



AGENDA

FOR COMMUNITY WELLBEING AND SPORT COMMITTEE MEETING TO BE HELD ON

**17 AUGUST 2021 AT CONCLUSION OF INNOVATION AND BUSINESS
DEVELOPMENT COMMITTEE**

**IN LITTLE PARA CONFERENCE ROOMS, SALISBURY COMMUNITY HUB,
34 CHURCH STREET, SALISBURY**

MEMBERS

Cr A Duncan (Chair)
Mayor G Aldridge (ex officio)
Cr B Brug
Deputy Mayor, Cr C Buchanan (Deputy Chair)
Cr D Hood
Cr P Jensen
Cr S Ouk
Cr J Woodman

REQUIRED STAFF

Chief Executive Officer, Mr J Harry
General Manager Community Development, Ms A Pokoney Cramey
General Manager Business Excellence, Mr C Mansueto
Manager Governance, Mr R Deco
Governance Support Officer, Ms K Boyd

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Community Wellbeing and Sport Committee Meeting held on 20 July 2021.

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OTHER BUSINESS

CLOSE



**MINUTES OF COMMUNITY WELLBEING AND SPORT COMMITTEE MEETING
HELD VIA VIDEOCONFERENCE ON**

20 JULY 2021

MEMBERS PRESENT

Cr A Duncan (Chairman)
Mayor G Aldridge (ex officio)
Cr C Buchanan (Deputy Chairman)
Cr D Hood
Cr S Ouk
Cr J Woodman

OBSERVERS

Cr G Reynolds

STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
A/General Manager Community & Org. Development, Ms J Cooper
Manager Governance, Mr R Deco
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

Apologies were received from Cr B Brug and Cr P Jensen.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Mayor G Aldridge
Seconded Cr J Woodman

The Minutes of the Community Wellbeing and Sport Committee Meeting held on 22 June 2021, be taken as read and confirmed.

CARRIED

REPORTS

Administration

5.0.1 Future Reports for the Community Wellbeing and Sport Committee

Moved Cr J Woodman
Seconded Mayor G Aldridge

1. The information is received.

CARRIED

For Decision

5.1.1 Community Grants Program Applications for July 2021

Moved Cr D Hood
Seconded Mayor G Aldridge

1. The information is received and noted.

CARRIED

5.1.3 16/2021: The Mustard Seed Family Project - Community Grants Program Application

Moved Cr C Buchanan
Seconded Cr D Hood

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Community Wellbeing and Sport Committee assessed and allocated funding for the July 2021 round of Community Grants as follows:

Grant No. 16/2021: The Mustard Seed Family Project be awarded the amount of \$5,000.00 to assist with the purchase of 2 x multi function oven/air fryer, computer, printer, ink cartridges, Pos-Mate printer, square register, shelf storage and furniture for ongoing use by the club, as outlined in the Community Grant Application.

CARRIED

5.1.4 17/2021: Brahma Lodge Sports Club - Community Grants Program Application

Moved Cr A Duncan
Seconded Cr J Woodman

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Community Wellbeing and Sport Committee assessed and allocated funding for the June 2021 round of Community Grants as follows:

Grant No. 17/2021: Brahma Lodge Sports Club be awarded the amount of **\$5,000.00** to assist with the purchase of **tables** for ongoing use as outlined in the Community Grant Application

CARRIED

5.1.5 18/2021: Mawson Lakes Model Yacht Club - Community Grants Program Application

Moved Mayor G Aldridge
Seconded Cr D Hood

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Community Wellbeing and Sport Committee assessed and allocated funding for the June 2021 round of Community Grants as follows:

Grant No. 18/2021: Mawson Lakes Yacht Club be awarded the amount of **\$1,945.00** to assist with the purchase of **Buoys, weight chains, fittings, rope, banners, A-frame sandwich board, brochure printing, vinyl display stickers** for ongoing use by the club, as outlined in the Community Grant Application.

CARRIED

5.1.6 19/2021: Mawson Lakes Probus Club Inc - Community Grants Program Application

Moved Mayor G Aldridge
Seconded Cr D Hood

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Community Wellbeing and Sport Committee assessed and allocated funding for the July 2021 round of Community Grants as follows:

Grant No. 19/2021: Mawson Lakes Probus Club Inc be awarded the amount of **\$4,487.00** to assist with the purchase of **Portable PA system, 2 x Ideapad Laptops, 2 x printers, Microsoft Office 365, Advertising costs and costs for group attendance at Monarto Zoo and The Planetarium** for ongoing use by the club, as outlined in the Community Grant Application.

CARRIED

5.1.7 21/2021: Para Hills (Knights) Soccer Club - Community Grants Program Application

Moved Cr C Buchanan

Seconded Cr J Woodman

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Community Wellbeing and Sport Committee assessed and allocated funding for the July 2021 round of Community Grants as follows:

Grant No. 21/2021: Para Hills (Knights) Soccer Club be awarded the amount of **\$5,000.00** to assist with the purchase of **portable goals, folding goals, training bibs, balls, pop up goals and agility poles** for ongoing use by the club, as outlined in the Community Grant Application

CARRIED

5.1.8 Salisbury Lions Club Convention Civic Reception

Moved Cr C Buchanan

Seconded Cr J Woodman

1. That the report be noted.
2. That Council support the request from The Salisbury Lions Club to host the annual Lions 201C1 District Convention for South Australia on the 15 October 2021, showcasing the Salisbury Community Hub as their Friday night opening event for approximately 100 members from all over South Australia.
3. That a non-discretionary 1st Quarter 2021/22 Budget Review Bid be authorised for up to \$7,000 to contribute to the opening event, subject to a list of expenditure items and quotes as per the community grants guidelines requirements.

With leave of the meeting and consent of the seconder, Cr C Buchanan VARIED the MOTION as follows:

1. That the report be noted.
2. That Council support the request from The Salisbury Lions Club to host the annual Lions 201C1 District Convention for South Australia on the 15 October 2021, showcasing the Salisbury Community Hub as their Friday night opening event for approximately 100 members from all over South Australia.
3. That a further information item be presented to Council at its July 2021 meeting.

CARRIED

5.1.9 Salisbury Recreation Precinct Redevelopment

Moved Cr D Hood

Seconded Cr A Duncan

1. That this report is received.
2. That Council notes a range of influencing factors on the Salisbury Recreation Precinct's scope with a more detailed report to be provided to Council in September 2021.
3. That the community engagement approach, as set out in Attachments 2 and 3 to this report (Community Wellbeing and Sport Committee, 20/07/2021, Item No. 5.1.9) is endorsed.

CARRIED

For Information

5.2.1 Phoebe Wanganeen Aboriginal and Torres Strait Islander Scholarship

Moved Cr A Duncan

Seconded Cr C Buchanan

1. That this report be received.

CARRIED

5.2.2 Response to Motion Without Notice: Council Support of Volunteer Organisations

Moved Mayor G Aldridge

Seconded Cr J Woodman

1. The information is received.
2. Use of Council's existing digital infrastructure to display Volunteer Involving Organisations (VOIs) cause related collateral.
3. Staff to develop guidelines and an application form for VOIs to lodge a request to Council to raise awareness of their significant event.

CARRIED

5.2.3 White Ribbon - Whole-of-Community Response

Moved Mayor G Aldridge

Seconded Cr J Woodman

1. That the information is received.

CARRIED

5.2.4 Youth Sponsorship Applications - June 2021

Moved Cr D Hood
Seconded Cr A Duncan

1. The information be received.

CARRIED

5.1.2 06/2021: Maiwand Soccer Club Inc. - Community Grants Program Application

Cr Buchanan declared an actual conflict of interest on the basis of being an office bearer of a sporting club which is a lessor. Cr Buchanan managed the conflict by remaining in the meeting but not voting on the item.

Moved Mayor G Aldridge
Seconded Cr D Hood

1. The information be received and noted that the 06/2021: Maiwand Soccer Club Inc Application is deemed ineligible for Community Grants Program funding in accordance with the section 11.2 of the Guidelines and Eligibility Criteria.

CARRIED

*The majority of members present voted IN FAVOUR of the MOTION.
Cr C Buchanan DID NOT VOTE on the MOTION.*

OTHER BUSINESS

Nil

The meeting closed at 7.11 pm.

CHAIRMAN.....

DATE.....

ITEM	5.0.1
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 August 2021
HEADING	Future Reports for the Community Wellbeing and Sport Committee
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	This item details reports to be presented to the Community Wellbeing and Sport 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.

RECOMMENDATIONThat Council:

1. Receives and notes the information.

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.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Report authors and General Managers.
- 2.2 External
 - 2.2.1 Nil.

3. REPORT

3.1 The table below outlines the reports to be presented to the Community Wellbeing and Sport Committee as a result of a Council resolution.

