



## **AGENDA**

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

**11 MAY 2020 AT 6:30 PM**

**IN THE WITTBER AND DR RUBY DAVY ROOMS, 34 CHURCH 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  
A/General Manager Community Development, Mrs V Haracic  
Manager Governance, Mr M Petrovski  
Governance Support Officer, Ms K Boyd

### **APOLOGIES**

### **LEAVE OF ABSENCE**

### **PRESENTATION OF MINUTES**

Presentation of the Minutes of the Sport, Recreation and Grants Committee Meeting held on 14 April 2020.

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**REPORTS**

*Administration*

7.0.1 Future Reports for the Sport, Recreation and Grants Committee ..... 9

*Community Grants*

7.2.1 Community Grants Program Applications for May 2020 ..... 11

7.2.2 Community Event Sponsorship Grant Applications - Round 5 ..... 41

**OTHER BUSINESS**

**CLOSE**



**MINUTES OF SPORT, RECREATION AND GRANTS COMMITTEE MEETING HELD  
IN THE WITTBER AND DR RUBY DAVY ROOMS, 34 CHURCH STREET, SALISBURY  
ON**

**14 APRIL 2020**

**MEMBERS PRESENT**

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

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Business Excellence, Mr C Mansueto  
A/General Manager Community Development, Ms V Haracic  
Manager Governance, Mr M Petrovski  
Risk and Governance Program Manager, Ms J Crook  
Governance Support Officer, Ms K Boyd

The meeting commenced at 6.46 pm.

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

**APOLOGIES**

An apology was received from Mayor G Aldridge.

**LEAVE OF ABSENCE**

Nil

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## PRESENTATION OF MINUTES

Moved Cr S Reardon  
Seconded Cr N Henningsen

The Minutes of the Sport, Recreation and Grants Committee Meeting held on 10 March 2020, be taken and read as confirmed.

**CARRIED**

## REPORTS

### *Administration*

#### **7.0.1 Future Reports for the Sport, Recreation and Grants Committee**

Moved Cr L Braun  
Seconded Cr S Ouk

1. The information be received.

**CARRIED**

### *Community Grants*

#### **7.2.1 Community Grants Program Applications for April 2020 and Administration of Applications in Response to COVID-19 Outbreak**

Moved Cr C Buchanan  
Seconded Cr L Braun

1. The information be received and noted.
2. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee:
  - a. The Sport, Recreation and Grants Committee endorse the early disbursement of Community Grants Program funds due to COVID-19, as outlined in section 2.7 of this report.
  - b. The Sport, Recreation and Grants Committee endorse that the acquittal for Druk International Shito-Ryu Karate Do Association – Australia Inc. be extended by six (6) months and otherwise acquitted as per the Guidelines and Eligibility Criteria, as outlined in section 2.8 and 2.9 of this report.
3. That Council:
  - a. Endorse the suspension of the Community Grants Program effective 15 June 2020, to support the measures established by the City of Salisbury to promote safety and reduce the potential for the spread of COVID-19, recognising the uncertainty of the timeframe that social distancing rules will remain in force.



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- b. Endorse recommencement and review of the Community Grants Program when the social distancing rules are officially lifted by the Australian Federal/State Government.
  - c. Note the remaining balance of the Community Grants Program funding budget for 2019/2020 will be considered for repurposing at the end of June 2020.

**CARRIED**

**7.2.2 35/2019: Sampaguita Dance Group Inc. - Community Grants Program Application**

Moved Cr A Duncan  
Seconded Cr S Reardon

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and did **not** allocate funding for the April 2020 round of Community Grants for Grant No. 35/2019: Sampaguita Dance Group Inc.

**CARRIED**

**7.2.3 05/2020: About SA [Christ TV Inc.] - Community Grants Program Application**

Moved Cr L Braun  
Seconded Cr N Henningsen

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and did **not** allocate funding for the April 2020 round of Community Grants for Grant No. 05/2020: About SA.

**CARRIED**

**7.2.4 10/2020: Rowe Park United Inc. - Community Grants Program Application**

Moved Cr N Henningsen  
Seconded Cr S Reardon

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and did **not** allocate funding for the April 2020 round of Community Grants for Grant No. 10/2020: Rowe Park United Inc.

**CARRIED**

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**7.2.5 11/2020: Mawson Lakes Cricket Club Inc. - Community Grants Program Application**

Moved Cr L Braun  
Seconded Cr N Henningsen

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee assessed and did **not** allocate funding for the April 2020 round of Community Grants for Grant No. 11/2020: Mawson Lakes Cricket Club Inc.

**CARRIED**

**7.2.6 12/2020: Ingle Farm Junior Soccer Club Inc. - Community Grants Program Application**

Moved Cr L Braun  
Seconded Cr N Henningsen

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 April 2020 round of Community Grants as follows:
  - a. Grant No. 12/2020: Ingle Farm Junior Soccer Club Inc. be awarded the amount of **\$5,000.00** to assist with the purchase of **sublimation player short side panels for the Elizabeth and Districts Junior Competition** as outlined in the Community Grant Application and additional information.

**CARRIED**

**7.2.7 13/2020: United Way South Australia Inc. - Community Grants Program Application**

Moved Cr D Hood  
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 did **not** allocate funding for the April 2020 round of Community Grants for Grant No. 13/2020: United Way South Australia Inc.

**CARRIED**

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**7.2.8 14/2020: Salisbury Villa Sports and Social Club Inc. - Community Grants Program Application**

Moved Cr C Buchanan  
Seconded Cr S Ouk

1. In accordance with delegated powers set out in the Terms of Reference, the Sport, Recreation and Grants Committee assessed and allocated \$5,000 in funding for the April 2020 round of Community Grants subject to the information requested in paragraph 2.1 in the report being provided within three weeks of the decision.

