recreation centre or community centre; or
 - 1.6.4 operate from facilities located on land where the City of Salisbury maintains a contracted interest to purchase that land.
- 1.7 There are two sections within the guidelines which are inconsistent - Who Can Apply (Category A) and the Funding Conditions, as they relate to 1.6.4 of the Eligibility Criteria.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Governance, CEO & Governance
 - 2.1.2 Community Planning and Vitality, Community Development
- 2.2 External
 - 2.2.1 Norman Waterhouse Lawyers

3. REPORT

- 3.1 An inconsistency in the Minor Capital Works funding guidelines has been identified that requires correction.
- 3.2 The inconsistency in the guidelines are highlighted in the following two points:
 - 3.2.1 Funding Conditions

“All applicants must, at the time of application have a currently executed lease/licence or other use agreement with the City of Salisbury, or Council will have a contracted first right of refusal to purchase the property.”
 - 3.2.2 Who Can Apply (Category A)

“Clubs that...operate from facilities located on land where the City of Salisbury maintains a contracted interest to purchase that land.”

- 3.3 To clarify this inconsistency, Who Can Apply (Category A) should be changed to be the same as the Funding Conditions and read as follows:
- 3.3.1 Who Can Apply (Category A)
- “Clubs must...at the time of application have a currently executed lease/licence or other use agreement with the City of Salisbury, or Council will have a contracted first right of refusal to purchase the property.”*
- 3.4 The proposed change confirms clubs are eligible where Council has the first right of refusal to purchase land owned by an incorporated not-for-profit organisation through an encumbrance, an executed deed of option, or an executed agreement.
- 3.5 Including this clarification in the Guidelines will allow consistency and transparency throughout the Guidelines and Eligibility Criteria.
- 3.6 It is important to note that this only applies to incorporated not-for-profit organisations who provide community opportunities in the City of Salisbury. Commercial or for-profit organisations will still be ineligible for funding. This ensures that there is no support of private interests from the MCWGP.

4. CONCLUSION / PROPOSAL

- 4.1 The purpose of the Minor Capital Works Grant Program is to support not-for-profit clubs that provide sport, recreation and leisure opportunities to the Salisbury community to undertake facility improvements in order to increase community participation and enhance club viability.
- 4.2 It is recommended that for the purposes of the Minor Capital Works Grant Program, Who Can Apply (Category A) be amended for consistency to read:
- “Clubs must...at the time of application have a currently executed lease/licence or other use agreement with the City of Salisbury, or Council will have a contracted first right of refusal to purchase the property.”*
- 4.3 Incorporated not-for-profit organisations who own their own facilities (where Council does not maintain a first right of refusal to purchase the property) will still be only eligible to apply for MCWGP Category B funding.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 03/06/2019



Minor Capital Works Grants Program Guidelines and Eligibility



1. About the Program

The City of Salisbury, through its Minor Capital Works Grants Program (MCWGP), aims to assist clubs that provide sport, recreation and leisure opportunities to the Salisbury community to undertake facility improvements.

The purpose of the program is to provide opportunities to improve Council or club owned recreation assets and facilities in order to increase community participation in sport and recreation and enhance the club viability.

The MCWGP aims to deliver outcomes in alignment with the Salisbury City Plan 2020. By applying for eligible projects you are helping Salisbury to achieve the vision of *“excellence in building a community of opportunity and spirit in a quality environment.”*

The MCWGP assists clubs that deliver sport, recreation and leisure programs through Council’s many assets to improve service delivery to the community. The guidelines contained within this document outline the types of projects that can be considered for funding.

2. Before you begin

Before commencing your application please contact the Community Planner: Sport & Recreation on 8406 8278 who will:

- assess the eligibility of your project;
- book a site assessment with you;
- assist in developing a scope of works for seeking quotations;
- advise you of the MCWGP application process and timelines; and
- advise you of potential trades people for quotations.

Applications must be made using the [Minor Capital Works Grants Program Application Form](#).

You can download a MCW Grants Program application form from Council’s website at: http://www.salisbury.sa.gov.au/Council/Grants_and_Awards/Grants/ or request a hard copy application form to be sent to you by telephoning 8406 8278.

Submit your completed application via:

Email: city@salisbury.sa.gov.au

Fax: 8281 5466

Post: Minor Capital Works Grants Program

City of Salisbury

PO Box 8

Salisbury SA 5108

If you require any assistance in completing your application, please contact the Community Planner: Sport & Recreation on 8406 8278.

3. Who can apply?

The MCWGP is open to all community organisations that meet all of the following criteria:

- are an incorporated not-for-profit community organisation;
- are physically located in the City of Salisbury;
- provide sporting, recreation and leisure services to the City of Salisbury;
- are significantly free of Council debt*;
- have not received MCWGP funding in the past 24 months;
- have completed all relevant sections of the application form; and
- have supplied all essential documentation.

*for the purposes of Council Debt Eligibility under this policy, Council Debt is defined as including unspent funds, overdue acquittals from previous funding applications, outstanding payments or overdue lease fees. Further in this instance, Council debt does not include where clubs have taken out loans from Council and are making repayments in accordance with the terms and conditions of this loan (note that if the club is behind in repayments, then this is regarded as an 'outstanding payments').

CATEGORY A- up to \$50,000

Clubs that meet one of the following may apply for **CATEGORY A** funding:

- have a current lease or sub-lease of a Council owned building; or
- licence or sub-licence over Council owned land; or
- have a current hire agreement to use Council managed facilities such as an indoor recreation centre or community centre; or
- have a currently executed lease/licence or other use agreement with the City of Salisbury, or Council will have a contracted first right of refusal to purchase the property.

IMPORTANT – funding for Category A applications will remain with Council who will coordinate and undertake all works and pay the contractor(s).

CATEGORY B- up to \$2,000

Not-for-profit associations that own their own facilities that are used to deliver sport and recreation outcomes to the community may apply for **CATEGORY B** funding.

IMPORTANT – following confirmation by Council, Category B applicants will be required to invoice Council for the value of the grant.

Please note: a 20% contingency must be applied to the quoted project/works costs in case of unforeseen additional works to be undertaken as part of the agreed project scope of works. Where the application of 20% takes the grant request amount over the Program's upper limit, application approval amounts will be set at \$50,000 for Category A and \$2,000 for Category B.

4. Who can't apply?

The following are ineligible for MCWGP funding:

- clubs who have received an MCWGP grant in the past 24 months;
- for profit / commercial organisations;
- schools / school councils;
- individuals; and
- unincorporated not for profit organisations that operate from commercial, privately owned and/or education facilities.

5. How much money is available?

The annual budget is capped at approximately \$250,000 for Category A projects and \$20,000 for Category B projects. Applications that include contributions from the applicant and other sources are encouraged.

The MCWGP is open for applications year round, with projects awarded monthly. No more than 25% of funding will be allocated in any one financial quarter.

The MCWGP will close to applications when the budget has been fully allocated and will not reopen until the adoption of budget in the new financial year. Council will provide advice on its website when all funds have been allocated.

In some instances successful applications may not receive the full amount of requested funding, but a percentage of the amount sought. If your project can not proceed without full funding then this should be indicated in your application.

6. Timing

The MCWGP is open for applications all year.