Meeting Item	Heading and Resolution	Officer
24/06/2019 12.1 Due:	Motion without Notice: Upgrades to Current Sporting Facilities That staff provide a report for costings for upgrades to our current major sporting centres, excluding Ingle Farm Recreation Centre, to support our community over the coming 40+ years. September 2021	Andrew Hamilton
28/01/2020 1.1.2 Due:	Bridgestone Athletics Centre – Management Model Options a. A Council managed approach for Bridgestone Athletics Centre for an initial period up to three (3) years, subject to annual review through the Works and Services Committee; April 2022	Andrew Hamilton
24/02/2020 2.5.1 Due:	Indoor Sporting Facilities 1. A further report be brought back to the Works and Services Committee upon completion of the condition and fit for purpose audit, patron feedback surveys, and the Sport and Recreation Infrastructure Plan being developed by the Office for Recreation, Sport and Racing. October 2021	Andrew Hamilton
27/07/2020 1.1.2 Due:	Place Activation Strategy – Community Facilities 2. Staff prepare a further report to the Asset Management Sub-Committee regarding a condition and fit for purpose audit of Council owned community facilities with consideration to the hierarchy. September 2021	Jo Cooper
27/07/2020 2.0.2-AMSC2 Due:	Place Activation Strategy Update 2. Council notes that a report on the Linkages category of PAS will be presented to the sub committee in coming months for consideration. November 2021	David Boothway
21/12/2020 2.4.1 Due:	Operating Savings Initiatives – Library Services Council has previously resolved this resolution to be confidential. August 2022	Jo Cooper

25/01/2021	Bridgestone Athletics Centre – Construction Update	Andrew Hamilton
5.2.1	2. A periodic report be provided on a six (6) monthly basis to the Community Wellbeing and Sport Committee regarding the performance of, and recommendations for, the management of Bridgestone Athletics Centre, commencing 6 months from the opening of the Centre.	
Due:	October 2021	
22/02/2021	Petition: Cement Cricket Pitch and Tennis Courts, Baltimore Reserve, Parafield Gardens	Jamie Hosking
PET3.1	2. Staff undertake further consultation regarding the suitability for an informal cricket pitch at the reserve and report back to the Community Wellbeing and Sport Committee on the outcomes and possible future budget implications in June 2021.	
Due:	September 2021	
24/05/2021	Place Activation Strategy – Formal Recreation	Andrew Hamilton
5.1.3	4. A further report be provided on the consideration and inclusion in the Place Activation Strategy female friendly change rooms at local district and regional facilities.	
Due:	September 2021	
28/06/2021	Review of Community Recreation Facilities Sponsorship Policy	Tim Starr
3.1.3	3. Following consultation, the Community Recreation Facilities Sponsorship Policy be brought back via the Community, Wellbeing and Sport Committee for endorsement for Council adoption, within 3 months.	
Due:	September 2021	
28/06/2021	Review of Recreation Facilities Signage Policy	Tim Starr
3.1.4	3. Following consultation, the Recreation Facilities Signage Policy be brought back via the Community Wellbeing and Sport Committee for endorsement for Council adoption, within 3 months.	
Due:	September 2021	
28/06/2021	Motion on Notice: Youth Parliament Sponsorship	Julie Brett
MON7.2	1. That the full cost of participation in the 2021 Youth Parliament program for Louis Pham and Jade Curwood, totalling \$920, be paid by the City of Salisbury using funds from the youth sponsorship budget, and a report informing Council of their experiences be prepared for the Community Wellbeing and Sport Committee at the completion of their participation in the program.	
Due:	August 2021	
Comment:	Presentations took place at the Youth Council meeting on 10 August 2021.	

26/07/2021	Salisbury Recreation Precinct Redevelopment	Andrew Hamilton
5.1.9	2. That Council notes a range of influencing factors on the Salisbury Recreation Precinct's scope with a more detailed report to be provided to Council in September 2021.	
Due:	September 2021	

4. CONCLUSION / PROPOSAL

- 4.1 Future reports for the Community Wellbeing and Sport Committee have been reviewed and are presented to Council for noting.

CO-ORDINATION

Officer:	EXECUTIVE GROUP	GMBE	GMCOD	GMCI
Date:	09/08/2021	05/08/2021	05/08/2021	05/08/2021

ITEM	5.1.1
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 August 2021
HEADING	Community Grants Program Applications for August 2021
AUTHOR	Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
SUMMARY	This report outlines the Community Grants Program Applications submitted for the August 2021 round. Four applications are submitted for consideration by the Community Wellbeing and Sport Committee in an individual report.

RECOMMENDATIONThat Council:

1. Receives and notes the information.

ATTACHMENTS

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

1. Community Grants Program Guidelines and Eligibility Criteria

1. BACKGROUND

- 1.1 Three applications were received for the August 2021 round of Community Grants of which all are submitted for consideration.
- 1.2 One application received for the May 2021 round of Community Grants required further information. The further information has not been received and the application is therefore deemed ineligible.

2. REPORT

- 2.1 One application is presented for the August 2021 round of Community Grants in an individual report for information. The application was received for the May 2021 round of Community Grants and required further information. The further information has not been received and the application is therefore deemed ineligible, and listed below:
 - 2.1.1 08/2021: Hispanic Womens Association of South Australia Inc
Agenda Item 5.1.2; Community Wellbeing and Sport Committee; 17/08/2021

2.2 Three applications are presented for the August 2021 round of Community Grants for consideration, are deemed compliant and listed below:

2.2.1 10/2021: The Rotary Club of Salisbury Inc
Agenda Item 5.1.3; Community Wellbeing and Sport Committee; 17/08/2021

2.2.2 22/2021: Salisbury Branch Meals on Wheels
Agenda Item 5.1.5; Community Wellbeing and Sport Committee; 17/08/2021

2.2.3 23/2021: Jafaria Islamic Society
Agenda Item 5.1.4; Community Wellbeing and Sport Committee; 17/08/2021

2.3 The Community Grants Program funding budget allocation for 2021/2022 is **\$120,000.**

2.4 The money committed to the three compliant applications for the August 2021 round, if approved, is **\$11,500.00.**

2.5 The remaining balance of the grant funding if the three applications are approved is **\$87,068.00.**

3. CONCLUSION / PROPOSAL

3.1 Three Community Grants Program applications are presented for funding consideration at the Community Wellbeing and Sport Committee meeting in August 2021.

3.2 One Community Grants Program Applications is deemed ineligible and presented in an individual report for information.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 09/08/2021

ITEM	5.1.2
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 August 2021
HEADING	08/2021: Hispanic Womens Association of South Australia Inc. - Community Grants Program Application
AUTHOR	Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
SUMMARY	The Hispanic Womens Association of South Australia Inc is submitted to the Community Wellbeing and Sport Committee for information.

RECOMMENDATIONThat Council:

1. Receives and notes the information that the 08/2021: the Hispanic Womens Association of South Australia Inc is deemed ineligible for Community Grants Program funding in accordance with section 11.2 of the Guidelines and Eligibility Criteria.

ATTACHMENTS

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

1. 08/2021: Hispanic Womens Association of South Australia Inc - Application

1. BACKGROUND

- 1.1 The Hispanic Womens Association of South Australia Inc Application was received for the May 2021 Community Grants Program round.
- 1.2 The application was incomplete and required further information.
- 1.3 Hispanic Womens Association of South Australia Inc has not received prior Community Grants Program funding.

2. REPORT

- 2.1 The Hispanic Womens Association of South Australia Inc was originally received for the May 2021 round of Community Grants Program funding however the Application was incomplete and required further information as follows:

- Evidence of board/committee has endorsed submission of the community grant application was not provided;
 - Detailed current quote has not been provided;
 - Clarification was requested regarding the project commencement date.
- 2.2 The additional information has not been received and therefore the Application is deemed ineligible as per clause 11.2 of the Community Grants Program Guidelines and Eligibility Criteria:
- Applications that are incomplete or do not contain all essential documentation may be considered ineligible or result in deferral to a subsequent round to enable an assessment to be made pending receipt of the incomplete/additional information. Applicants are requested to submit additional information within the timeframe for submission to the next round. Should the additional information not be received within three (3) months of receipt of the original application the application will be deemed ineligible and the organisation or group must submit a new application should it wish to proceed with applying for Community Grant funding*
- 2.3 The Applicant has been notified that their Community Grants Program Application has lapsed.

3. CONCLUSION / PROPOSAL

- 3.1 The Hispanic Womens Association of South Australia Inc Application is ineligible for Community Grant Program funding as per section 11.2 and is submitted for information as per clause 11.6 of the Community Grants Program Guidelines and Eligibility Criteria:
- Applications received that are identified ineligible against the funding guidelines are submitted to the Sport, Recreation and Grants Committee for information. A copy of the application and any other relevant document(s) is presented to the Sport, Recreation and Grants Committee in its entirety as an attachment to the Committee Report as outlined in paragraph 11.4.*

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 09/08/2021

ITEM	5.1.3 COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 August 2021
HEADING	10/2021: The Rotary Club of Salisbury SA Inc. - Community Grants Program Application
AUTHOR	Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
SUMMARY	The Rotary Club of Salisbury SA Inc Community Grants Program Application is submitted for consideration.

RECOMMENDATION

1. The Community Wellbeing and Sport Committee approves, in accordance with its delegated powers set out in the adopted Terms of Reference, the allocation of funding for the August 2021 round of Community Grants as follows:

Grant No. 10/2021: The Rotary Club of Salisbury SA Inc be awarded the amount of **\$5,000.00** to assist with the purchase of **Picnic table and benches and installation costs** to be located in **Cobbler Creek, Salisbury Heights**, as outlined in the Community Grant Application.