**CARRIED**

**7.2.9 15/2020: Northern Districts Athletics Club Inc. - Community Grants Program Application**

Moved Cr L Braun  
Seconded Cr S Ouk

1. The information be received and noted that the 15/2020: Northern Districts Athletics Club Inc. Application is deemed ineligible for Community Grants Program funding in accordance with sections 8.2 and 10.7.1 of the Guidelines and Eligibility Criteria.

**CARRIED**

**7.2.10 Youth Sponsorship Applications and Administration of Applications in Response to COVID-19 Outbreak**

Moved Cr C Buchanan  
Seconded Cr A Duncan

1. The information be received and noted.
2. Council endorse the suspension of the Youth Sponsorship Program effective 23 March 2020, to support the measures established by the City of Salisbury to promote safety and reduce the potential for the spread of COVID-19, recognising the uncertainty of the timeframe that social distancing rules will remain in force.
3. Recommencement of the Youth Sponsorship Program to be reviewed when the social distancing rules are officially lifted by the Australian Federal/State Government.
4. The remaining balance of the Youth Sponsorship Program funding budget for 2019/2020 be considered for repurposing in the report to be presented to the April 2020 Budget & Finance Committee.

**CARRIED**

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**7.2.11 Minor Capital Works Grant Program - Para Hills Bowling Club Inc.**

*Cr S Reardon declared a perceived conflict of interest. Cr Reardon managed the conflict by remaining in the meeting and voting in the best interest of the community.*

Moved Cr S Reardon  
Seconded Cr D Hood

1. The report be received.
2. In accordance with the delegated power set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee allocate funding from the 2019/20 Minor Capital Works Grant Program budget as follows:
  - a. Para Hills Bowling Club: an additional amount of \$26,580 (equalling a total of \$42,932 including 20% contingency) for the installation of free-standing shade structures at the Paddocks Precinct, noting that any additional costs are to be funded by the Para Hills Bowling Club or external grant programs, as per the funding agreement.

**CARRIED**

**OTHER BUSINESS**

Nil

The meeting closed at 7.26pm.

CHAIRMAN.....

DATE.....

<b>ITEM</b>	7.0.1
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	11 May 2020
<b>HEADING</b>	Future Reports for the Sport, Recreation and Grants Committee
<b>AUTHOR</b>	Michelle Woods, Projects Officer Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.3 Have robust processes that support consistent service delivery and informed decision making.
<b>SUMMARY</b>	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 at this point in time there are none that require a subsequent report to be presented.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP

Date: 04/05/2020

<b>ITEM</b>	7.2.1
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	11 May 2020
<b>HEADING</b>	Community Grants Program Applications for May 2020
<b>AUTHOR</b>	Bronwyn Hatswell, PA to General Manager, Community Development
<b>CITY PLAN LINKS</b>	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.
<b>SUMMARY</b>	This report outlines the Community Grants Program Applications submitted for the May 2020 round. No applications are submitted for consideration by the Sport, Recreation and Grants Committee.

**RECOMMENDATION**

1. The information be received and noted.
2. The Sport, Recreation and Grants Committee note the 2019/2020 Community Grants Program remaining balance, for repurposing, is \$4,991.00.

**ATTACHMENTS**

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

1. Community Grants Program Guidelines and Eligibility Criteria

**1. BACKGROUND**

- 1.1 No (0) applications were received for the May 2020 round of Community Grants.

**2. REPORT**

- 2.1 No (0) applications are presented for the May 2020 round of Community Grants for consideration.
- 2.2 The Community Grant Funding budget allocation for 2019/2020 is \$112,000.
- 2.3 No money is committed for the May 2020 round.

2.4 It was reported and recommended to the Sport, Recreation and Grants Committee meeting held 14 April 2020:

2.4.1 That \$5,000 funding be approved for one (1) compliant application for the April 2020 round. Funding was not recommended for the remaining seven (7) applications submitted for the April 2020 round due to the uncertainty of timeframes around social distancing as a result of the COVID-19 outbreak, and the subsequent temporary closure of many businesses; and

2.4.2 That the remaining balance of the grant funding that can be repurposed in accordance with Resolution Number 0443/2020; 23/03/2020, if the one (1) application is approved, is **\$9,991.00**.

2.5 At its meeting held 14 April 2020, the Sport Recreation and Grants Committee allocated funding for **two** (2) applications totaling **\$10,000**. Consequently the remaining balance of the grant funding that can be repurposed is **\$4,991.00**.

2.6 At its meeting held 13 January 2020, the Sport, Recreation and Grants Committee Recommended:

4. *Staff provide a further report once the remaining balance reaches \$10,000 for the Community Grant Funding budget allocation for 2019/2020.*

**Resolution Number 0397/2020**

2.6.1 As outlined in section 2.4.2 of this report, it was reported the 2019/2020 Community Grants Program remaining budget is \$9,991.00, and consequently \$4,991.00 as outlined in section 2.5 of this report.

2.6.2 It is recommended that no action be taken to increase the 2019/2020 Community Grants Program budget at this time, noting that Council endorsed (inter alia):

**6.0.2 *Managing the response to COVID-19***

4. *That staff bring back a further report on a proposed Sports and Community Clubs COVID-19 Recovery Support Package and grant guidelines (to be administered by the Sport Recreation & Grants Committee), that incorporates the repurposing of existing Council grants as listed in Section 10.3.1 (Item 6.0.2, Managing The Response to COVID-19, 20 April 2020) and the inclusion of:*

- a. *Other Not For Profit Sporting & Community clubs that currently do not have a council lease*
- b. *General operating costs of the clubs as eligible support that Council can approve within the grant guidelines of the Sports and Community Club COVID-19 Recovery Support Package.*

**Resolution Number 0512/2020; 27/04/2020**

**7.2.1 *Community Grants Program Applications for April 2020 and Administration of Applications in Response to COVID-19 Outbreak***

2. *That Council:*



- a. Endorse the suspension of the Community Grants Program effective 15 June 2020, to support the measures established by the City of Salisbury to promote safety and reduce the potential for the spread of COVID-19, recognising the uncertainty of the timeframe that social distancing rules will remain in force.*

**Resolution Number 0515/2020; 27/04/2020**

**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 May 2020.
- 3.2 The remaining balance for the 2019/2020 Community Grants Program budget is \$4,991.00.

**CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 04/05/2020



Effective 01 September 2019



# 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 **\$5,000.00**;
  - 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.
  - Up to \$2,000 funding towards the purchase of a Defibrillator.
- 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](http://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](mailto: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 and sport and recreation.

#### *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 Grant - Defibrillator

*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 \$5,000 per year
- Community Grant Event – Christmas Carols: up to \$5,000 per year
- Community Grant – Project: up to \$5,000 per year
- Community Grant – Defibrillator: one-off funding up to \$2,000 (*conditions apply*)
- Community Grant: up to \$5,000 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.
- 8.4. An eligible organisation may apply for one-off Community Grants Program funding for up to \$2,000 to assist with the purchase of a defibrillator. Organisations may apply for defibrillator funding regardless of any Community Grants Program funding received within twelve (12) months however the previous funding must have been acquitted in full. The following conditions apply for Defibrillator funding:
- Active recreation or sport clubs or community organisations whose purpose is the delivery of active recreation or sport programs and services in South Australia must apply for defibrillator funding through The Office of Recreation, Sport and Racing's Active Club Program – Program and Equipment funding category;
  - Applications that are unsuccessful through the Active Club Program may be considered by the City of Salisbury Community Grants Program. Evidence that the application was unsuccessful with the Active Club Program must be provided with the Application;
  - Applications that do not meet the Active Club Program criteria may be considered by the City of Salisbury Community Grants Program providing the Application meets the Community Grants Program Guidelines and Eligibility Criteria. Information must be provided in the Application advising the reason(s) that the organisation does not meet the criteria for funding through the Active Club Program.

*Applicants are encouraged to contact the Community Grants Program to discuss the process for defibrillator funding prior to submitting an application.*

*Community Grants Program Guidelines and Eligibility Criteria - Page 8 of 18*

## 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.
- 9.4.2. Applicants must organise public liability insurance and provide evidence of insurance with the grant application.

### 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.

### 9.6. *Defibrillator*

- 9.6.1. Funding may be considered to assist with the purchase of a defibrillator. All other eligibility criteria applies, with the exception that eligible organisations may apply for Defibrillator Funding if they have received Community Grants Program funding for a project or event within twelve (12) months, providing the funding has been acquitted in full.

## 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).

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**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.
- 10.8.2. Public Liability Insurance.

**10.9. Prior Funding Received for Defibrillators**

- 10.9.1. Defibrillator Applications will not be considered for organisations that have already received prior (one-off) Community Grants Program funding for the purchase of a defibrillator, nor, for organisations that are eligible for The Office of Recreation, Sport and Racing's Active Club Program – Program and Equipment funding (unless unsuccessful).

**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.

## **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.

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

## 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.
- 19.2. Requests for early disbursement of funds must be made in writing. Approval is at the discretion of the Chairman of the Sport, Recreation and Grants Committee and the relevant General Manager.

## 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.
- 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*

<b>Project/Event</b>	<b>Grant funds can assist to:</b>
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.

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

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

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

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment C  
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## **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**

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### *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 15<sup>th</sup> of each month to be assessed by the Sport, Recreation and Grants Committee the following month (i.e. an application received by the 15<sup>th</sup> of February will be assessed at the March Meeting). Applications received after the 15<sup>th</sup> of the month will be submitted for the following round, without exception (i.e. an application received on the 16<sup>th</sup> 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](http://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](mailto: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.
- 8.2. Organisations may apply for one-off Defibrillator Funding regardless of having received Community Grants Program funding within twelve (12) months, providing the funding has been acquitted in full (*subject to conditions outlined in section 8.4*).

**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 the second Wednesday of the month in 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



<b>ITEM</b>	7.2.2
	<b>SPORT, RECREATION AND GRANTS COMMITTEE</b>
<b>DATE</b>	11 May 2020
<b>HEADING</b>	Community Event Sponsorship Grant Applications - Round 5
<b>AUTHOR</b>	Gemma Murray, Community Planner: Place Activation, Business Excellence
<b>CITY PLAN LINKS</b>	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.
<b>SUMMARY</b>	This report outlines the Community Event Sponsorship Program (CESP) Applications for Round Five (5). One (1) application is submitted for consideration by the Sport, Recreation and Grants Committee.

#### **RECOMMENDATION**

1. It be noted that, in accordance with the delegated powers set out in the endorsed Terms of Reference, the Sport, Recreation and Grants Committee, the following application is approved through Round Five (5) of the Community Events Sponsorship Program as follows:
  - a. Grant No. 1/2020: Military Vehicle Preservation Society of SA Inc., application for \$5,000 for the Edinburgh Defence Day – Military Vehicle Tattoo – 80 Years’.
2. It be considered that the remaining funds allocated to the Community Events Sponsorship program for Round Five (5) of \$25,000, be redirected into a Recovery Program for COVID – 19.
3. It be considered that the funds of \$30,000 for Round Six (6) due in December 2020, remain available for the Community Event Sponsorship Program should social restrictions get lifted.