Applications to the MCWGP must be received by the 15th of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15th of February will be assessed at the March Meeting).

Due to the timing and assessment process applications will take a minimum of five (5) weeks and applicants will be notified of the outcome following the decision of the Committee.

7. What projects can be funded?

The following list provides examples of eligible projects and is a guide only to assist in the preparation of your application:

- Change rooms / toilets
- First aid rooms
- Access for participants and spectators with a disability
- Food preparation areas
- Equipment storage
- Security upgrades
- Solar (PV) Installation
- Umpires rooms
- Verandas and shelter areas
- Air conditioning
- Administration rooms
- Electrical additions (e.g. general lights and power points)
- Meeting spaces
- Ceiling insulation
- Construction of new turf wickets
- Safety cages (eg discus and hammer areas)
- Specialised playing surfaces
- Task lighting
- Players boxes
- Score boards
- Spectator seating
- Sight screens
- Spectator fencing

8. What cannot be funded?

The following types of projects are ineligible and will not be considered for funding:

- retrospective works: works partially or completely undertaken;
- furniture: all furniture is the responsibility of the lessee and is not classified as minor capital works;
- fixtures and fittings (loose): identified noncore fixtures and fitting items that can be easily removed from the building;
- land purchase or donation: requests to purchase or donate land;
- consultancy: funding for clubs and associations to undertake a consultancy;
- salaries and administration costs: salaried or paid positions;
- grounds maintenance: grounds or surface maintenance and repair;
- other expenses: including conferences, travel, equipment, presentations, and personal equipment; and
- volunteer labour: projects that utilise volunteer and unskilled labour.

9. Essential documentation

All applicants must provide the following supporting documentation:

- most recent annual financial statement certified by the President / Treasurer or audited by a qualified accountant as presented at an AGM;
- a copy of building works drawings or concept plans for the project;
- three (3) project quotes from a qualified individual or business;
- evidence of cash support (where applicable)
- letters of support for the project from each of the user groups (where applicable)
- letter or email from the head lessee supporting the application (where applicable)
- photos that clearly demonstrate why the works are needed;
- Certificate of incorporation demonstrating not-for-profit status; and
- signed copy of committee minutes endorsing the project, authorising an application to the MCWGP and documenting the authorised project contact.

IMPORTANT

Incomplete applications will be considered non-compliant and ineligible for funding. You will receive written feedback requesting you to supply missing information. When complete the application will be submitted to the Sport, Recreation and Grants Committee for assessment.

It is not possible to approve all requests for funding, therefore funding should not be deemed automatic or anticipated.

10. Assessment Criteria

All eligible applications will be assessed against the following criteria:

- completion of the application in full;
- ability to meet the purpose of the MCWGP (see section 1);
- alignment with MCWGP priorities (see section 7);
- demonstrated need for the project;
- relevance to the strategic directions of the City;
- project budget is realistic, comprehensive and provides value for money;
- risk management; and
- extent to which alternative, complementary funding sources has been explored or secured.

11. Funding Conditions

All applications are administered according to the following conditions.

1. MCWGP funding will be used expressly for the purpose outlined in the application and as endorsed by Council. Requests to change the purpose of funding must be made in writing and is at the discretion of the Council.
2. City of Salisbury is not responsible for any budget shortfalls relating to inflation of costs and unanticipated works.
3. City of Salisbury is not responsible for any loss or expense endured during project implementation or in relation to the completed project.
4. The applicant acknowledges and accepts that any project cost amounts over the approved Minor Capital Works Grant Program funding amount would be borne by the club.

Category A Applications

5. All applicants must, at the time of application have a currently executed lease/licence or other use agreement with the City of Salisbury, or Council will have a contracted right to first right of refusal to purchase the property.
6. City of Salisbury will make all reasonable efforts to complete projects to the standards and requirements as documented by the applicant within the MCWGP.
7. The City of Salisbury will project manage the implementation of funded projects.
8. All works will be carried out by licensed trades' people appointed by the City of Salisbury within the allocated financial year.
9. Any costs incurred resulting from interference with contractors by applicants will be passed on to the applicant in full.
10. The City of Salisbury reserves the right to appoint and utilise contractors where a contractual obligation is in effect.
11. The timing of the works will be programmed in accordance with all other capital works projects of the City, and where possible in sympathy with the operating timeframes of the applicant.
12. Grant funds are paid directly to the appointed contractor by the City of Salisbury on satisfactory completion of the works.
13. Unspent funds may be retained by the City of Salisbury for future projects.
14. All reasonable efforts will be made by the City of Salisbury to complete the project within the allocated budget and timeframe.
15. Where the value of works exceeds the value of the grant, monies of the Club, additional grants or any other external funds are being used in conjunction with MCWGP funding, applicants may be required to enter in to a Capital Works Agreement prior to the commencement of works. Applicants will be invoiced for the balance of funds prior to the commencement of works.

Category B Applications

16. Applicants must be able to demonstrate, if requested, their ownership of the property.
17. It is strongly recommended that applicants seek independent legal and financial advice to determine all taxation obligations before submitting an application.
18. Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then you are required by the Australian Tax Office to be registered for the GST.
19. Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant.
20. Organisations that are not registered for the GST will not have the grant grossed up.
21. If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration.
22. A project acquittal must be submitted within twelve (12) months of project completion. Failure to supply proof of expenditure will result in ineligibility for future grant funding.
23. Unspent funds are to be returned to City of Salisbury.

ITEM	7.2.7
	SPORT, RECREATION AND GRANTS COMMITTEE
DATE	11 June 2019
HEADING	Minor Capital Works Grant Program - Salisbury Bowling Club Application
AUTHOR	William McInerney, Community Planner Sport and Recreation, Community Development
CITY PLAN LINKS	3.2 Have interesting places where people want to be. 3.3 Be a connected city where all people have opportunities to participate.
SUMMARY	The application from the Salisbury Bowling Club for the installation of an automatic watering system on two lawn bowls greens and extend the current storage facility has been received. An amount of \$50,000 is recommended for funding under the 2018/19 Minor Capital Works Grant Program budget.

RECOMMENDATION

1. The report be received.
2. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee allocate funding from the 2018/19 Minor Capital Works Grant Program budget as follows:
 - a. The Salisbury Bowling Club: an amount of \$50,000 for the installation of an automatic watering system on two lawn bowls greens and extend the current storage facility, noting that any additional costs are to be funded by the Salisbury Bowling Club or external grant programs, as per the funding agreement.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Salisbury Bowling Club - Minor Capital Works Grant Program - Application
2. Salisbury Bowling Club - Minor Capital Works Grant Program - Project Quotes

1. BACKGROUND

- 1.1 The Minor Capital Works Grant Program aims to assist clubs that provide sport, recreation and leisure opportunities to the Salisbury community to undertake facility improvements.
- 1.2 The purpose of the program is to provide opportunities to improve Council or club owned recreation assets and facilities in order to increase community participation in sport and recreation and enhance the club viability.
- 1.3 The MCWGP is open to all community organisations that meet the criteria set out in the guidelines and eligibility criteria document including:

- 1.3.1 are an incorporated not-for-profit community organisation;
 - 1.3.2 are physically located in the City of Salisbury;
 - 1.3.3 provide sporting, recreation and leisure services to the City of Salisbury;
 - 1.3.4 are significantly free of Council debt;
 - 1.3.5 have not received MCWGP funding in the past 24 months;
 - 1.3.6 have completed all relevant sections of the application form; and
 - 1.3.7 have supplied all essential documentation.
- 1.4 Council endorsed changes to the MCWGP to increase the maximum allocation amount for Category A from \$30,000 to \$50,000 effective May 2019.
 - 1.5 An application has been received from the Salisbury Bowling Club applying for up to \$50,000 through the Minor Capital Works Grant Program for the installation of an automated watering system for two bowling greens as well as extending current storage facilities.
 - 1.6 The Salisbury Bowling Club last received MCWGP funding in March 2015 for the replacement of floor coverings and replacement of fluorescent lighting with LEDs.
 - 1.7 The Salisbury Bowling Club applied for MCWGP Category A funding in 2017, however were deemed ineligible due to the loan agreement in place with Council which was identified under the definition as significant Council debt. Under the definition endorsed by Council at the February 2019 meeting [Resolution Number 0001/2019] this loan is no longer considered to be Council Debt.
 - 1.7.1 *That for the purposes of Council Debt Eligibility under this policy, that Council Debt be defined as including unspent funds, overdue acquittals from previous funding applications, outstanding payments or overdue lease fees. Further in this instance, Council debt does not include where clubs have taken out loans from Council and are making repayments in accordance with the terms and conditions of this loan (note that if the club is behind in repayments, then this is regarded as an 'outstanding payments').* [Resolution Number 0002/2019]
 - 1.8 The Salisbury Bowling Club, located on Orange Avenue, Salisbury is part of the Salisbury Oval Precinct and has a total membership of 370.
 - 1.9 The Salisbury Bowling Club utilises 3 (three) traditional lawn bowls greens, 2 (two) of these are owned by the Club and 1 (one) is owned by the City of Salisbury.
 - 1.10 The Club's current watering system is manual and requires a team of volunteers to set up the hoses and remove them after use. With the traditional bowling greens requiring constant watering 3-4 days per week, this results in significant manual labor, time, and energy from volunteers to maintain the greens to the high standard required for play.
 - 1.11 By installing automated watering systems, the risk to volunteers safety will be reduced, as they will no longer be required to manually set up and pack up the current watering system.

- 1.12 The automated watering system will allow the club to monitor, evaluate, and implement water saving strategies that will be able to utilise water more efficiently, reduce the amount of water wastage, and reduce costs of purchasing water.
- 1.13 Maintaining well-kept greens is vital to the Club's ability to attract participants from the community, grow membership numbers, and attract premier bowls and major State events to Salisbury. The Club has hosted a number of prestigious events including the SA v Victoria Test Series, Premier League Bowls (regular season and finals), and most recently the 2019 Prestige Medley.
- 1.14 The Salisbury Bowling Club has secured the hosting rights to the Bowls SA Super League, which was launched in 2018. The City of Salisbury is a major sponsor of this event. The 2019 Super League will run weekly in August and September attracting the best lawn bowlers from across the state.
- 1.15 With the growing use of the club for a variety of club, state, and social events as well as regular competition, the club requires additional storage for new equipment.
- 1.16 The Salisbury Bowling Club is one of only 3 (three) bowling clubs within the City of Salisbury and the Club and the greens are recognised as some of the best in the State.
- 1.17 The Club regularly engages with the Salisbury Sport and Recreation Network and is actively developing the capacity, knowledge, and skill base of volunteers within the club, as well as developing their club and sport within the community.

2. CITY PLAN CRITICAL ACTION

- 2.1 The Salisbury Bowling Club is one of the key users and stakeholders within the Salisbury Oval Precinct. The Critical Action outlined in the City Plan 2030 includes "Develop Salisbury Oval to include an integrated recreation and residential precinct"

3. CONSULTATION / COMMUNICATION

3.1 Internal

- 3.1.1 Community Planning and Vitality, Community Development
- 3.1.2 Property and Buildings, City Infrastructure
- 3.1.3 Parks & Landscape, City Infrastructure
- 3.1.4 Parks & Open Space Assets, City Infrastructure
- 3.1.5 Projects, City Infrastructure
- 3.1.6 Environmental Health and Safety, City Development
- 3.1.7 Salisbury Water, Business Excellence

3.2 External

- 3.2.1 Salisbury Bowling Club
- 3.2.2 Bowls South Australia
- 3.2.3 Bowls Australia

4. REPORT

- 4.1 The Salisbury Bowling Club has applied for MCWGP funding for the installation of an automatic watering system on two lawn bowls greens and extend the current storage facility.
- 4.2 The proposed scope of works include:
- 4.2.1 Install automatic watering system on 2 (two) traditional bowling greens
The Salisbury Bowling Club has provided the City of Salisbury with quotes for the works to be undertaken as part of this project ranging from \$29,495.13 and \$40,325 with the average being \$36,206.71 for the installation of an automatic water system.
- 4.2.2 Install Colourbond storage shed
The Salisbury Bowling Club has provided the City of Salisbury with quotes for the storage shed works to be undertaken as part of this project ranging from \$5,400 and \$10,259 with the average being \$6,866.
- 4.3 Utilising the average amounts for both components of the project as well as applying a 20% contingency as required takes the average amount to \$51,686.40.
- 4.4 The Minor Capital Works Grant Program if approved can contributed a maximum of \$50,000 funding towards this project. The Club has agreed to cover any costs above the \$50,000 grant funding from either club contributions or from external grant funding programs.
- 4.5 It is anticipated that the project costs may be above the \$50,000, and an assessment of the financial capacity of the Club to meet additional costs has been undertaken by staff. Based on the financial position of the club and given its current commitments there is not expected to be an inability to meet its obligations or be in financial hardship as a result of undertaking this project.
- 4.6 The Club has requested quotes from a number of providers and companies for the installation of an automatic watering system however has only been able to source quotations from 2 providers. Staff have worked with the Club and provided recommended and potential contractors however not all contractors have been unable to provide quotations.
- 4.7 A draft scope of works for the purposes of quotes has been prepared. Full scope will be prepared by the Salisbury Bowling Club in collaboration with City Infrastructure if approval is given to receive the grant.
- 4.8 The Salisbury Bowling Club proposes to project manage the works due to their landowner status and previous experience of the club. All project works managed by a local club must be approved through City Infrastructure utilising a Major Club Initiated Works Form prior to works commencing.
- 4.9 The Club has identified that they require the works to be completed by 8th July in order for sufficient time prior to the 2019 Bowls SA Super League which begins on Friday 9th August. This timing will be taken into consideration by staff.
- 4.10 The Club has consulted with Bowls South Australia in which the State Sporting Body has indicated support of the upgrades and will provide technical and administrative guidance to assist with the project as required.

- 4.11 Staff have sighted the full financial details of the Salisbury Bowling Club however have removed details within the attachments to this report for confidentiality.