ATTACHMENTS

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

1. 10/1021: The Rotary Club of Salisbury SA Inc - Application

1. BACKGROUND

- 1.1 The Rotary Club of Salisbury SA Inc Application was received for the May 2021 Community Grants round.
- 1.2 The Rotary Club of Salisbury SA Inc received \$2,000 Community Grant Program funding in November 2009 to assist with the purchase of a BBQ trailer for ongoing use by the Club.

2. REPORT

- 2.1 The Rotary Club of Salisbury SA Inc Application required further information including support/approval from the National Parks and Wildlife Service SA for the project at Cobbler Creek Recreation Park.
- 2.2 The further information was received and is provided in the attachment.
- 2.3 The Rotary Club of Salisbury SA Inc Application is deemed eligible for the upper limit Community Grants Program funding.

3. CONCLUSION / PROPOSAL

- 3.1 The Rotary Club of Salisbury SA Inc Application is submitted to the Community Wellbeing and Sport Committee for consideration.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 09/08/2021

ITEM	5.1.4
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 August 2021
HEADING	23/2021: Jafaria Islamic Society - Community Grants Program Application
AUTHOR	Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence
CITY PLAN LINKS	1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
SUMMARY	The Jafaria Islamic Society Community Grants Program Application is submitted for consideration.

RECOMMENDATION

1. The Community Wellbeing and Sport Committee approves, in accordance with its delegated powers set out in the adopted Terms of Reference, the allocation of funding for the August 2021 round of Community Grants as follows:

Grant No. 23/2021: The Jafaria Islamic Society be awarded the amount of **\$5,000.00** to assist with Tree Planting, as outlined in the Community Grant Application noting the change of the day of the event to occur in September 2021.

ATTACHMENTS

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

1. 23/2021: Jafaria Islamic Society - Application

1. BACKGROUND

- 1.1 The Jafaria Islamic Society Application was received for the August 2021 Community Grants round.

2. REPORT

- 2.1 The Jafaria Islamic Society Application was received for an event that was to originally take place on 1 August 2021 as part of National Tree Day, making it initially ineligible as the event would have been held before the committee had considered their application.
- 2.2 Advice has recently been received that the event has not proceeded as planned due to the lockdown and Covid-19 restrictions, with the committee deciding to postpone their event to now occur early to mid September 2021 and consequently is now eligible to be considered for funding assistance.
- 2.3 The Jafaria Islamic Society Application is deemed eligible for the upper limit Community Grants Program funding of \$5,000

3. CONCLUSION / PROPOSAL

- 3.1 The Jafaria Islamic Society Application is submitted to the Community Wellbeing and Sport Committee for consideration.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 09/08/2021

ITEM	5.1.5
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 August 2021
HEADING	22/2021: Salisbury Branch Meals on Wheels - Community Grants Program Application
AUTHOR	Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity
SUMMARY	The Salisbury Branch Meals on Wheels Community Grants Program Application is submitted for consideration.

RECOMMENDATION

1. In accordance with delegated powers set out in the endorsed Terms of Reference, the Community Wellbeing and Sport Committee assessed and allocated funding for the June 2021 round of Community Grants as follows:

Grant No. 22/1021: The Salisbury Branch Meals on Wheels be awarded the amount of **\$1,500.00** to assist with the purchase of **food items and gift bags for the 2021 Christmas hampers** as outlined in the Community Grant Application.

ATTACHMENTS

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

1. 22/2021: Salisbury Branch Meals on Wheels Application

1. BACKGROUND

- 1.1 The Salisbury Branch Meals on Wheels Application was received for the August 2021 Community Grants round.
- 1.2 The Salisbury Branch Meals on Wheels received \$1,200 Community Grant Program funding in December 2019 to assist with the purchase of Christmas hamper items for community members.

2. REPORT

- 2.1 The ABN details and Incorporation details has been confirmed with the Club and The Salisbury Branch Meals on Wheels Application is deemed eligible for the upper limit Community Grants Program funding.

3. CONCLUSION / PROPOSAL

- 3.1 The Salisbury Branch Meals on Wheels Application is submitted to the Community Wellbeing and Sport Committee for consideration.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 09/08/2021

ITEM	5.1.6
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 August 2021
HEADING	Community Grants Program - Guidelines and Eligibility Criteria
AUTHOR	Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence
CITY PLAN LINKS	1.3 People are valued and they feel safe, included and connected 1.2 The health and wellbeing of our community is a priority
SUMMARY	Review of the Community Grants Program Guidelines and Eligibility Criteria document in reference to defibrillator funding and the Office and Recreation, Sport and Racing's Active Club Program.

RECOMMENDATION

That Council:

1. Adopts the changes to the Community Grants Program Guidelines and Eligibility Criteria document as contained in Attachment 1 to this report (Community Wellbeing and Sport Committee 17/08/2021, Item 5.1.6).

ATTACHMENTS

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

1. Community Grants Program - Guidelines and Eligibility Criteria (track changes)

1. BACKGROUND

1.1 At the Council meeting held on 28 June 2021 it was resolved that:

Council approves changes to the Community Grants Program – Guidelines and Eligibility Criteria as follows:

1. In paragraph 8.4, replace “must” with “are encouraged to” in dot point one, and remove the second and third dot points.

2. REPORT

- 2.1 In June 2021 Council adopted changes to the Community Grants Program Guidelines and Eligibility Criteria document in reference to funding assistance for the purchase of a defibrillator through the Office of Recreation, Sport and Racing's Active Club Program.
- 2.2 Changes to the Guidelines and Eligibility Criteria document have been made, and are shown in the attached document.
- 2.3 To promote the registration of AED (Automated External Defibrillator) machines a paragraph has also been added regarding the process to register AED machines to increase the availability and public access across the City.

2.4 Whilst incorporating the endorsed changes it was also noted that paragraph 10.9.1 makes reference to the Office of Recreation, Sport and Racing's Active Club Program and therefore should also be amended.

2.5 The following changes are recommended to paragraph 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).~~

2.6 The Community Grants Program Guidelines and Eligibility Criteria document showing previously endorsed changes and the recommended changes, is attached for reference and endorsement.

3. CONCLUSION / PROPOSAL

3.1 Further changes to the Community Grants Program Guidelines and Eligibility Criteria document in reference to Defibrillator funding be recommended for adoption.

CO-ORDINATION

Officer: EXECUTIVE GROUP

Date: 09/08/2021

ITEM	5.1.7
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 August 2021
HEADING	Community Event Sponsorship Christmas Carol Grant Application
AUTHOR	Michelle Dagger, Team Leader Events, Place Activation and Curation, Business Excellence
CITY PLAN LINKS	3.2 Salisbury is a place of choice for businesses to start, invest and grow 3.4 Our urban growth is well planned and our centres are active 4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	This report outlines the Community Event Sponsorship Christmas Carols Program (CESCCP) which is conducted in Round One of each Financial Year to the value of \$30,000.

RECOMMENDATION

1. That, in accordance with the delegated powers set out in the endorsed Terms of Reference, the Community Wellbeing and Sport Committee, the following application is approved through Round One (1) of the Community Events Sponsorship Program Financial Year 2021-2022 as follows:
 - a. Grant No. 1/2021: Salisbury Lions, application for \$30,000.00 for the Salisbury Lions Christmas Carols.

ATTACHMENTS

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

1. Salisbury Lions Submission
2. Certificate of Incorporation
3. Financial Statement
4. Minutes of Meeting
5. WHS Risk Assessment
6. Marketing Plan
7. Budget
8. Site Plan
9. Supporting letter 1
10. Supporting letter 2

1. BACKGROUND

- 1.1 One (1) application has been received for the Community Event Christmas Carol Grant Round One (1) for consideration. The Christmas Carol event must be staged this calendar year ie in 2021 and within the 2021/2022 financial year.
- 1.2 Round One (1) closed on Thursday 22nd July therefore, this will be the only application to consider.
- 1.3 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 2035 contains the following commitment that we will:
 - Provide experiences that make our places lively and interesting;
 - Celebrate our community's diversity.

2. GRANTS PURPOSE

- 2.1 The purpose of the Community Event Sponsorship Christmas Carol Program (CESCCP) is to deliver outcomes in alignment with the Salisbury City Plan 2035. The program will assist in achieving the vision of "*A progressive, sustainable and connected community*".
- 2.2 The CESCCP aims to complement the City of Salisbury's existing events calendar, whilst increasing the capacity of community organisations to deliver a Christmas Carol event thereby increasing participation and attendances.

3. ASSESSMENT CRITERIA

- 3.1 Council approved the assessment criteria at its July 2020 meeting.
- 3.2 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
- 3.3 All eligible applications will be assessed against the following criteria:
 - *Completion of the application in full;*
 - *Demonstrated need for the event;*
 - *Stakeholder endorsement and support for the event;*
 - *Consideration of, and fit with, existing events calendar and events;*
 - *Demonstrated multiple community, organisation or association benefit;*
 - *Extent to which the project addresses strategic objectives and community needs;*

- *Extent to which alternative, complementary sponsorship and funding sources have been explored or secured;*
 - *Adequate, comprehensive and value for money of event budget;*
 - *Extent to which the event meets the purpose of the CESP;*
 - *Alignment with the priorities of the CESP;*
 - *Risk management considerations/ assessment;*
 - *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);*
 - *Demonstrated ability for the event to attract over 5,000 patrons;*
 - *Regional or statewide significance of the event;*
 - *Extent to which the event addresses City of Salisbury strategic objectives;*
 - *Long term sustainability of the event in the City of Salisbury;*
 - *Demonstrated ability for the event organisers to deliver an event of significant scale and size;*
 - *Profile of the event and ability to raise the profile of the City of Salisbury;*
 - *Number of other events that have been funded for the financial year (noting only one event will be sponsored for an amount between \$10,000 and \$30,000 each financial year for the sole purpose of hosting a Christmas Carols event).*
- 3.4 Due diligence is also undertaken in relation to the financial and governance credibility of the applicant organisation in line with the Community Grants Program.