#### **ATTACHMENTS**

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

1. Application Form - Round 5 CESP - Edinburgh Defence Day - Military Vehicle Tattoo

#### **1. BACKGROUND**

- 1.1 One (1) application has been received for Round Five (5) of the Community Event Sponsorship Program for consideration. This round is for events that are due to occur in the 2020/21 financial year.
- 1.2 Round 5 (5) has not been proactively advertised to the community due to the current COVID – 19 pandemic restrictions and guidelines.
- 1.3 One (1) application has however been received and can be considered.

- 1.4 An amount of \$60,000 is in the budget for the 2020/21 financial year, for two (2) rounds of Community Event Grant Applications.
- 1.5 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 people’s culture, ideas and their capacity to achieve is supported and valued.
- 1.6 On March 26 2019, 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 (8) events up to \$5,000 per event (\$40,000)
  - Two (2) events up to \$10,000 per year (\$20,000)
- 1.7 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 secure 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 for with, existing events calendar and events;*
  - *Demonstrated multiple community, organisations 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 needs 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 (8) 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 size and scale;*
  - *Profile of the event and ability to raise the profile of the City of Salisbury;*
  - *The number of the other events that have been funded for the financial year (noting that only two (2) 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

- 4.1 The budget for CESP in 2020/21 financial year is \$60,000. This is split between two (2) rounds of applications.
- 4.2 One (1) application is presented from Round Five (5) of the Community Event Sponsorship Program for consideration, for a total of \$5,000.
- 4.3 The application that is presented for Round Five (5) of the Community Event Sponsorship Program for consideration for up to \$5,000 is:
- 4.3.1 Applicant: **Military Vehicle Preservation Society of SA Inc.**  
Event: **Edinburgh Defence Day – Military Vehicle Tattoo**  
Amount Requested: **\$5,000**

The Military Vehicle Preservation Society of SA Inc. is seeking funding to support their Edinburgh Defence Day to mark and celebrate the 80<sup>th</sup> anniversary. This free community event will help raise awareness of the several organisations involved and further increase community participation. The funds requested (\$5,000) are suitable for the scale and nature of this event.

- 4.4 It is considered the above applicant has demonstrated:
- 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

#### 5. BUDGET

- 5.1 The budget for the 2020/21 financial year is \$60,000. This is split between two (2) rounds of applications, \$30,000 each.
- 5.2 If this One (1) application is approved, the remaining budget for Round Five (5) is \$25,000.
- 5.3 This remaining budget of \$25,000 could be carried over to the COVID – 19 Recovery Program.
- 5.4 The remaining balance of the 2020/21 budget for Round Six (6) is \$30,000. This could still be made available for the Community Event Sponsorship Program, to allow for communities to put on events post December 2020, if social restrictions have been lifted.

#### 6. CONCLUSION / PROPOSAL

- 6.1 One (1) application was received for the fifth round of the Community Events Sponsorship Program. This application is deemed eligible for funding.



- 6.2 The application received is:
- 6.2.1 Applicant: **Military Vehicle Preservation Society of SA Inc.**  
Event: **Edinburgh Defence Day – Military Vehicle Tattoo**  
Amount Requested: **\$5,000.00**
- 6.3 The total amount of funding requested is \$5,000 from the Community Event Sponsorship Program total 2020/21 available budget of \$60,000.
- 6.4 The remaining balance of Round Five (5) could be redirected into a Recovery Program for COVID – 19.
- 6.5 The remaining balance of \$30,000 for Round Six (6) due in December, to remain available for the Community Event Sponsorship Program, should social restrictions be lifted.
- 6.6 The organisation listed in Section 2 of this report, has demonstrated their ability to meet the eligibility and assessment criteria of the Community Event Sponsorship Program and is recommended for funding.

### **CO-ORDINATION**

Officer: EXECUTIVE GROUP  
Date: 04/05/2020



**Community Event Sponsorship Program  
Round 5**

**Applicant 1/2020**

Military Preservation Society of SA Inc.  
Edinburgh Defence Day – Military Vehicle  
Tattoo – 80 years'

CESP, Round 5, Application no. 1/2020, Military Vehicle Preservation Society of SA Inc.  
Edinburgh Defence Day – Military Vehicle Tattoo – 80 Years'

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 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 Form - Round 5



Submission date: 23 April 2020, 3:34PM

Receipt number: 10

Related form version: 5


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:	10 Sturton Road, Edinburgh Parks S.A 5111
Suburb:	Edinburgh Parks
Person Responsible for the Sponsorship:	Mr
Name	,
Title/Office:	Public Relations Officer
Phone	,
Email	f.....@......n
Target Age?	All ages
What percentage (%) of your target population reside in City of Salisbury?	50
What events has your organisation held before?	Military Truck Show - 2019 - 2500
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:	Edinburgh Defense Day - Military Vehicle Tattoo - 80 Years'
Date of Event:	Sunday 18th October 2020
Location of Event:	National Military Vehicle Museum, 10 Sturton Road, Edinburgh parks S.A 5111
Has this organisation held this event before?	No
If yes to the above, please provide dates of previous events:	

1 of 3

Brief description of your Event:	We are planning a day to mark and celebrate the 80th anniversary of the Military Preservation Society of SA Inc. We hope to raise awareness of the rich military history involved with the National Military Vehicle Museum
Why is the event needed?	We are hoping the event will raise awareness and further local participation of the National Military Vehicle Museum and with that revenue. Edinburgh has a rich military history that should be embraced and celebrated within the local community.
How will your event increase participation opportunities for community and economic development?	We are hoping with the presence of multiple representatives of different facets of the Defense Force locals can learn and understand what opportunities the Defense Force can offer them.
How will you promote and advertise the Event?	Radio broadcast, advertisement in the both the Advertiser and The Bunyip and event flyers on local bulletin boards.
Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event?	The Defense Force and its Veterans will surely profit from this in many ways.
Community Group / Business	Local and national Military organisations Military Veterans Scouts/Cubs SES & CFS ST Johns
How they will benefit	promoting awareness of the listed business and further community involvement
Attach letters of support where applicable	<a href="#">J Gee Support Letter.pdf</a>
**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.	<a href="#">Copy of Partial Event Budget.xlsx</a>
Please upload any additional documents that you want to include.	<a href="#">2018-2019 finance statement.pdf</a> <a href="#">Insurance.pdf</a> <a href="#">Event Flyer G.pdf</a> <a href="#">Fleet_HireQuoteNew_National.pdf</a> <a href="#">Risk Assesment.pdf</a> <a href="#">Minutes.pdf</a> <a href="#">St John Quote Edinburgh Defense Military Tatoo.pdf</a> <a href="#">Risk Assessment.pdf</a>
Position:	Grant Applications Officer