5. CONCLUSION / PROPOSAL

- 5.1 The purpose of the Minor Capital Works Grant Program is to support clubs that provide sport, recreation and leisure opportunities to the Salisbury community to undertake facility improvements in order to increase community participation and enhance club viability.
- 5.2 The application by the Salisbury Bowling Club meets the guidelines for the Minor Capital Works Grant Program and can be completed within the allocated budget; however costs are anticipated to exceed \$50,000. The Club are able, and agree to meet additional costs.
- 5.3 The Salisbury Bowling Club will project manage the works however require approval from City Infrastructure through a Major Club Initiated Works Form prior to work commencing.
- 5.4 It is recommended that the application to the 2018/19 Minor Capital Works Grant Program by the Salisbury Bowling Club be approved and an amount of \$50,000 be allocated for the installation of an automatic watering system on two bowling greens and the extension of the Club's current storage facility.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 03/06/2019



2019 Minor Capital Works Grants Program - Application Form

Before you begin

Before completing this application form you should read the **Minor Capital Works Grant Program – Guidelines and Eligibility Criteria** booklet.

Making a valid application

- Use the form provided or the online Application Form
- Make sure you include all attachments and essential documentation where requested.
- Putting together a strong application takes time and energy, so it is important that you read the guidelines carefully, complete this application in full, and ensure that all of the information to be submitted with your application is provided.
- Applicants are encouraged to contact the Community Planner: Sport & Recreation prior to submitting an application to determine suitability for funding.
- Have the Declaration section of the Application Form signed by two authorised representatives of the organisation; one signature must be the current President/Chairperson.
- Email, Post or personally deliver the completed application form with all of the essential supporting documentation to the City of Salisbury.

Address for submission of applications

Minor Capital Works Grant Program
City of Salisbury
PO Box 8
SALISBURY SA 5108
city@salisbury.sa.gov.au

Essential Contact Information

It is essential that all applicants confirm the eligibility of projects prior to commencing their application.

All applicants must contact the Community Planner: Sport & Recreation to assess the eligibility of projects.

Ph. 8406 8278 or Email sport@salisbury.sa.gov.au

To avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Information to be submitted with your pre-screening application	
	Attached
Your most recent annual financial statement certified by the President /Treasurer or audited by a qualified accountant as presented at an AGM	<input checked="" type="checkbox"/>
A copy of building works drawings or concept plans for the project	<input checked="" type="checkbox"/>
Where applicable supply evidence of cash support (e.g. recent bank statement)	<input type="checkbox"/>
Provide photos that clearly demonstrate why the works are needed	<input checked="" type="checkbox"/>
Provide a Certificate of Incorporation demonstrating not-for profit status	<input checked="" type="checkbox"/>
Provide a signed copy of committee minutes <u>endorsing the project, authorising an application</u> to the MCW Grants Program and documenting the <u>authorised project contact</u>	<input checked="" type="checkbox"/>
Where applicable provide letters of support for the project from each of the user groups	<input type="checkbox"/>
Where applicable provide a letter/email from the head lessee supporting the application	<input type="checkbox"/>

Information to be submitted after approval of pre-screening application	
3 (three) valid quotes for the project works for all components of proposed work from qualified individuals or businesses including 1 (one) quote from a Council preferred contractor	<input checked="" type="checkbox"/>
Complete project works drawings included with quotes	<input checked="" type="checkbox"/>

IMPORTANT

Incomplete applications will be considered non-compliant and ineligible for funding.

The applicant will be provided advice and requested to supply any outstanding documentation. Once all documentation has been received, the application will be processed and presented for assessment.

To avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Organisation Information		
1. GROUP / ORGANISATION DETAILS		
Name of the organisation: <small>As it appears on the Certificate of Incorporation</small>	Salisbury Bowling Club Incorporated	
ASIC Registration Number:	A 2446	
ABN:	47 204 320 667	
Facility Name/Address:	Salisbury Bowling Club 1-9 Orange Avenue,	
Postal Address: <small>Registered postal address of the organisation</small>	PO BOX 211	
Suburb:	Salisbury	Postcode: 5108
2. CONTACT PERSON DETAILS		
Person Responsible for the Grant: <small>(all communication will be directed to this person)</small>	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> Geoffrey Ambler	
Role / Position within Organisation:	Past President	
Phone:	Landline: 08 8256 1566 Mobile: 0418 832 049	
Email: <small>Please use an e-mail address that will be checked at least once a week.</small>	Amblers66@lifestylea.net.au	
3. ABOUT YOUR MEMBERSHIP		
	Junior	Senior / Master
Male	Number of Members	120
Female	Number of Members	50
Social	Number of Members	200
Total membership	370	
Funding Category		
4. FUNDING CATEGORY		
Category A – up to \$50,000 <small>Clubs that meet <u>one</u> of the following may apply for Category A funding:</small>		<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • have a current lease or sub-lease of a Council owned building; or • licence or sub-license over Council owned land; or • have a current hire agreement to use Council managed facilities such as an indoor recreation centre or community centre; or • operate from facilities located on land where the City of Salisbury maintains an interest to purchase that land. 		
Category B – up to \$2,000 <small>Not-for-profit associations that own their own facilities that are used to deliver sport and recreation outcomes to the community may apply for Category B funding.</small>		<input type="checkbox"/>
Have you sought, or intend to seek funds from another source for this project? <small>(If Yes – Where from and the amount of funding requested)</small>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Source/s: <small>Enter Source</small>	Amount/s: <small>Enter Amount</small>	

To avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

About the Project	
5. PROJECT DETAILS	
Name of Project	Install Automatic Watering System, Improve Storage Facility
What does your project involve? Describe what you are planning to do	1) Install Automatic Watering System on 2 traditional Lawn Bowls Greens 2) Provide more storage space by increasing the the current facility by 85%
Are there any time constraints for the project? Please provide details about: <ul style="list-style-type: none"> - When the project is due to commence; - Required completion time; or - Whether there are any other works, events, or programs that may impact on the delivery of the project 	The Bowls Season will begin on Friday the 9th August with the commencement of Super League, a prestigious event staged by Bowls SA and Sponsored by The Salisbury Council. Once the watering system has been completed a new plinth will need to be installed by our volunteers, It is imperative that all work is completed by the 8th July 2019 which will allow our team to fully prepare the this event.
Why is the project needed? Eg. Does the proposed works: <ul style="list-style-type: none"> - eliminate/reduce risk - increase safety of participants, spectators, officials - meet a required sport/building standard - address a gap in the current facility - increase participation opportunities - provide additional avenue for revenue (please include photographs)	The Salisbury Bowling Club has Three traditional Lawn Bowls Greens, two owned by the Salisbury Bowling Club, one owned by the Salisbury Council The grant will assist us to install a fully automatic watering system connected to the current Bore Water system on the two greens owned by the club, this will ensure:- 1) Water will be used efficiently without waste, we are experiencing extremely dry weather during the summer months, our greens require constant watering 3-4 day's per week. Our current system is manual and requires a team of volunteers to set up the hoses and remove them after use,(refer photo's). This work is heavy and takes time, in extreme heat it becomes a danger to the health of our members. This new system will also reduce the cost to the Club; the purchase of Bore Water is a major expense. The club is being used by more community groups and local schools, Bowls SA are staging major events at Salisbury. 2) With the Club being used more we are currently finding that our current storage facility is inadequate, more equipment, chairs, tables, promotional material is now being stored. The events which we are now hosting is attracting 400-500 people, Super League runs over a 7 weeks it is essential that we are able to effectively store gear and equipment.

To avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

<p>How will your project increase participation opportunities for sport and recreation?</p> <p>Eg. Does the proposed works:</p> <ul style="list-style-type: none"> - address a gap in participation - increase safety/reduce risk for participants, spectators, and officials - provide facilities to cater for participation growth - allow club to increase teams, programs, and/or officiating opportunities 	<p>The Salisbury Bowling Club Greens are recognised across the state as the very best. The current change in climate conditions is producing longer dryer periods, this is making it much harder to keep the greens in a healthy condition. An automatic watering system will assist. Safety is also an issue, dragging heavy hoses across the greens is challenging to our team of elderly volunteers who do this work up to 4 days a week. Maintaining good greens is vital if the Salisbury Bowling Club is to attract premier bowls and major state events to Salisbury. We are fortunate that we are seen by Bowls SA as a club which can meet their high standards, it is vital that those high standards are maintained.</p>									
<p>How will the project increase inclusive opportunities for diverse people in the community and how does the project address Universal Design Principles?</p> <p>Diversity includes but is not limited to cultural, age, ability, religion, gender, and socio-economic status.</p> <p>The Principles of Universal Design include:</p> <ul style="list-style-type: none"> ● Equitable Use ● Flexibility in Use ● Simple and Intuitive to Use ● Perceptible Information ● Tolerance for Error ● Low Physical Effort ● Size and Space for Approach and Use <p>Further information can be found here: http://universaldesignaustralia.net.au/7-principles-of-universal-design/</p>	<p>Lawn Bowls is a game that can be played by anyone, all ages, it is also a game which is played by the infirmed and the disabled both physically and mentally. The Salisbury Bowling Club has members and visitors in all of these catagories who regularly play on our greens.</p> <p>Lawn Bowls is also a game that teaches discipline and skill, we have a number of local schools who use our greens to teach these skills along with leadership and group bonding.</p> <p>The game does not require strength or physical contact, all can get enjoyment from the game.</p>									
<p>Apart from your organisation and its members, are there any other groups within the community that will benefit from the project?</p> <p>Attach letters of support where applicable. Head Lease holders must provide support for the project and application.</p>	<table border="1"> <thead> <tr> <th data-bbox="624 1270 991 1330">Community Group</th> <th data-bbox="995 1270 1361 1330">How they will benefit</th> </tr> </thead> <tbody> <tr> <td data-bbox="624 1337 991 1464">Tyndale Christian School, Temple Christian School, St Barnabas College.</td> <td data-bbox="995 1337 1361 1464">Over 150 students have used our facility for, leadership, discipline and bonding skills</td> </tr> <tr> <td data-bbox="624 1471 991 1615">Social Clubs, Salisbury Council carers, Blind Bowlers Association, R.M.Williams, Starplex, Airbus Aviation</td> <td data-bbox="995 1471 1361 1615">Social Bowls</td> </tr> <tr> <td data-bbox="624 1621 991 1742">Defense Force, Army, RAAF, DTSO,Salisbury Council Social Club,Private Functions</td> <td data-bbox="995 1621 1361 1742">Social Bowls</td> </tr> </tbody> </table>	Community Group	How they will benefit	Tyndale Christian School, Temple Christian School, St Barnabas College.	Over 150 students have used our facility for, leadership, discipline and bonding skills	Social Clubs, Salisbury Council carers, Blind Bowlers Association, R.M.Williams, Starplex, Airbus Aviation	Social Bowls	Defense Force, Army, RAAF, DTSO,Salisbury Council Social Club,Private Functions	Social Bowls	
Community Group	How they will benefit									
Tyndale Christian School, Temple Christian School, St Barnabas College.	Over 150 students have used our facility for, leadership, discipline and bonding skills									
Social Clubs, Salisbury Council carers, Blind Bowlers Association, R.M.Williams, Starplex, Airbus Aviation	Social Bowls									
Defense Force, Army, RAAF, DTSO,Salisbury Council Social Club,Private Functions	Social Bowls									

To avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Budget Information		
6. USING THE HEADINGS IN THE TABLE BELOW, OUTLINE THE COST OF YOUR PROJECT – ALL AMOUNTS ARE TO BE GST <u>INCLUSIVE</u>		
Item	Amount	Quote Used
<i>e.g. Perimeter fencing – 120m</i>	<i>\$10,000</i>	<i>Fence Easy</i>
Supply & Install Watering system	\$ 40,325.00	Think Water Adelaide quote number 1
Supply & Deliver to site 8X 3.6X 2.4 colourbond shed	\$ 4,400	Alpha Industries
Install Colourbond Shed	\$ 1,000	Alpha Industries
Concrete, steel, rubble for shed floor	\$ 1,690	Salisbury Bowling Club
Labour to lay floor	\$ 2,000	volunteers
Steel plinth plate to surround 2 greens	\$ 2,500	Salisbury Bowling Club
Install Plinth steel plate	\$ 1,000	Volunteers
Enter item	\$ Enter Amount	Enter Quote Used
PLEASE NOTE, UNABLE TO GET 3 QOTES FOR WATERING SYSTEM, CONTACTED COUNCIL FOR RECOMMENDATIOIS 2 COMPANIES CONTACTED BOTH UNABLE TO QUOTE. WE HAVE CONTACTED 3 OTHER PSSIBLE INSTALLERS WITH THE SAME RESULT	\$ Enter Amount	Enter Quote Used
Enter item	\$ Enter Amount	Enter Quote Used
Enter item	\$ Enter Amount	Enter Quote Used
Enter item	\$ Enter Amount	Enter Quote Used
Enter item	\$ Enter Amount	Enter Quote Used
Enter item	\$ Enter Amount	Enter Quote Used
Enter item	\$ Enter Amount	Enter Quote Used

a. Total Project Cost \$ 52,915.00

b. Your Contribution \$ 7,190.00

c. Other grants / funds secured \$ 0

To avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

Total Grant Requested (= a – b – c)

\$ 45,725.00

Can the proposed works proceed if the full amount requested is not provided?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
--	------------------------------	--

Terms and Conditions of Funding

All applications are administered according to the following conditions.

1. MCWGP funding will be used expressly for the purpose outlined in the application and as endorsed by Council. Requests to change the purpose of funding must be made in writing and is at the discretion of the Council.
2. City of Salisbury is not responsible for any budget shortfalls relating to inflation of costs and unanticipated works.
3. City of Salisbury is not responsible for any loss or expense endured during project implementation or in relation to the completed project.

Category A Applications

4. All applicants must, at the time of application have a currently executed lease/licence or other use agreement with the City of Salisbury, or Council will have a contracted right to first right of refusal to purchase the property.
5. City of Salisbury will make all reasonable efforts to complete projects to the standards and requirements as documented by the applicant within the MCWGP.
6. The City of Salisbury will project manage the implementation of funded projects.
7. All works will be carried out by licensed trades' people appointed by the City of Salisbury within the allocated financial year.
8. Any costs incurred resulting from interference with contractors by applicants will be passed on to the applicant in full.
9. The City of Salisbury reserves the right to appoint and utilise contractors where a contractual obligation is in effect.
10. The timing of the works will be programmed in accordance with all other capital works projects of the City, and where possible in sympathy with the operating timeframes of the applicant.
11. Grant funds are paid directly to the appointed contractor by the City of Salisbury on satisfactory completion of the works.
12. Unspent funds may be retained by the City of Salisbury for future projects.
13. All reasonable efforts will be made by the City of Salisbury to complete the project within the allocated budget and timeframe.
14. Where the value of works exceeds the value of the grant, monies of the Club, additional grants or any other external funds are being used in conjunction with MCWGP funding, applicants may be required to enter in to a Capital Works Agreement prior to the commencement of works. Applicants will be invoiced for the balance of funds prior to the commencement of works.