4. REPORT

- 4.1 The application that is presented in Round One (1) of the Community Event Sponsorship Christmas Carol Program for consideration for up to \$30,000 is:

4.1.1 Applicant: **Salisbury Lions Club.**
 Event: **Salisbury Lions Christmas Carols**
 Amount Requested: **\$30,000.00**

In their submission The Lions Club state “We will be running a similar program at the City of Salisbury Lions Christmas Carols and will again be looking to engage with local businesses and the local community. We plan to engage with local businesses, local schools and local artists to ensure the event is inclusive and meets the needs of the local community. The carols concert will also feature local artists, the army band, multicultural artists and kid’s entertainment with the night concluding with fireworks. It will be the biggest event in Salisbury this year and will give the whole Salisbury community a chance to celebrate following another difficult year”.

The Lions Club have also communicated that they will provide further information to Council regarding the fireworks implementation and a safety/risk assessment along with any necessary approvals around this activity if successful in obtaining this grant.

5. CONCLUSION / PROPOSAL

- 5.1 One (1) application was received for the first (1st) round of the Community Events Sponsorship Christmas Carols Program. This application is deemed eligible for funding.
- 5.2 The application received was:
- 5.2.1 Applicant: **Salisbury Lions Club.**
 Event: **Salisbury Lions Christmas Carols**
 Amount Requested: **\$30,000.00**
- 5.3 This is the only application to be considered for Round One (1) which has now closed.
- 5.4 Only one submission for the Christmas Carol grant was received, and based on the assessment of the application it is recommended that the applicant receives the full amount of \$30,000. There will be no remaining unspent funds as the grant is being fully expended.
- 5.5 The organisation listed in Section 4 of this report, has demonstrated their ability to meet the eligibility and assessment criteria of the Community Event Sponsorship Christmas Carol Program and is recommended for funding.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 09/08/2021

ITEM	5.1.8
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 August 2021
HEADING	Baltimore Reserve, Parafield Gardens - Informal Recreation
AUTHOR	Jamie Hosking, Team Leader Urban Built Assets, City Infrastructure
CITY PLAN LINKS	1.1 Our City is attractive and well maintained 4.2 We deliver quality outcomes that meet the needs of our community 4.4 We plan effectively to address community needs and identify new opportunities
SUMMARY	Following the receipt of a petition in February 2021, staff undertook an assessment of the reserve regarding the suitability of the space for informal cricket and undertook consultation consulted with the community to determine support for the proposal.

RECOMMENDATIONThat Council:

1. Receives and notes the community feedback.
2. Approves either:
 - a. The installation of an informal cricket wicket in Baltimore Reserve; or
 - b. A cricket wicket not be installed on Baltimore Reserve at this time.

ATTACHMENTS

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

1. Appendix A - October 2020 consultation results
2. Appendix B - Baltimore Concept Design
3. Appendix C - Cricket wicket mailout area and letter
4. Appendix D - Cricket wicket consultation results

1. BACKGROUND

- 1.1 At its meeting held on Monday, 22 February 2021 Council resolved that:

“Staff undertake further consultation regarding the suitability for an informal cricket pitch at the reserve and report back to the Community Wellbeing and Sport Committee on the outcomes and possible future budget implications in June 2021.

Staff provide a report to the Asset Management Sub Committee on the provision of adult fitness equipment, basketball court upgrade and other amenities as mentioned by the Deputation request.”

Resolution Number 0842/2021

2. CONSULTATION / COMMUNICATION

2.1 Internal

2.1.1 Infrastructure Management

2.2 External

2.2.1 Residents and Elected Members.

3. REPORT

3.1 Through the 2020/21 budget funding was allocated for the upgrade of Baltimore Reserve, this included;

- Amenity upgrades
- New active spaces
- Expansion of the existing dog park to include a space for small dogs
- New walking paths and park furniture.

3.2 In October 2020 staff consulted with the local community, seeking feedback on the upgrade of the reserve.

3.3 This included mailout to 493 residences in approximately 500 meters of the reserve, Refer **Appendix A**, survey responses.

3.4 Feedback from the consultation was incorporated within the design and reinforced the proposed upgrades;

- New adult fitness equipment
- Basketball court upgrade which will incorporate, new line marking and backboard for ½ court basketball, bike training area and small skate area.
- New walking paths and furniture
- New dog park suitable for small dogs

Refer **Appendix B**, Baltimore Concept Design, works for the upgrade have commenced are expected to be complete within the next few months.

3.5 Following the receipt of a petition in February, Council resolved to undertake further consultation on the suitability of the reserve for informal cricket.

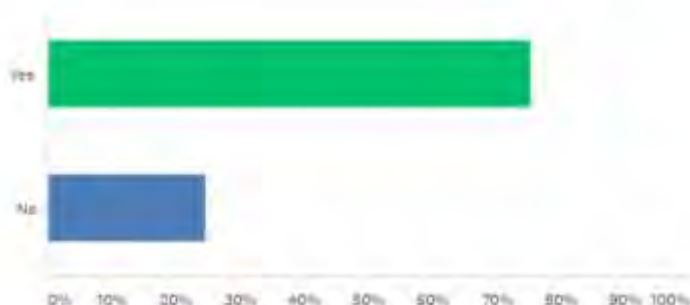
3.6 The reserve is considered to be suitable for informal sport due to;

- Current irrigated area provides enough space for senior cricket and soccer (minimum sizes), including run-off.
- Irrigation and turf are in reasonable condition and do not require significant improvement.
- There is a history of informal and formal sport occurring at the reserve.
- Passive recreation is unlikely to be impacted.

- 3.7 Formal sport is not recommended due to the lack of facilities for off-street parking, toilets or change rooms.
- 3.8 To determine support for the inclusion of an informal cricket wicket staff prepared a simple survey seeking feedback from residents for the installation of a concrete cricket pitch at Baltimore Reserve, refer **Appendix C**, letter and survey.
- 3.9 Distribution of the mailout went back out to the same 493 residences identified in October.
- 3.10 The survey closed on the 3 August with 69 responses being received, of the 69 responses 52 (75%) were in support for the installation of a cricket wicket.

Do you support the installation of a concrete cricket wicket at Baltimore Reserve?

Answered: 69 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	75.38%	52
No	24.64%	17
Total Respondents: 69		

- 3.11 Responses in support of the wicket indicated that it would be positive for the area, get people outdoors, promote cricket and increase utilisation of the reserve.
- 3.12 Responses not in support of the wicket indicated that there is a concern regarding increased traffic and noise, dangerous for other people using the reserve, children having to cross the street and poor experiences with the current informal activities that occur on the reserve.
- 3.13 Interrogation of the survey responses indicates that several were received from outside of the survey area. Considering only responses received from within the survey area there was nearly double the amount of support for the wicket than opposed with 21 in support and 12 opposed.
- 3.14 Refer **Appendix D** for all responses received.

4. CONCLUSION / PROPOSAL

- 4.1 Council resolved to undertake consultation with respect to the inclusion of an informal cricket pitch on Baltimore Reserve. The consultation identified strong support for the inclusion of an informal cricket wicket.

- 4.2 The assessment of the space has identified that a wicket can be accommodated on the reserve while maintaining the current passive activities, noting that the cost of the pitch will be \$20,000 which can be accommodated within the project contingency.
- 4.3 A council decision is now required on whether to install an informal cricket wicket on Baltimore Reserve.

CO-ORDINATION

Officer: EXECUTIVE GROUP

Date: 09/08/2021

ITEM	5.1.9 COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 August 2021
HEADING	Minor Capital Works Grant Application - Valley View Tennis Club Inc.
AUTHOR	Chelsee Crawford, Community Planner: Sport & Recreation, Community & Org. Development
CITY PLAN LINKS	1.1 Our City is attractive and well maintained 1.3 People are valued and they feel safe, included and connected 4.4 We plan effectively to address community needs and identify new opportunities
SUMMARY	An application from Valley View Tennis Club Incorporated for the re-painting of six (6) tennis courts at Ilberry Green, Valley View has been received. An amount of \$50,000.00 is recommended for funding under the 2021/22 MCWGP budget available for grant allocation.

RECOMMENDATION

That the Community, Wellbeing and Sport Committee:

1. Approves, in accordance with its delegated power set out in the adopted Terms of Reference, the allocation of funding from the 2021/22 Minor Capital Works Grant Program budget as follows:
 - a. The Valley View Tennis Club Incorporated in the amount of \$50,000.00 for the re-painting of six (6) tennis courts at Ilberry Green, Elizabeth Crescent, Valley View noting that any additional costs are to be funded by the Valley View Tennis Club Incorporated as per the funding agreement.