2 of 3



9. APPLICATION DECLARATION	Name of signatory: Shyanne Oliver  <a href="#">Link to signature</a>
We agree to abide by the terms and conditions of sponsorship	Yes
On behalf of (Group/Organisation)	National Military Vehicle Museum
Name:	
Date:	23/04/2020
	Community Event Sponsorship Program

3 of 3

## MILITARY VEHICLE PRESERVATION SOCIETY OF SA INC

36 547 733 430

## Profit and Loss

July 2018 through June 2019

04/15/20

	<u>Jul '18 - Jun '19</u>
Ordinary Income/Expense	
Income	
Square payments	1.96
Dept of Veterans	10,871.00
Bank Interest	19.91
Catering	5,152.00
Donation Income	8,151.38
Door Takings	15,887.85
Fund raising income	800.00
GST refund from ATO	8,002.00
Membership Fees	6,335.00
Miscellaneous Income	5,894.00
Museum Shop Income	2,364.70
Refund	200.00
Transfer from Holding Acco...	10,000.00
Transfers	1,000.00
WFD	6,000.00
<b>Total Income</b>	<b>80,679.80</b>
Expense	
Club memberships	100.00
Museum Promotion	40.00
Administration expenses	506.30
Advertising	86.55
Catering expenses	1,263.79
Cleaning supplies	55.60
Electricity	10,710.73
Fire Prevention Service	1,478.80
Gun Crew Expenses	1,042.37
Insurances	970.82
Magazine expenses	125.88
Membership expenses	362.33
Memorial	40.00
Motor Vehicle Expenses	1,524.62
Museum Projects	10,714.61
Office Supplies	764.70
petty cash	200.00
Project Noack	317.79
Property Loan Repayments	16,000.00
Property Maintenance	2,116.94
Rates	162.65
Repairs & Maintenance	257.59
Security	336.60
Shop Purchases & Supplies	3,867.12
Subscriptions & Fees	328.90
Telephone	1,301.21
Transfer	25,371.00
Water	1,631.04
Website	423.45
<b>Total Expense</b>	<b>82,101.39</b>
<b>Net Ordinary Income</b>	<b>-1,421.59</b>
Other Income/Expense	

Page 1



04/15/20

MILITARY VEHICLE PRESERVATION SOCIETY OF SA INC  
36 547 733 430  
**Profit and Loss**  
July 2018 through June 2019

	<u>Jul '18 - Jun '...</u>
Other Expense	
GST	<u>0.00</u>
Total Other Expense	<u>0.00</u>
Net Other Income	<u>0.00</u>
Net Income	<u><u>-1,421.59</u></u>

## 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](mailto:militaryvehiclemuseumsecretary@hotmail.com)<http://www.military-vehicle-museum.org.au>

PATRON: Col Bill Denny RACT AM

ART PATRON: Barry Spicer (AAAvn)



To The Salisbury Grants Committee,

This is an overview of an event we have planned.

**Date: Sunday, 18 October 2020**

**Event Title: 'EDINBURGH DEFENCE DAY – Military Vehicle Tattoo – 80 Years'**

On Sunday , October 18, 2020, the National Military Vehicle Museum will be hosting the Edinburgh Defence Day, honouring the Edinburgh Defence Precinct and its history from 1940-2020.

It has been 80 years since the foundations were laid in November 1940 and construction began on this Salisbury/Penfield site. The site was a munitions factory from 1940-1945, making various munitions for Australia's war effort. It became the Long Range Weapons Establishment (LRWE) in 1947, which was attached to Woomera. In 1955, it became the Weapons Research Establishment (WRE). On March 22 in 1954, Edinburgh Airfield was opened in support of the Weapons Research Establishment. The WRE is still on site today but is known as the Defence Science Technology Organisation (DSTO). In 2005, the Army established itself alongside the Air Force at the RAAF base.

Our celebration will be a family day and will include:

- ADF vehicle displays
- ADF recruiting and public relations
- ADF Cadets – Army, Air Force, Navy
- Defence industry displays
- Military history enthusiasts and organisations
- SES & CFS
- Various military veterans' organisations
- Scouts and Cubs
- Vehicle rides
- Face painting
- Colouring/puzzle books for children

**PRESERVING MILITARY HISTORY TODAY FOR TOMORROW**



ESTABLISHED IN 1976  
OVER 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](mailto:militaryvehiclemuseumsecretary@hotmail.com)

<http://www.military-vehicle-museum.org.au>

PATRON: Col Bill Denny RACT AM

ART PATRON: Barry Spicer (AAAvn)



Food and beverages for sale

The museum shop will be open

The Q store will be open – selling Army surplus

St John will be in attendance

In addition, we will be hiring an accessibility toilet to accommodate those who may need it.

In applying for the \$5000 grant, we intend to spend the money on:

1. St John's for safety
2. Accessibility toilet hire
3. Heavy duty safety bunting
4. Face Painter
5. Advertising

If you require any further information, please contact me on 0401 454 515.