Category B Applications

15. Applicants must be able to demonstrate, if requested, their ownership of the property.
16. It is strongly recommended that applicants seek independent legal and financial advice to determine all taxation obligations before submitting an application.
17. Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then you are required by the Australian Tax Office to be registered for the GST.
18. Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant.
19. Organisations that are not registered for the GST will not have the grant grossed up.
20. If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration.
21. A project acquittal must be submitted within twelve (12) months of project completion. Failure to supply proof of expenditure will result in ineligibility for future grant funding.
22. Unspent funds are to be returned to City of Salisbury.



To avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

We agree to abide by the terms and conditions of funding	Yes <input checked="" type="checkbox"/>
---	---

Application Declaration

Please note that this declaration must be signed by two authorised representatives of the organisation; one signature must be the current President/Chairperson

On behalf of Salisbury Bowling Club (Group/Organisation)

<p>Roger Ward President <small>(Name & Position)</small></p> <p><u></u> <small>(Signature)</small></p> <p>Enter Date of Signing <small>(Date)</small></p> <p><u>21/5/2019</u></p>	<p>Eric Datson Finance Director <small>(Name/Position)</small></p> <p><u></u> <small>(Signature)</small></p> <p>Enter Date of Signing <u>21.5.2019</u> <small>(Date)</small></p>
---	---

Declare that I am authorised to complete this application on behalf of the applying community organisation and that the information contained in this application to the Salisbury Sport and Recreation Minor Capital Works Program is accurate at the date of submission, and that the application is eligible for consideration under the guidelines and specifications of the program. Further we accept the terms and conditions upon which funding for this project is offered.

To avoid delays please ensure that your application form is completed in its entirety - all questions must be answered

*THINK WATER IS OUR
PREFERRED SUPPLIER, THEY
INSTALLED THE BORE WATER PLUMBING
AND ARE USED BY SALISBURY
COUNCIL.*



Greg Daulby

12th Mar 2019

Att Mr Greg Daulby
Salisbury Bowling Club
Email: gcdaulby@bigpond.com

Dear Greg,

Reference: **SALISBURY BOWLING CLUB
PROPOSED AUTOMATIC IRRIGATION UPGRADE**

We thank you for the opportunity to submit our pricing for the irrigation works in the above project. Please find attached our submission for the works as specified and accept our apologies for the delay.

We attach separately or within the body of this quotation, the following documents:-

- Information on Quoter
- Table of Supervisory and Other Key Personnel
- Proposed system schematic layout,
- Assorted brochures.

We acknowledge receipt of:-

- Verbal instructions from yourself during initial site meeting on 18/10/18
- Quotation invite request via Yellow Pages, 8/10/18.

QUOTE 1 *QUOTE 2*

We submit our price options as indicated below, including GST,

SUPPLY AND INSTALL ITEM	Rain Bird Quotation \$ inc GST	Toro Alternative \$ inc GST
Supply and Install System quote	38,250.00	37,550.00
Optional Rain Bird IQ 3GNCC comms pack	2,075.00	-
Optional Toro TMR remote	-	1,250.00
TOTAL \$	\$40,325.00	\$38,800.00

The above pricing is valid for 30 days from the date of this submission, after which time we reserve the right to revise our offer.

The Rain Bird option was your preferred option and is very close in price, but I believe with the comms pack option will be the most beneficial, although there will be some ongoing yearly data costs (refer below).

We draw your attention to the following quotation qualifications:-

We **DO ALLOW** for,

- As constructed drawing,
- Connection of new pipework to existing DN80 PVC mainline,
- DN50 DZR brass ball isolation valve, with lilac handle at connection point,
- DN63 PN12.5 PE100 EF poly ring mainline from existing 80mm PVC main,
- Existing 50mm Master valve assembly,
- Rain Bird Acme Eagle 950E-26 electric VIH rotors (x16), connected into new DN63 mainline,
- **OR** Toro FLX55-558-16-AU electric VIH rotors (x16), connected into new DN63 mainline,
- New 5 core, 7 core and 9 core 1.5mm² multi-core cable for actives and spares and 2.5mm² single core multi-stranded cable for common,

Think Water Adelaide

Lomman Irrigation Pty Ltd (T/as)
111 Muller Rd
Hampstead Gardens SA 5086 Australia

P. 08 8369 1461 E. adelaide@thinkwater.com.au
F. 08 8261 9122 W. www.thinkwater.com.au

ACN/ABN: 107 281 265 / 57 107 281 265 Licensed Plumbing Contractor PGE 183846

Item 7.2.7 - Attachment 2 - Salisbury Bowling Club - Minor Capital Works Grant Program - Project Quotes

SalisburyBC_IrrigationSubmission_120319.docx 2 of 4

- 2 x Portable sprinkler assembly, Rain Bird Eagle 950S/P SAM on HD skid stand and 25m of 25mm HD drag hose with Rain Bird 55K QCV key and brass swivel elbow,
- And Rain Bird PESB-R 40mm QCV solenoid valve assemblies (x2) with PRS-Dial pressure regulating module and Rain Bird Model 5LRC quick coupling valve,
- **OR** 2 x Portable sprinkler assembly, Toro FLX35-6B-3538 on HD skid stand and 25m of 25mm HD drag hose with Rainspray 3B QCV key and brass swivel elbow,
- And Toro P220S 40mm QCV solenoid valve assemblies (x3) with EZReg pressure regulating module and Rainspray 2-piece Model 3B quick coupling valve,
- New Rain Bird ESP-LXME/F12 12 station replacement controller,
- Optional IQ 3GNCC communication card and SIM card with 12months data (yearly fee \$150/annum after 1st year) to enable access to control system via mobile phone or tablet app,
- **OR** New Toro Custom Command 12 station replacement controller, with optional remote and transmitter for on-site remote operation only,
- CST FSI-T20 50mm flow sensor, installed at connection point to existing mainline,
- All other items as per specifications and drawings supplied, unless specifically mentioned below.

We **DO NOT ALLOW** for,

- Sod-cutting to turfed areas,
- Repairs to any unknown and/or non-locatable services if damaged during excavation,
- Removal of asbestos if found on site.

Should we be successful, our present works schedule allows us to be able to install the works during April - May. Anticipated start date is not known. Inclement weather conditions and further works between now and then however, may necessitate some minor modification to these dates.

The works are expected to take about 2 weeks.