ATTACHMENTS

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

1. Attachment 1 - Application (Redacted)
2. Attachment 2 - Certificate of Incorporation
3. Attachment 3 - Quote 1
4. Attachment 4 - Quote 2
5. Attachment 5 - Quote 3
6. Attachment 6 - Quote 4
7. Attachment 7 - Letter of Support_MP
8. Attachment 8 - Letter of Support_Tennis SA

1. BACKGROUND

- 1.1 The Minor Capital Works Grant Program (MCWGP) aims to assist clubs that provide sport, recreation and leisure opportunities to the Salisbury community to undertake facility improvements.
- 1.2 The purpose of the program is to provide opportunities to improve Council or club owned recreation assets and facilities in order to increase community participation in sport and recreation and enhance club viability.
- 1.3 The MCWGP is open to all community organisations that meet the criteria set out in the guidelines and eligibility criteria document.
- 1.4 An application has been received from Valley View Tennis Club Inc, for \$50,000.00 through the Minor Capital Works Grant Program for the re-painting of six (6) tennis courts at Ilberry Green, Valley View.
- 1.5 The Valley View Tennis Club Inc application has been assessed and meets the criteria set out in the guidelines and eligibility.
- 1.6 The Minor Capital Works Grant Program has not yet allocated funding for the 2021/22 financial year. As a result \$334,800 remains available for grant allocation.
- 1.7 If the Valley View Tennis Club Inc application is approved the total allocation amount for the 2021/22 MCWGP Budget would be \$75,000 (noting that there is one additional application for decision in the August 2021 Community Wellbeing and Sport Committee). Should both applications be successful, this would result in \$259,800 remaining in the 2021/22 MCWGP Budget available for grant allocation.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Community Planning and Vitality, Community & Org. Development
 - 2.1.2 Property and Buildings, City Infrastructure
 - 2.1.3 Infrastructure Delivery, City Infrastructure
 - 2.1.4 Financial Services, Business Excellence
- 2.2 External
 - 2.2.1 Valley View Tennis Club Incorporated

3. REPORT

- 3.1 The Valley View Tennis Club Inc, located at Ilberry Green, Elizabeth Crescent, Valley View has a total membership of 215. The sporting club has an executed lease and license with the City of Salisbury for the use of the building and playing areas (6 tennis courts) located at the reserve.
- 3.2 Valley View Tennis Club Inc provides junior and senior sporting and leisure opportunities to male and female participants. Membership at the club is inclusive of sport participants, volunteers, coaches, committee members and club patrons.

- 3.3 The tennis courts at Ilberry Green were last cleaned and re-painted in 2012. The average lifespan of this type of work is 6 to 10 years. The Club is experiencing general wear and tear of the surface. This includes areas of reduced grip and minor cracking, which presents significant safety issues for club members.
- 3.4 The re-painting of tennis courts will provide a medium term solution for the overall condition of the surface and in turn ensure a safe environment for participants and patrons of the Club. Re painting the boundary lines will optimize the aesthetics of the facility, whilst ensuring that the courts meet Tennis sporting standards.
- 3.5 The Valley View Tennis Club Inc provides free ‘come and try’ sessions through the Growing for Gold program, as well as school-based activities. Having quality infrastructure will help to support the Club to grow and thrive in the community. The Club has identified that the re-painting of the tennis courts and the benefits of a new surface would be an attractive feature to securing more membership for the coming season.
- 3.6 Overall, the project will allow the Club to provide a safe, equitable facility for current and future members as well as provide the opportunity to increase participation through maximum utilization of the playing areas.
- 3.7 A draft scope of works for the purposes of quotes has been prepared, including:
 - 3.7.1 Site preparation
 - 3.7.2 Crack and puddle repair with polyurethane adhesive
 - 3.7.3 2 coats of Rebound Ace Synpave Acrylic top coat (blue)
 - 3.7.4 Line marking
- 3.8 A full scope will be prepared by City Infrastructure in collaboration with Valley View Tennis Club Inc and relevant contractors, contingent on success of the grant application. Valley View Tennis Club Inc will require final approval from City Infrastructure prior to work commencing.
- 3.9 The Minor Capital Works Grant Program if approved can contribute a maximum of \$50,000 funding towards the project. Valley View Tennis Club Inc has agreed to cover any costs above the \$50,000 grant funding from either applicant contribution or from external funding programs.
- 3.10 Initial cost estimates range from \$58,047 to \$94,249 with the average being \$75,631.75. The Valley View Tennis Club has agreed to cover any costs above the \$50,000.00 grant funding from either applicant contribution or from external funding programs as per the funding conditions.
- 3.11 An assessment of the financial capacity of the applicant to meet additional costs has been undertaken by staff. Based on the financial position of the applicant and value of the MCWGP grant, it is anticipated that the Club will be able to meet its obligations and not be in financial hardship as a result of undertaking this project.

4. CONCLUSION / PROPOSAL

- 4.1 The purpose of the Minor Capital Works Grant Program is to support clubs that provide sport, recreation and leisure opportunities to the Salisbury community to undertake facility improvements in order to increase community participation and enhance club viability.

- 4.2 The application by the Valley View Tennis Club Inc meets the guidelines for the Minor Capital Works Grant Program and can be completed within the allocated budget.
- 4.3 The Valley View Tennis Club Inc will require approval from City Infrastructure through a Major Club Initiated Works Form prior to work commencing. City of Salisbury staff will be project managing the works and will work collaboratively with the Valley View Tennis Club Inc to ensure the project is completed in a timely manner.
- 4.4 It is recommended that the application to the 2020/21 Minor Capital Works Grant Program by the Valley View Tennis Club Inc be approved and an amount of \$50,000.00 be allocated for the re-painting of six (6) tennis courts at Ilberry Green, Elizabeth Crescent, Valley View.

CO-ORDINATION

Officer: EXECUTIVE GROUP

Date: 09/08/2021

ITEM	5.1.10
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 August 2021
HEADING	Minor Capital Works Grant Program Application - Mawson Lakes Golf Club Inc.
AUTHOR	Chelsee Crawford, Community Planner: Sport & Recreation, Community & Org. Development
CITY PLAN LINKS	1.1 Our City is attractive and well maintained 1.3 People are valued and they feel safe, included and connected 4.4 We plan effectively to address community needs and identify new opportunities
SUMMARY	An application from the Mawson Lakes Golf Club Incorporated for the supply and installation of an external storage shed extension has been received. An amount of \$25,000 is recommended for funding under the 2021/22 MCWGP budget available for grant allocation.

RECOMMENDATION

That the Community, Wellbeing and Sport Committee:

1. Approves, in accordance with its delegated power set out in the adopted Terms of Reference, the allocation of funding from the 2021/22 Minor Capital Works Grant Program budget as follows:
 - a. The Mawson Lakes Golf Club Incorporated in the amount of \$25,000 for the supply and installation of an external storage shed extension, noting that any additional costs are to be funded by the Mawson Lakes Golf Club Incorporated or external grant programs, as per the funding agreement.

ATTACHMENTS

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

1. Attachment 1 - Application Redacted
2. Attachment 2 - Certificate of Incorporation
3. Attachment 3 - Landowners Consent
4. Attachment 4 - Quote 1
5. Attachment 5 - Quote 2
6. Attachment 6 - Quote 3

1. BACKGROUND

- 1.1 The Minor Capital Works Grant Program aims to assist clubs that provide sport, recreation and leisure opportunities to the Salisbury community to undertake facility improvements.

- 1.2 The purpose of the program is to provide opportunities to improve Council or club owned recreation assets and facilities in order to increase community participation in sport and recreation and enhance club viability.
- 1.3 The MCWGP is open to all community organisations that meet the criteria set out in the guidelines and eligibility criteria document.
- 1.4 An application has been received from the Mawson Lakes Golf Club Inc, applying for \$25,000 through the Minor Capital Works Grants Program for the supply and installation of an external storage shed extension to house member's golf carts at the Mawson Lakes facility.
- 1.5 The Mawson Lakes Golf Club Inc application has been assessed and meets the relevant criteria.
- 1.6 The Minor Capital Works Grant Program has not yet allocated funding for the 2021/22 financial year. As a result, \$334,800 remains available for grant allocation.
- 1.7 If the Mawson Lakes Golf Club Inc application is approved the total allocation amount for the 2021/22 MCWGP Budget would be \$75,000 (noting that there is one additional application for decision in the August 2021 Community Wellbeing and Sport Committee). Should both applications be successful, this would result in \$259,800 remaining in the 2021/22 MCWGP Budget available for grant allocation.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Community Planning, Community & Org. Development
 - 2.1.2 Property and Buildings, City Infrastructure
 - 2.1.3 Infrastructure Management, City Infrastructure
- 2.2 External
 - 2.2.1 Mawson Lakes Golf Club Inc

3. REPORT

- 3.1 The Mawson Lakes Golf Club Incorporated (MLGC) is an incorporated body who occupy a building and associated playing area at the University of South Australia's Mawson Lakes Campus, Mawson Lakes Boulevard, Mawson Lakes.
- 3.2 The Mawson Lakes Golf Club has been providing a sustainable leisure service to the community since 1979 and has enjoyed a steady membership of male and female participants. The Club provides non-competitive and competitive formats and offers the use of golf carts on hire.
- 3.3 The use of golf carts at the Mawson Lakes Golf Club is of critical importance to the growth and ongoing membership of the aging participants as well as attraction of new members. The Club recognises the importance of providing a secure facility to house members golf carts, as well as a place to securely house the loan golf carts.