Kind Regards

Jeff Pinney  
Public Relations Officer

**PRESERVING MILITARY HISTORY TODAY FOR TOMORROW**



ESTABLISHED IN 1976  
OVER 40 YEARS STRONG





## YOUR EVENT BUDGET

OUTLINE THE COST OF YOUR EVENT – ALL AMOUNTS ARE TO BE GST INCLUSIVE	AMOUNT	QUOTE USED
<b>Item</b>		
<i>St John's Ambulance</i>	\$ 299.00	<i>approved medical assistance for the event</i>
<i>Coates Hire</i>	\$508.00	<i>Hire of Accessible toilet.</i>
<i>Advertising</i>	\$ 2,000.00	<i>Flyers, Advertiser and Bunyip Newspapers and radio broadcast</i>
<i>Merchandised advertising material.</i>	\$ 700.00	<i>Hats, pens, stubby coolers, stickers</i>
<i>Catering for the volunteers helping to set up and run the event</i>	\$ 200.00	<i>Drinks and food for the volunteers.</i>
<i>Family Entertainment</i>	\$ 500.00	<i>face painting, bouncy castle etc</i>
<i>Safety Bunting</i>	\$ 200.00	
<i>Outstanding amount was to be discussed at the next meeting but has been cancelled and not yet rescheduled due to COVID-19</i>	\$ 593.00	<i>To be discussed at next meeting when COVID-19 pandemic is over</i>
<b>a. Total event cost</b>	<b>\$ 5,000.00</b>	
<b>b. Your contribution</b>		
<b>c. Other funds used</b>		
<b>TOTAL SPONSORSHIP REQUESTED</b>	<b>\$ 5,000.00</b>	



# HIRE QUOTATION

Coates Hire Edinburgh Parks  
 59-61 Monnera Avenue  
 Edinburgh Parks SA 5111  
 Telephone: (08) 8240 7000  
 E-mail: edinburgh@coateshire.com.au  
 Phone: (08) 8240 7000  
 Fax:  
 www.coateshire.com.au

**Customer Code:** CASHATHP  
**Company Name:** Military Vehicle Museum  
**Address:** EDINBURGH SA 5111

**Contact:** Shayanne Oliver  
**Email:** militaryvehiclemuseumpr@outlook.com  
**Mobile:** 0419 356 323  
**Phone:**  
**Fax:**

**Quotation No:** 1073587  
**Date of Quote:** 10/03/2020  
**Quoted By:** MALCOLM WHITTEAR

Qty	Item Code	Description	Days Per Week	Start Date	Start Time	Finish Date	Finish Time	Min Days / Mths	Rate Structure	Amount
1		Toilet - Accessible	7	18/10/2020	7:00:00	19/10/2020	17:00:00	7D	1 Day+-\$120.00	\$120.00
1	PUMP-OUT	Pumpout Service		18/10/2020	7:00:00	19/10/2020	17:00:00	0D	\$70.00	\$70.00
2	TRANSPORT-EX	Transport Charge each way		18/10/2020	7:00:00	19/10/2020	17:00:00	0D	\$120.00	\$240.00
1	CLEAN	Cleaning Fee end of hire		18/10/2020	7:00:00	19/10/2020	17:00:00	0D	\$15.00	\$15.00
1	Env Charge									\$1.56

Quotation covers hire period from: 18/10/2020  
 To: 19/10/2020

Hire Total: \$120.00  
 Additional Charges: \$1.56  
 LTD Waiver: \$15.00  
 Delivery: \$0.00  
 Pickup: \$0.00  
 Other: \$325.00  
 GST: \$46.16  
**Total: \$507.72**

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.





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



Event Number: 15983

Date of Issue: 18/03/2020

Quote Valid until: 1/04/2020

### Event Organiser

Contact Name: Shayanne Oliver  
Organisation: Edinburgh Military Museum

### Event Information

Event Dates: 18/10/2020  
Event Name: Edinburgh Defense Military Tattoo  
Event Location: Edinburgh

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 18-Oct-20	09:30	16:00	10 Sturtōn Road	2	6.50	First Aid Support	\$299.00
<small>Required if an event is 5+ hours in duration</small>						Meal Charges	\$0.00
<small>Required if a vehicle is mandatory for event</small>						Vehicle/s Charge	\$0.00
						Accommodation Costs	
						Travel Costs	
						<b>Subtotal</b>	<b>\$299.00</b>
						GST - Not Applicable	\$0.00
<small>An invoice is issued 1 week post event</small>						<b>Grand Total</b>	<b>\$299.00</b>

**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.



**Military Vehicle Preservation Society SA Inc.**

**National Military Vehicle Museum**

**Museum Open Day**

**RISK ASSESSMENT**



**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	H	F
B (likely)	L	M	H	H	F
C (possible)	L	L	M	H	H
D (unlikely)	L	L	M	M	H
E (rare)	L	L	L	M	M
F (very rare)	L	L	L	L	M
G (Almost Incredible)	L	L	L	L	L

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**

<b>MVPSSA</b>	Military Vehicle Preservation Society SA Inc
<b>ADF</b>	Australian Defence Force
<b>Caterers</b>	Catering service to this event
<b>DH</b>	Department of Health
<b>Emergency Services</b>	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
<b>SAAS</b>	South Australian Ambulance Service
<b>MFS</b>	South Australian Metropolitan Fire Service
<b>SAPOL</b>	South Australian Police
<b>SEC</b>	State Emergency Centre
<b>SES</b>	State Emergency Service
<b>St JOHN</b>	St John Ambulance Australia SA Branch
<b>SOP's</b>	Standard Operating Procedure
<b>SIWSA</b>	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

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

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

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

8:



8 November 2019

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 B  
570 Bourke Street  
MELBOURNE VIC 3000