Lomman Irrigation Pty Ltd (T/as Think Water Adelaide) have installed and project managed many large irrigation projects including but not limited to Balaklava Race Course, Adelaide Botanic Gardens (First Creek Wetlands irrigation and associated fire main works), Government House (fully automatic pop-up and drip system, connection to GAP water and back-up booster pump station for SA Water mains water), DPTI Park 25 Narnungga (automatic pop-up and drip system to old SA Water site), University of Adelaide (Parks 10, 11 and 12 playing areas), City of Tea Tree Gully (ASR schemes, pumping stations, pop-up sprinkler, sub-surface and drainage systems), Spotless and City of Salisbury (Pumping stations and automatic irrigation systems).

Additionally, we installed a completely new dual water supply automatic irrigation system at Lockleys Bowling Club.

If required, we are able to supply for your reference:-

- Lomman Irrigation Company Resume 'About Us'
- WHSE Safety Management Plan template, incorporating,
 - WHSE 003 – Work Health Safety and Environment Policy
 - WHSE 007 Safe Work Method Statement – Irrigation (others, more specific are available if required – e.g., Chain-digger, Excavator, Manual Handling etc)
 - WHSE 011 – Training and Competency Register
 - WHSE 016 – Plant and Equipment Register

Our staff and sub-contractors have 'confined spaces' training and have experience in tank/pump systems.

Trusting the above and enclosures meet with your approval.

Yours sincerely

THINK WATER ADELAIDE



BRENTON SIMS
Director

Think Water Adelaide

Lomman Irrigation Pty Ltd (T/as)
111 Muller Rd
Hampstead Gardens SA 5086 Australia

P. 08 8369 1461 E. adelaide@thinkwater.com.au
F. 08 8261 9122 W. www.thinkwater.com.au

ACN/ABN. 107 281 265 / 57 107 281 265

Licensed Plumbing Contractor PGE 183846

SalisburyBC_IrrigationSubmission_120319.docx 4 of 4

TABLE OF SUPERVISORY AND KEY PERSONNEL

We provide below a list of supervisory staff and other key personnel.

Position	Name	Site Involvement		Present Position Years of Experience	Previous Position Years of Experience	Qualifications	
		Hrs /Wk	Visits /Wk			Technical	Other
Contractors Representative	Brenton Sims	4	2	Director Lomman Irrigation 31 years	45 years irrigation industry experience. Part of this time early 1980's was spent as Design Supervisor for RIS Irrigation Systems (now Toro) design office, designing and supervising designs for projects in Australia & overseas and design office staff of seven.	Licensed Plumber - Irrigation	-
Plumbing Supervisor	Wayne Lomman	4	2	Director Lomman Irrigation 37 years	Licensed Plumber with 37 years plumbing and irrigation industry experience.	Licensed Plumber	-
Project Site Supervisor	Vaughn Cleary	20	5	Project Supervisor Lomman Irrigation 11 years	32 years irrigation industry experience in SA and Alice Springs (Alice Springs Water Shed & others)	Licensed Plumber - Irrigation	-

Think Water AdelaideLomman Irrigation Pty Ltd (T/as)
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Hampstead Gardens SA 5086 AustraliaP. 08 8369 1461 E. adelaide@thinkwater.com.au
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ACN/ABN. 107 281 265 / 57 107 281 265

Licensed Plumbing Contractor PGE 183846

SalisburyBC_IrrigationSubmission_120319.docx 3 of 4

INFORMATION ON QUOTER

REGISTERED BUSINESS NAME: *Lomman Irrigation Pty Ltd*

TRADING NAME: *Think Water Adelaide*

REGISTERED BUSINESS ADDRESS: *111 Muller Rd
Hampstead Gardens SA 5086*

POSTAL ADDRESS: *PO Box 64
Greenacres SA 5086*

TELEPHONE No: *(08) 8369 1461*

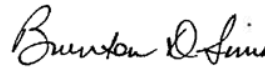
FACSIMILE No: *(08) 8261 9122*

NAME & POSITION OF DIRECTORS
 AUTHORISED TO ACT ON BEHALF
 OF TENDERER: *Brenton Sims – Project Manager
 Roger Lomman – Procurement
 Wayne Lomman – Plumbing Supervisor*

CONTACT PERSON(S)
 AND MOBILE PHONE # *Brenton Sims
 Mob 0408 080 704*

Contractor: *Lomman Irrigation Pty Ltd*

Signed:



Date: *12/3/19*

Think Water Adelaide

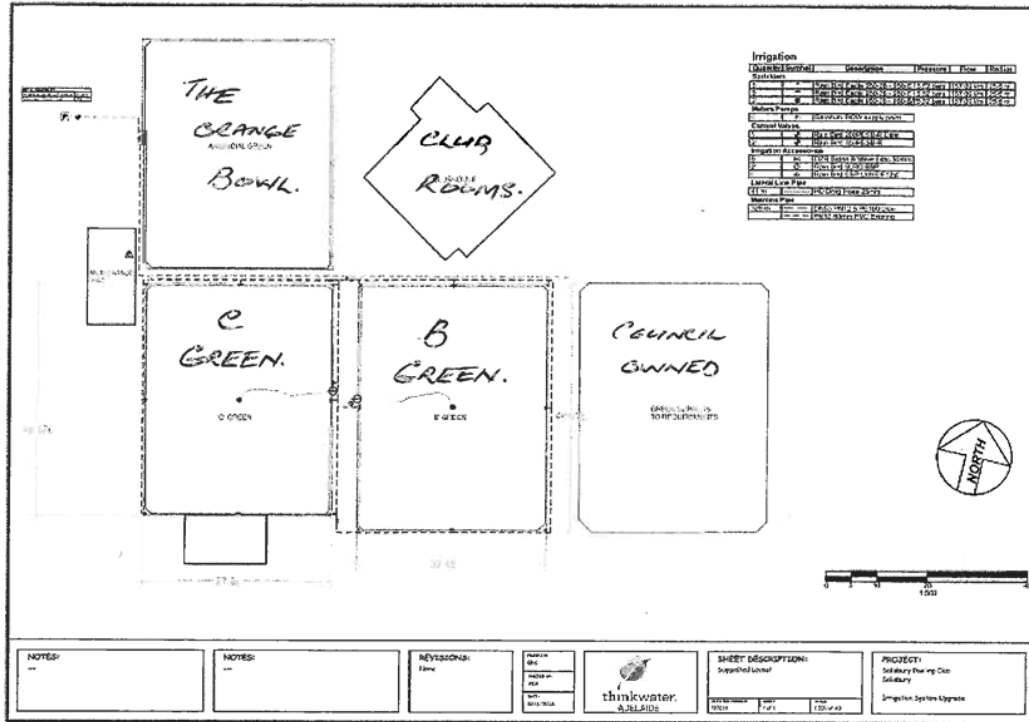
Lomman Irrigation Pty Ltd (T/as)
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ACN/ABN. 107 281 265 / 57 107 281 265

Licensed Plumbing Contractor PGE 183846

SALISBURY BOWLING CLUB.



PROPOSED. AUTOMATIC WATERING SYSTEM.