- 3.4 The Club attracts over 2,000 social visitors annually. Overall, the project will allow the Club to provide a safe, equitable facility for current and future members as well as provide the opportunity to increase participation through maximum utilisation of the playing areas.
- 3.5 The Mawson Lakes Golf Club Inc has provided the City of Salisbury with quotes for this project ranging from \$22,870.00 to \$33,755.00 with the average being \$29,425.00. The Mawson Lakes Golf Club has agreed to cover any costs above the \$25,000 grant funding from either applicant contribution or from external funding programs as per the funding conditions.
- 3.6 An assessment of the financial capacity of the applicant to meet additional costs has been undertaken by staff. Based on the financial position of the applicant and value of the MCWGP grant, it is anticipated that the Club will be able to meet its obligations and not be in financial hardship as a result of undertaking this project.

4. CONCLUSION / PROPOSAL

- 4.1 The purpose of the Minor Capital Works Grant Program is to support clubs that provide sport, recreation and leisure opportunities to the Salisbury community to undertake facility improvements in order to increase community participation and enhance club viability.
- 4.2 The application by the Mawson Lakes Golf Club Incorporated meets the guidelines for the Minor Capital Works Grant Program and can be completed within the allocated budget for 2021/22.
- 4.3 Minor Capital Works Grant Program Category B funding is allocated via invoice from the successful applicant to the City of Salisbury. A project acquittal must be submitted within twelve (12) months of project completion to ensure the project is completed in a timely manner.
- 4.4 It is recommended that the application to the 2021/22 Minor Capital Works Grant Program by the Mawson Lakes Golf Club Inc be approved and an amount of \$25,000 be allocated for supply and installation of an external storage shed extension at the premises on Mawson Lakes Boulevard, Mawson Lakes.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 09/08/2021

ITEM	5.2.1
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 August 2021
HEADING	Youth Sponsorship Applications - July 2021
AUTHOR	Mechelle Potter, Administrative Coordinator - Business Excellence, Business Excellence
CITY PLAN LINKS	1.3 People are valued and they feel safe, included and connected 4.1 Members of our community receive an exceptional experience when interacting with Council 4.5 We engage meaningfully and our community is aware of Council initiatives
SUMMARY	This report outlines the Youth Sponsorship Applications assessed in July 2021.

RECOMMENDATIONThat Council:

1. Receives and notes the information.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 The Youth Sponsorship Program Policy requires a report be provided to the Community Wellbeing and Sport Committee outlining approved Youth Sponsorship Program applications.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Elected Members
- 2.2 External
 - 2.2.1 Youth Sponsorship applicants

3. REPORT

- 3.1 The following Youth Sponsorship Applications were assessed and approved by the Chairperson and one other member of the Community Wellbeing and Sport Committee in July 2021.

Funding per application	Event	Total Funding
2 @ \$250	Two applications have been received to represent South Australia at the National Artistic Rollerskating Championships to be held in Dandenong, Victoria in September 2021.	\$500
	Total Funding for July 2021 :	\$500

3.2 Notification was received after approval of the applications that the event was being cancelled due to COVID restrictions and therefore funds were not provided to applicants.

3.3 Applicants have been notified that an application can be re-submitted if they are re-selected when the event is rescheduled.

4. CONCLUSION / PROPOSAL

4.1 The Youth Sponsorship Program funding budget for 2021/22 is \$45,000 with no funding provided in July due to cancellation of the event/competition.

CO-ORDINATION

Officer: EXECUTIVE GROUP
Date: 09/08/2021

ITEM	5.2.2
	COMMUNITY WELLBEING AND SPORT COMMITTEE
DATE	17 August 2021
HEADING	Closure of the South Australian Home and Community Care (SA HACC) program
AUTHOR	Vesna Haracic, Manager Community Health & Wellbeing, Community & Org. Development
CITY PLAN LINKS	1.2 The health and wellbeing of our community is a priority 4.2 We deliver quality outcomes that meet the needs of our community 4.4 We plan effectively to address community needs and identify new opportunities
SUMMARY	This report provides an update on the closure of the South Australian Home and Community Care (SA HACC) program as part of the overall National Disability and Aged Care reforms and the implications that the program closure presents for clients, services, staff and the wider community of the City of Salisbury. It also provides an outline of the new South Australian Government Community Connections Program.

RECOMMENDATIONThat Council:

- a. Receives and notes this Closure of the South Australian Home and Community Care (SA HACC) report.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 The State Home and Community Care Program (HACC) ended on the 30th of April 2021 after operating for more than 30 years.
- 1.2 Department of Human Services (DHS) has now launched the new Community Connections Program, which will be delivered by Program Partners in local regions.
- 1.3 The State HACC program was a program designed to provide flexible, low-level support services to people under 65 years with moderate functional disabilities. It focused on promoting wellbeing and building people's capacity to live independent and meaningful lives in their community.
- 1.4 Some SA HACC program changes are a direct result of Age and Disability Care National Reforms over the last 10 years.

- 1.5 In 2015, the Commonwealth took back the administration of the funding for people 65 years and over, that was previously part of the joint Commonwealth and State Home and Community Care (HACC) Program funding, to form My Aged Care.
- 1.6 Since 2015 the introduction of National Disability Insurance Services (NDIS) resulted in the SA HACC program being delivered in a reduced capacity. This supported some residents who were not eligible for the NDIS or My Aged Care and are socially isolated, who need in home support services, including transport assistance as a result of their disability.
- 1.7 The renamed SA HACC program provided flexible, low-level support services to people under 65 years of age with moderate functional disabilities. It focused on promoting wellbeing and building people's capacity to live independent and meaningful lives in their community.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Salisbury Home and Community Services Leadership Team
 - 2.1.2 Community Capacity and Learning Division
- 2.2 External
 - 2.2.1 Department of Human Services (DHS)
 - 2.2.2 Multicultural Community Council (MCC)

3. REPORT

- 3.1 The SA HACC program ended on the 30th of April 2021. The State Government has continued to provide a reduced level of funding to councils for the HACC program through a series of short-term program extensions whilst the NDIS has been rolling out across South Australia. The City of Salisbury received funding for an extra three months with a final SA HACC contract finishing date on the 31st of July 2021.
- 3.2 In July 2017, the NDIS roll out commenced in the City of Salisbury region. Since then, over 150 SA HACC clients have transitioned to NDIS, My Aged Care, other providers or no longer need support.
- 3.3 Since August 2020 the Council's Community Health and Wellbeing (CHW) Division have been working with State Government counterparts to transition the remaining 165 residents accessing SA HACC funded services to other support services.
- 3.4 The State Government has requested that for the remainder of the Agreement term from April to July 2021, the Council provides one-off services with remaining clients and not accept any new clients. Enquiries from new clients are being advised the SA HACC program has ceased and are being provided with contact details for NDIS or other services that may be relevant to their situation. CHW division have established processes for referrals to Community Connections Program.

- 3.5 All previously active SA HACC Home Assist clients have been closed once their final service has been completed and informed of future options if they need support. There are no active SA HACC Home Assist clients remaining. For any new clients requiring this level of support the new Community Connections Program, Care Partners will deliver home based, episodic interventions. This remains funded by the State Government but delivered by Royal District Nursing Service.
- 3.6 There are currently 96 SA HACC clients accessing services at the Seniors Centre (social groups, transport to centres and meals) who still require the support services currently provided by the Council as a standard customer.
- 3.7 The new Community Connections Program will not provide any services to meet the needs of those clients and this has been discussed with the State Government as a service gap for the City of Salisbury. These clients have been attending low level social support groups, meals and transport to access the centres for a number of years. As a result, strong community-based connections and relationships have developed which allow for these individuals to live independently and add meaning to their life. Over half of these clients are receiving culturally specific services that are not provided elsewhere.
- 3.8 In May 2021, all active SA HACC clients were notified in writing and staff involved in provision of their services had a conversation with them about the impending closure of the SA HACC program.
- 3.9 It is anticipated that approximately 10% of clients may be able to transition to NDIS or link into the Community Connections Program, while the remaining 90% will not be eligible for such services. This will leave approximately 85 clients with no externally funded services or supports beyond the 31st of July 2021. These clients have been receiving ongoing social support, meals and transport to social activities services. They range in ages from 35 to 64 years of age and most have multiple medical conditions that impact their daily lives. The majority (87%) are aged 50 years and above (45% aged 60 years plus and 42% aged 50-60 years). Over time, as clients reach the age of 65, they may become eligible to apply for services through My Aged Care.

Implications from the loss of HACC funding

- 3.10 The City of Salisbury is continuing to be a first point of call for many residents with disabilities and/or their families, whether or not they have been SA HACC clients. There are many people with disabilities who don't have family or trusted friends able to act or advocate on their behalf. The Community Health and Wellbeing division have been providing this service, assisting residents with disabilities by:
 - Addressing issues ranging from providing services such as in-home support, transport, minor maintenance and modifications and securing or retaining suitable housing.
 - Supporting Council's Abilities and Inclusion Strategic Plan.
 - Enabling vulnerable people to build new social connections and participate in community life.