Tel +61 3 9613 1415  
Fax +61 3 9614 3500

www.au.jlt.com

### Certificate of Currency

<b>Insurance Class:</b>	Associations Liability
<b>Insured Name:</b>	Military Vehicle Preservation Society of South Australia Inc.
<b>Professional Services:</b>	Professional management of a motor club but excluding Vehicle Inspections, Safety or Engineering Certifications
<b>Period of Insurance:</b>	From 31/10/2019 to 31/10/2020 at 4:00 pm Local Time
<b>Scope of Cover:</b>	Indemnify the Insured against loss from any claim or claims arising from any wrongful act covered under the Policy Insuring Clauses: <ul style="list-style-type: none"> <li>(a) Errors and Omissions</li> <li>(b) Office Bearers Liability</li> <li>(c) Associations Insurance</li> <li>(d) Employment Practices Liability</li> <li>(e) Tax Audit</li> </ul>
<b>Situation:</b>	Anywhere in Australia
<b>Limit of Indemnity:</b>	\$2,000,000 any one occurrence and in the aggregate for all claims in any one Period of Insurance and \$10,000,000 in the aggregate for all claims over all Clubs participating in this scheme in the Period of Insurance
<b>Deductible:</b>	\$500 each and every Loss in respect to Insuring Clauses (a), (b) and (c) inclusive of costs and expenses
<b>Insurer:</b>	AXIS Underwriting Services P/L as Coverholder for various underwriters at Lloyds
<b>Policy Number:</b>	0013360LIA

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.



Tim Wight  
Account Executive





8 November 2019

Military Vehicle Preservation Society of South Australia Inc  
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SALISBURY SA 5108

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### Certificate of Currency

<b>Insurance Class</b>	Public & Products Liability
<b>Insured Name</b>	Military Vehicle Preservation Society of South Australia Inc
<b>Business</b>	Principally Motor club including but not limited to General Meetings, Static Displays, Swap Meets (up to 200 sites), Touring Runs, Picnics, Barbecues and Club Dinners but excluding all Racing, Practicing, Qualifying, Time or Speed Trials, Rallying, Hillclimbs, Motor Khana or any event for which Sanctioning or Permits are required including Property Owners/Occupiers and all associated activities, past or present.
<b>Period of Insurance</b>	From 31/10/2019 to 31/10/2020 at 4:00 pm Local Time
<b>Limit of Indemnity</b>	All sums which the Insured shall be legally liable to pay as compensation in respect of Personal Injury or Property Damage occurring during the Period of Insurance as a result of an Occurrence happening in connection with the Business of the Insured. General Liability \$20,000,000 any one occurrence: Products Liability \$20,000,000 any one occurrence and in the aggregate any one period of Insurance:
<b>Geographical Scope</b>	Worldwide
<b>Deductible</b>	\$500 of each and every claim inclusive of costs expenses
<b>Insurer</b>	AXIS Underwriting Services P/L as Coverholder for various underwriters at Lloyds
<b>Interested Parties</b>	None advised
<b>Policy Number</b>	0013360LIA

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.

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## Certificate of Currency

<b>Insurance Class</b>	Personal Accident Insurance												
<b>Insured Name</b>	Military Vehicle Preservation Society of South Australia Inc												
<b>Insured Persons</b>	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"> <li>i) when driving or riding either in or on a motor vehicle along public or private roads and/or property; and</li> <li>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.</li> </ul>												
<b>Period of Insurance</b>	From 31/10/2019 to 31/10/2020 at 4:00 pm Local Time												
<b>Schedule of Benefits</b>	<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
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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												
<b>Situation</b>	Anywhere in Australia												
<b>Deductible</b>	Weekly Benefits – Nil Days												
<b>Insurer</b>	QBE Insurance (Australia) Ltd through Key Underwriting Pty Ltd												
<b>Policy Number</b>	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.

Tim Wight  
Account Executive

**TREASURERS REPORT:**

Treasurer's report tabled at meeting

Moved: Ryan Vallis      Seconded: Jeff Pinney      Passed: Yes

**MEMBERSHIP:**

5 Full Membership applications received and passed by Committee and Membership.

Wiert: Gordon Oosterom

Kerin William Ramsey

Shayanne Frances Oliver

David William Berrill

Michael John Knight – Paid \$70 cash to Red Dent.

2 Volunteer Registration forms presented and passed by the meeting.

Harrison Michael Rayner

Tyler Kingsley Phillips.

**GENERAL BUSINESS.**

- Bunnings BBQ Munno Para – Just shy of \$2000 was taken on the day
- Salisbury Xmas Pageant – all went well.
- Shorland 600 – received and is in the workshop.
- Chairs etc – chairs, whiteboards etc have arrived from Salisbury Council with our sincere thanks.
- Telephone. It was mentioned that now there is no phone in the shop area. Some discussion on purchase of another one, and some discussion on whether to divert the museum phone to a members phone when it is not manned. More to follow.
- Australia Day Awards – Members Bill and Eileen Prior received Australia Day Rewards. Well done Bill & Eileen.
- ANZAC DAY – vehicles will be needed – more info closer to the time.
  - BBQ at Torrens Parade Ground – again more info to follow.
  - John Clarke's WW1 vehicle - needs wheels and upholstery.
  - FWD Wheels – needs to be finalized ASAP
  - August 2021 – 120 years of artillery.
- Santos High Speed Tractors – have arrived and are in the Museum grounds.
- Constitution & By Laws – have been distributed to all Members.
  - Ryan Vallis wished to raise the possibility of "Groundsman" as sub-committee position. Sent to Committee.
- Jeff Pinney – put up a motion:
  - *MOTION: That Shayanne Frances Oliver – Event Grant Application Officer, on behalf of the Society applies to the Salisbury Grants Program for \$5000 for promotion of the Museum and it's Event which will be called "Edinburgh Defence Day Military Vehicle Tattoo to be held on Sunday 18<sup>th</sup> October 2020.*