Item 7.2.7 - Attachment 2 - Salisbury Bowling Club - Minor Capital Works Grant Program - Project Quotes

<https://email.telstra.com/webmail/http/office?r=%3Cresource%20%20resolver%3D%...> 13/03/2019



**ADVANCED
IRRIGATION
SYSTEMS**

QUOTE 3

**Advanced Irrigation
Systems**

12 Balaklava Road
Mallala SA 5502
Australia

Phone: 0455 483 858
ABN: 30 487 722 846

Quote: 1409

Quote

Quote date: 07/03/2019

Bill to:
Salisbury Bowling Club


Expiry:
06/04/2019

ITEM	DESCRIPTION	UNITS	UNIT PRICE (ex GST)	TAX TYPE	AMOUNT (ex GST)
1002	50mm PVC Mainline from existing PVC pipework at Greens Edge direct from pump shed. All fittings to be PVC. Greens consisting of 8 x Rainbird 950's & 1 x QCV per Green. IQ3 communications system with Rainbird LXME Controller and Communications Card for Remote access to Controller. Rainbird Flow Sensor for Flow Control and precise water usage monitoring. Mainline & Rotors to be installed in Gutter of Greens. Concrete cutting for mainline and re-concrete. Hand dig trenches to best preserve turf quality from wear. Electrical and Utilities searching/Locating + DBYD Removal of Spoil, Concrete & Rubbish Installation & Commissioning.	Qty 1	26,813.75	GST	26,813.75
1002	Installation time is estimated at 5 days due to restriction of trenching machinery. All attempts will be made to keep any turf damage to a minimum where possible. Salisbury Bowling Club responsible for relaying small amounts of turf where required pipe needs to follow contour of ramps onto greens. (machine entry ramps to greens) Quote subject to final walk over and inspection with Salisbury Bowling Club & Greg Daulby prior to works commencement should we be successful. Quote is based off estimated pump flow of 250ltr per minute and 450kpa	Qty 1	0.00	GST	0.00
Sub-Total (ex GST):					\$26,813.75
GST:					\$2,681.38
TOTAL (inc GST):					\$29,495.13

Your Quotation BM28034/19.

8 x 3.6 x 2.4 .
 Colorbond .
 1x SIDE S/DOOR .
 2x Skylights .
 1x Zinc whirly .
 Delivery .
 \$4400

Installation .
 \$1000 .



ALPHA INDUSTRIES
 est. 1965 12 Stock Road, Cavan SA 5094

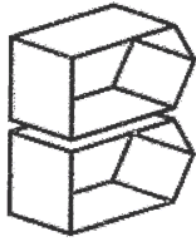
Ben Micallef
 SALES REPRESENTATIVE
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Phone: (08) 8349 6707

At your Service
 Mon-Fri 9.00am - 5.00pm Mob: 0411 665 873 sales@alphaindustries.com.au
 Sat 8.30am - 12.00pm Fax: (08) 8349 8637 www.alphaindustries.com.au

Colorbond® steel Range

Surfmist®	Cove®	Deep Ocean®	<p>TRIM COLOURS The colour below is available for Trim</p> <div style="background-color: #8c7868; width: 100px; height: 30px; margin: 10px auto;"></div>
Shale Grey®	Sandbank®	Cottage Green®	
Classic Cream®	Paperbark®	Ironstone®	
Dune®	Wilderness®	Bassalt®	
Windspray®	Woodland Grey®	Manor Red®	
Pale Eucalypt®	Monument®	Night Sky®	



**BARGAIN
STEEL
CENTRE
.COM.AU**

LOT 10 HEASLIP ROAD BURTON, SA 5110 Phone: 8280 6000 Fax: 8280 5689 Email: sales@bargainsteelcentre.com
Postal Address: PO Box 264 BROMPTON, SA 5007 ABN: 65 119 942 497
Adelaide Fencing & Steel Supplies Pty Ltd.

17/05/2019

*** QUOTE NO: 712043 ***

Account Code ZZJOBQUOTE	Deliver to
JOB QUOTING ACCOUNT - -	SALISBURY BOWLING CLUB ORANGE AVE SALISBURY

Contact : rocco - 0417 847 293

Required : 17/05/2019

Cust. Ref: 1

AF
Page 1

Items	Description	Quan	Length	Per	Weight	Rate	Amount
MANUFSHEDQ	Shed Made to Order	1.00		EACH		\$0.00	\$0.00
	Cat (High Wind) - 2 Shed Size - 6.1m x 4m x 2.4m High Degree Roof Pitch - 11 Gutters Profile - D Flashing - Colour (Heritage Green) Colour of Shed - (Heritage Green) Roof Sheet Profile - Corrugated Wall Sheet Profile - Trim Deck Sliding Doors - x 1 (Side) PVC Down Pipes Included Inc Delivery Supply Price - \$3885.00 Inc GST Council Approval - \$690.00 ***** Total \$4575.00 Inc GST ***** Installation Cost - \$1250.00 (Paid direct to Contractor Based on a clear and Level Site) Payment Terms; Deposit - \$1000.00 Council Approval Progress Payment - \$1787.50 Prior to delivery Payment - \$1787.50 Installation Payment - \$1250.00 (Paid direct to Contractor Based on a Clear and Level Site) Galv Purlins & Girts Using BlueScope Galvaspan Frame Work Galv Columns & Trusses Fully Welded Frames Wall Sheets Manufactured from BHP Materials ** Price subject to change upon site inspection **						
MARKUP	Job Markup	1.00		EACH		\$0.00	\$0.00

** NO Floor quoted -*

9.28



1233 Main North Rd,
Para Hills West,
PO Box 46 Para Hills
S.A.5096
Ph (08) 8349 5744
Fax (08) 8349 4222

Mr SALISBURY BOWLS CLUB

Thursday, 16 May 2019

SALISBURY

Proposed Project for Mr SALISBURY BOWLS CLUB

Site Address	Date Quoted	-	Thursday, 16 May 2019
	Prepared by	-	Robert Monti
	Quote #	-	RM7800

c/o

Dear Mr SALISBURY BOWLS CLUB,

Thank you for allowing us the opportunity to confirm the following specifications.

This quotation is valid for 7 days from print date.

Summary

<u>Qty</u>	<u>Color</u>	<u>Description</u>
1 x	TBA	COLORBOND 13° Gable Shed DOMESTIC - N1
1		UNIT Dimensions - N1 - LxWxH = 28x11x8 ft (8500x3534x2438 mm)
1 x	TBA	Wall cladding - OP
1 x	TBA	Roof cladding - Corrugated
1 x	TBA	Downpipe color selection
1 x	TBA	D Gutters & Steel Down Pipes
1 x	TBA	SL/Door Single Side only
1 x		Title Search

ABOVE IS FOR ERECT ON SITE (Council application by Client) - DELIVERY BY OLYMPIC

TOTAL PRICE **\$5,980 INC GST**

Yours Faithfully

Robert Monti
Mbl : 0449 700 349
Email : robm@olympicindustries.com.au

9.28



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Para Hills West,
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1 x	TBA	Downpipe color selection
1 x	TBA	D Gutters & Steel Down Pipes
1 x	TBA	SL/Door Single Side only
1 x		Title Search
1 x		30m2 Concrete Floor, Damp Proof plastic, 100mm, Reo F72
1 x		Concrete pump allowed
8 x		Footings R/Mix by Olympic

ABOVE IS FOR ERECT ON SITE (Council application by Client) - DELIVERY BY OLYMPIC

TOTAL PRICE **\$10,259 INC GST**

Yours Faithfully

Robert Monti
Mbl : 0449 700 349
Email : robm@olympicindustries.com.au