- 3.11 At this stage, it is not anticipated that any of the current Community Health and Wellbeing staff, who are employed on a fixed-term contract basis, will lose their employment. The SA HACC funding has not been factored into the labour budget over the last 2 years, due to the confirmation of funding only being received in period 12 (June). SA HACC funding has then resourced additional hours for part-time and fixed-term employees, as well as the engagement of agency staff to enable the delivery of SA HACC services.
- 3.12 The change in funding and service model will however impact on the ability of Council's Community Services team to provide the current level of support to residents with disability or their families, who may require access to services, advocacy, information or social support. This will be monitored closely and modified to ensure no impact on CHSP contractual arrangements and health and wellbeing of staff.
- 3.13 The combined loss of SA HACC funding and the individualised nature of NDIS funding, will leave a number of other potential service gaps for the people who may not transition to other support agencies. For those with a disability who fail to qualify for NDIS, or who are awaiting approval for either NDIS or Aged Care Package funding and lack personal financial means, these include:
- An absence of programs, activities, in-home and general living supports
 - Sufficient or adequate community-based social programs able to cater for people with disabilities
 - One-off or short-term supports which enable people to remain living in the community
- 3.14 Within available capacity, the Administration will continue to monitor these gaps, identify others as they emerge, and advocate to State and Commonwealth tiers of government through the LGA and other forums for appropriate solutions.

Social support programs provided at Senior Centres

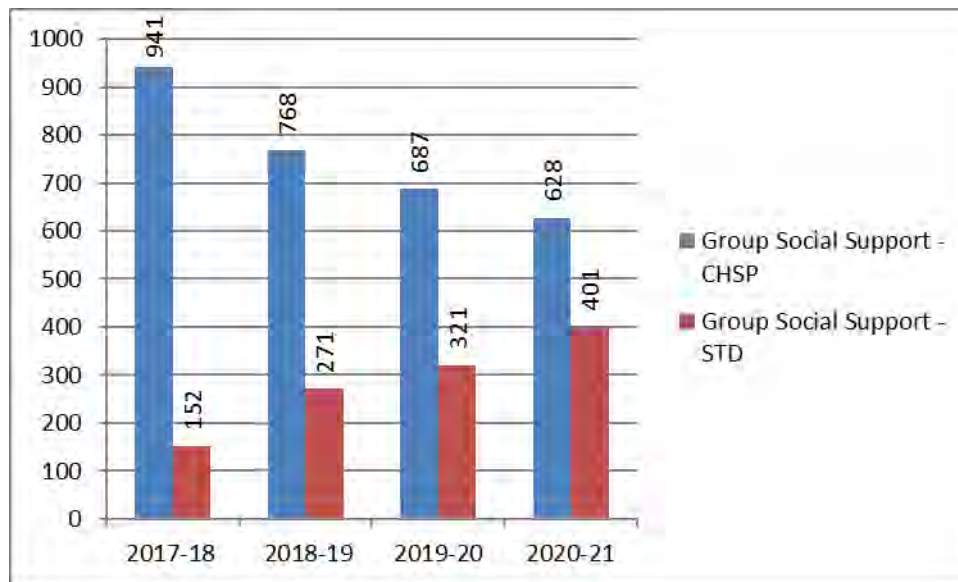
- 3.15 Many people aged 50 years plus with functional limitations and disabilities access Council's programs and services at senior centres. This program enables people access to a social, recreational and skills-based program, and have been successfully run for over 30 years.
- 3.16 Following recommendations of the Works and Services Committee meeting held on the 21st of March 2016, and the Council meeting on the 29th of March 2016, a Standard Fee Schedule was endorsed for non-subsidised services to provide service options and choice for older residents of Salisbury (Resolution Number 0223/2016).

2.2.3 Update on the Salisbury Commonwealth Home Support Programme

It is recommended to Council that:

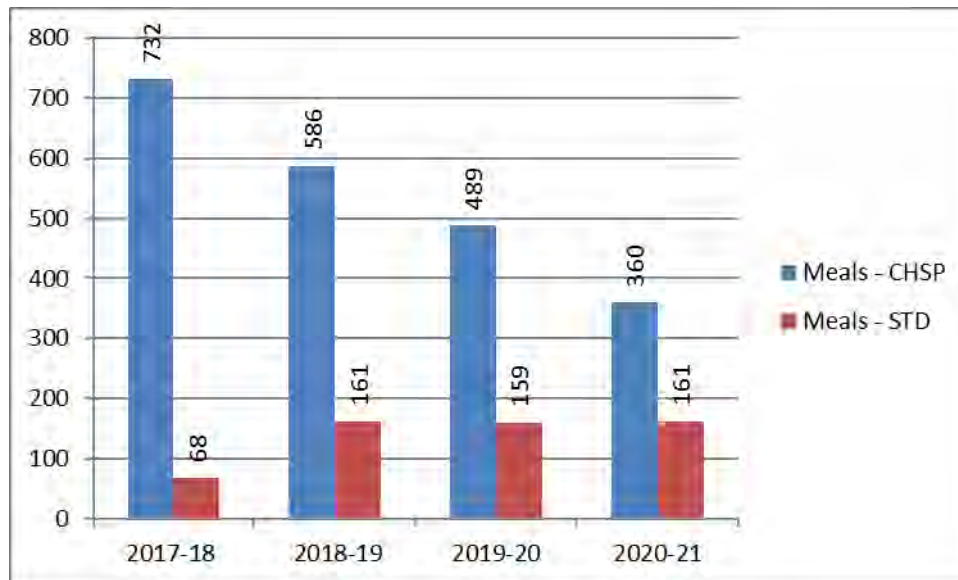
- 1. The information be received.*
- 2. The development of a Standard Fee Schedule for non-subsidised Home and Community Care Services, to provide service choice for older residents of Salisbury, be endorsed.*
- 3. The General Manager Community Development be delegated authority to vary fees charged from those set out in the approved City of Salisbury Home and Community Care Services Standard Fee Schedule, including to determine fees applicable for new services*

- 3.17 To date this has proven to be financially sustainable and operationally manageable whilst Council continues to contribute resources to its Home and Community Service to deliver its aged care services through the Commonwealth Home Support Programme (CHSP). It had also provided options and choices for older residents of Salisbury who are not My Age Care or NDIS eligible clients or do not want to apply for subsidised services.
- 3.18 This is being carefully monitored as recent data shows an increase in standard services in the Seniors Centres and a reduction in Aged Care CHSP services. This is due to a combination of reasons such as the transition to NDIS, not being eligible for NDIS, the cessation of the SA HACC Program and older people not being eligible for CHSP services or preferring not to access services through the aged care system.
- 3.19 The figure below displays the change in customer numbers over the last 4 years for Social Support Groups at the Seniors Centres for CHSP and Standard (STD) customers:



(Group social support subsidised activity fees range from \$3.00-\$7.00 while Standard activity fees ranges from \$4.00-\$15.00).

- 3.20 The figure below displays the change in customer numbers over the last 4 years for meals provided at the Seniors Centres for CHSP and Standard (STD) customers:



(Meals depending on number of courses (3 courses available) cost for subsidised fees \$7.00-\$13.00 and standard fees \$8.50-\$15.00).

- 3.21 When the NDIS rollout commenced, Senior Centres experienced a high number of enquiries for access to community-based services funded by the council. The same demand is expected with the implementation of the Community Connections program. Therefore, close monitoring will continue to ensure staff capacity is adequate and financial sustainability can be maintained.

State funded Community Connections Program (new)

- 3.22 While the SA HACC Program will not be replaced, a key gap identified in the SA HACC Reform Survey was social isolation and disconnection for people with disabilities, CALD groups, new mothers and long-term unemployed persons. The State Government has responded to this feedback by creating a new Community Connections program.
- 3.23 This program is intended to support people to connect with others in their community, establish social networks and deliver specialist services which will support people to achieve greater independence and sense of belonging. The program will fund short-term interventions maximum up to 12 weeks, coupled with goal setting. This aims to link clients with existing social opportunities in the community, create new social opportunities and enable clients to coordinate and run their own groups.
- 3.24 Whilst being one of the groups eligible for the Community Connections program, existing SA HACC clients (including the 96 people we have identified) will not automatically transition to the program and instead will be able to apply if they meet the eligibility criteria.

The program has three components:

1. Regional Coordinating Partners – responsible for leading coordination across a region, overseeing implementation and informing program evolution.
2. Community Partners – who undertake client outreach, develop projects to support emerging client groups and find local groups and activities to meet client goals.

3. Care Partners – who will utilise specialised training and skills to deliver home based, episodic health interventions. The Care Partner role has a more medicalised focus, and importantly does not provide ongoing supports within the home. This will be undertaken by the Royal District Nursing Service (RDNS).