Moved: Jeff Pinney    Seconded: Murray Macfarlane    Carried: Yes
- Jeff Pinney – 3<sup>rd</sup> 9<sup>th</sup> B Squadron Gawler – Re union 17<sup>th</sup> October – details TBA.
- Jeff Pinney – would like costings for internal events set down for ALL to follow.
- Jeff Pinney – Events bookings need to go through proper process.
- John Fisk – advised that he has retired from the Gun Crew, but is still responsible for the Rifle Team.
  - Glen Courtney has taken over the Gun Crew.
- Thomas Jebb – mentioned the 75<sup>th</sup> anniversary of Hiroshima.
- Murray Macfarlane – 40th Birthday party- request for use of Club rooms. Pricing to be set.
- Eileen Prior – mentioned raising money for the local CFS & SES. Ray Hall suggested that the CFS have been given a lot of money – perhaps the SES need more help. Referred to Committee.
- Jeff Pinney – showed a prototype name badge to the meeting. Deferred to Committee.
- Peter Sabey – Key Register. All keys accounted for. List to be scrutinized by Committee.

## GENERAL MINUTES

Military Vehicle Preservation Society SA Inc & National Military Vehicle Museum  
GENERAL MEETING held at 7.30pm on Tuesday 28<sup>th</sup> January 2020 at Edinburgh.

**VISITORS:** Nil

**APOLOGIES:** Rod Hart, Mary Smith, Hugh Davis, Baldy.

**PRESENT:** As per attached attendance register.

**MINUTES OF PREVIOUS GENERAL MEETING**

Moved: Bob Kenny      Seconded: Jeff Pinney      Passed: Yes

**BUSINESS ARISING FROM PREVIOUS GENERAL MEETING:** Nil

**VISITS:**

**Visits/Events - 2020**

**Internal**

- March 27, 28, 29 (Fri – Sun) – Scout Camp.
- May 3 (Sun) & 17 (Sun) - History Week – Nuclear – Blue Book
- May 12 (Tue) – Murray Bridge Aged Care – Ladies Group
- May 16 (Sat) – 40<sup>th</sup> Birthday Party – more details TBA.
- July 28 (Tue) - Murray Bridge Aged Care – Men's Group
- Cadets proposed visits – TBA
- Oct 17 (Sat) - 3<sup>rd</sup> 9<sup>th</sup> B Squadron Gawler – Re union
- Dec 5 (Sat) - Museum Christmas Party.

**External**

- March 9 (Mon) – 15 (Sun) – Corowa GPA Swim-In
- April 25 (Sat) - Anzac Day – Elizabeth RSL – Morning service
- April 25 (Sat) - Anzac Day – Adelaide Parade
- July (Approx 24<sup>th</sup>) – August 17<sup>th</sup> – Back to the Track 2020
- October 18 (Sun) - Edinburgh Defence Day – date TBA
- Nov 28 (Sat) - Salisbury Christmas Parade
- Nov 28 (Sat) – Playford Christmas Parade
- Motofest – TBA

**CORRESPONDENCE:**

**IN:**

1. IP Australia – receipt for National Military Vehicle Museum Trademark.
2. Graham Reynolds – re Enfield Baptist Church tour – later in the year.
3. Michael Knight – Full membership application plus cash payment
4. Wiert Oosterom – Full Membership application
5. Registration – reminder Chevrolet Van Vehicle expired.
6. 35<sup>th</sup> GM Day – Sunday 5<sup>th</sup> April 2020 – Princes Park Gawler
7. Federation of Historic Motoring Clubs – Minutes and Members Directory.

**OUT:**

1. By-Laws & Constitution, plus cover letter sent to Peter Sabey & Ryan Vallis for distribution to all Members

**BUSINESS ARISING FROM CORRESPONDENCE:**

**IN:** 1. IP Australia – receipt for National Military Vehicle Museum Trademark.

**ACTION:** Museum Trade Mark Certificate to be given to Jeff Pinney when it arrives.

5. Registration – reminder Chevrolet Van Vehicle expired.

**ACTION:** Ryan Vallis to compile a list of vehicles that do not necessarily require registration.



- Ryan Vallis – Thanks to Jeff Pinney and his team for clean-up
- Ray Hall – letter of thanks to be sent to SANTOS
  - ACTION: Secretary to action.

MEETING CLOSED Approx 2045

#### Delivery of "Betsy"

BAE Systems Australia, donation to the National Military Vehicle Museum. Vehicle handed over from David Berrill (ex BAE) to Ray Hall (Museum workshop Manager)

Details of the vehicle is as follows:

British Aerospace Australia based at Wingfield in South Australia developed the Shortland S600 internal security vehicle (Betsy) in the late 1990s. This particular vehicle was the initial production vehicle for the fleet of S600 vehicles designed and manufactured for the Kuwait National Guard and was completed in early September 1997.



This vehicle was used for driver, maintainer training, and numerous marketing and demonstration activities in Europe, the Middle East, East Asia and Australia. She is affectionately known as "Betsy" and was donated to the National Military Vehicle Museum by BAE Systems Australia on 18 December 2019.





**NICK CHAMPION MP**  
Federal Member for Spence



**TO WHOM IT MAY CONCERN**

I am writing to support the National Military Vehicle Museum in their application for funding for the Edinburgh Defence Day.

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

Their latest endeavor to set up the Edinburgh Defence Day is to be commended and supported. This district is an area of high need and would greatly benefit from such an initiative.

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

Yours sincerely,

**NICK CHAMPION MP**  
**FEDERAL MEMBER FOR SPENCE**

26 / 03 / 2020

*Standing up for the North*

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