- 3.25 The Community Connections program started on the 1st of July 2021, and services will be provided on a regional basis. The northern region includes the Cities of Salisbury, Playford, Tea Tree Gully and the remainder of the City of Port Adelaide Enfield. The western region includes the Cities of Charles Sturt and Western Torrens and a portion of the City of Port Adelaide Enfield.
- 3.26 Funding for the Community Partners is limited to \$100,000 base funding per service, per region with some additional funding, if approved, for setting up client programs. After reviewing the program documentation, CHW decided to support the tender submitted by Community Capacity and Learning for the Community Connections program rather than a separate tender submission. This decision is consistent with that of several other local governments and is due to several factors, including:
- Program decisions and controls are coordinated at a Regional Coordinating level.
 - Limited funding is available.
 - The large regions would be difficult to cover within the available funding.
 - The focus for the program has moved away from people with a disability living and participating in the community to short time maximum 12 weeks intervention program.
 - The proposed areas of client focussed work (such as unemployment, new parents and emerging communities) are to some extent already delivered by the Community Capacity and Learning division which is also being undertaken by multiple non-government organisations in the council region and may therefore duplicate or compete with services provided by these organisations.
- 3.27 The Community Capacity and Learning division submitted the application for the Community Connection program. Unfortunately, the application was not successful, however, the Morella Community Centre secured funding for \$224,000 in total funding for the period May 2021 to June 2023. Councils did not receive funding, with four SA based community centres receiving funding of which Morella Community Centre was one.
- 3.28 Feedback on the Community Connections program is being collated through the Local Government Ageing Well Network and the Local Government Association and will be provided to the State Government in due course.

3.29 Legislative Context and Related Policies

Council has responsibility under the Disability Inclusion Act 2018 to facilitate access and inclusion for people with a disability within the community. Council also has a legislated responsibility to have a Disability and Inclusion Plan. Council's current Plan was completed in December 2019.

3.30 Stakeholder Engagement

Specific discussions were held with neighboring Local Governments and the State Government, Multicultural Community Council as part of the transition of SA HACC clients and consultation on the new Community Connections Program.

3.31 Risk Management

The State Government has provided Council with funding during the transition period. However, when this funding ceased, Council will have a reduced capacity to respond to residents still requiring transition support or whose needs are not met by the new arrangements. There is a risk that an estimated 96 current SA HACC clients will not be able to maintain and access their well-established social and cultural specific connections. Furthermore, there is a potential risk for the community in regard to the loss of ongoing social support services, and for others in the community who fall into a service gap.

It has been recommended that the 96 current clients who were accessing our services under the SA HACC arrangements, have their subsidised fees for services grandfathered, and for all new clients to access Council's standard service option.

People with disabilities may also be more vulnerable as a result of the service and funding changes. The Disability Royal Commission is responding to community concern about widespread reports of violence, neglect, abuse and exploitation of people with a disability. Notwithstanding the need for adequate resources to do so, Council are well prepared to support this vulnerable community cohort in making submissions and supporting any outcomes from the final report.

3.32 Financial Management

This report outlines the loss of funding as a result of the SAHACC program ceasing and the implications for Council and its community.

In 2020-21 Council received \$155,595 in SA HACC funding.

State Government has confirmed a final 1-Month block of SA HACC transitional funding for July 2021 of \$6,150.

The reduction in external funding with the termination of the SA HACC program for 2021-22 is therefore \$149, 445.

3.33 Social Impacts

As identified in this report, there are a range of social impacts which may arise from the potential loss of funding and services should residents with disabilities not transition to the NDIS or are inadequately supported under the new service arrangements. The 2016 Census data showed that 7.5% of City of Salisbury residents aged 16 to 64 were receiving a disability pension (a higher proportion than in Metropolitan Adelaide overall - 6.3%) and 6.7% of residents reported needing help in their day to day lives due to a disability.

4. CONCLUSION / PROPOSAL

- 4.1 The City of Salisbury has received State and Commonwealth funding for many years to provide support and services to older residents and residents living with disabilities. In recent years, the future of this funding and the impact on vulnerable residents has been of concern to all Local Governments as the model of funding and service provision has changed. This is due to the shift to NDIS

which provides funding for people with a disability under the age of 65 and My Age Care which provides funding for people over 65 years of age, and the associated reduction and ultimate withdrawal of the SA HACC.

- 4.2 This report provides an update on implications of the program ceasing for clients, services, staff and the wider community. It also outlines the new Community Connections Program and that Salisbury Home and Community Services will continue providing services for residents still requiring transition support or whose needs are not met by the new arrangements utilising Council standard service options, while existing SA HACC clients will be grandfathered to ensure they are eligible for subsidised services fees.

CO-ORDINATION

Officer: EXECUTIVE GROUP

Date: 09/08/2021

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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 Community Wellbeing and Sport Committee may choose to allocate funding at an amount less than the maximum at its absolute discretion.
- 1.4. The Community Grants Program is open for applications year round and applications are submitted monthly.

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

2. Submitting an Application

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

Faxed to:	8281 5466
Posted to:	City of Salisbury Community Grants Program PO Box 8 SALISBURY SA 5108
Delivered in Person to:	City of Salisbury 34 Church 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 Community Wellbeing and Sport 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.

Community Grants Program Guidelines and Eligibility Criteria - Page 9 of 18

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).

Community Grants Program Guidelines and Eligibility Criteria - Page 10 of 18

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 Community Wellbeing and Sport Committee at their monthly meeting.
- 11.5. A copy of Community Grant applications and any other relevant document(s) are presented to the Community Wellbeing and Sport 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 Community Wellbeing and Sport Committee is also accessible via the City of Salisbury website.

Community Grants Program Guidelines and Eligibility Criteria - Page 11 of 18

- 11.6. Applications received that are identified ineligible against the funding guidelines are submitted to the Community Wellbeing and Sport Committee for information. A copy of the application and any other relevant document(s) is presented to the Community Wellbeing and Sport 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 Community Wellbeing and Sport 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.

Community Grants Program Guidelines and Eligibility Criteria - Page 13 of 18

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.

Community Grants Program Guidelines and Eligibility Criteria - Page 15 of 18

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 Community Wellbeing and Sport 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).

Community Grants Program Application Guidelines and Eligibility Criteria – Attachment A
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ATTACHMENT B – Likely Funded Project and Event Examples

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

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

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

Examples of items ineligible for funding through the Community Grants Program

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

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.).*

Community Grants Program Application Guidelines and Eligibility Criteria – Attachment D
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ATTACHMENT E – Frequently Asked Questions

About applying for a City of Salisbury Community Grant

1. Will late applications be accepted?

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

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

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

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

Applications can be submitted in the following ways:

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

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

4.1. Where email is not possible applications can be:

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

Delivered in
 Person to: City of Salisbury
 34 Church 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 Community Wellbeing and Sport 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 Community Wellbeing and Sport Committee based on the Community Grants Program Eligibility Criteria.
- 9.2. The Community Wellbeing and Sport 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.

Community Grants Program Application Guidelines and Eligibility Criteria – Attachment E
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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 Community Wellbeing and Sport 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

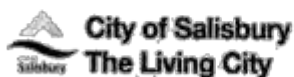


Community Grants Program

Application Form

Applications for Community Grants must be received by the 15th of each month to be assessed by the Community Wellbeing and Sport Committee the following month (providing the eligibility criteria is met).

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



City of Salisbury
The Living City

live it up

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

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

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

Community Grant Application - Page 2 of 13

Applicant Organisation Information	
1. GROUP / ORGANISATION DETAILS	
Name:	Hispanic Women's Association of South Australia (HWASA)
Address:	[REDACTED]
Suburb:	[REDACTED] Postcode: [REDACTED]
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name:	Ms Patricia Rios
Title (your role with the group/organisation):	President
Address:	[REDACTED]
Phone:	Landline: [REDACTED] Mobile: [REDACTED]
Email:	[REDACTED]
3. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	Mrs Jacqueline Riviere
Title (role with the group/organisation):	Committee Member
4. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed: (ensure Committee/Board Meeting Minutes are attached)	Committee
Is your organisation:	
a) Incorporated:	<div>Yes <input checked="" type="checkbox"/> (go to question c)</div> <div>No <input type="checkbox"/> (go to question b)</div>
ASIC Registration Number:	
b) Operated under a Parent Organisation: (please state which parent organisation you operate under below AND attach a supporting letter from the organisation)	<div>Yes <input type="checkbox"/> (go to question c)</div> <div>No <input checked="" type="checkbox"/> (go to question c)</div>
Parent Organisation Name:	
ASIC Registration Number:	

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input type="checkbox"/> <i>(evidence must be attached to this application)</i>	No <input checked="" type="checkbox"/>
d) Government Funded: <i>(If Yes, please list funding source/s and purpose in part e & f)</i>	Yes <input type="checkbox"/> <i>(go to question e & f)</i>	No <input checked="" type="checkbox"/>
e) Funding source/s:	<i>Membership, fundraising events and grants</i>	
f) Purpose:	<i>Facilitate social connection, information and referral for spanish women</i>	
g) Other (please specify):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. BANKING INFORMATION		
<i>Your organisation must have its own Bank/Credit Union Account or similar</i>		
Full Account Name: <i>Hispanic Women's Association of South Australia</i> <i>"do not provide account or BSB numbers"</i>	Financial Institution Name: [REDACTED] Branch Location: [REDACTED]	
6. REFEREE INFORMATION		
<i>Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)</i>		
Referee's Name:	<i>Helen Kyriacopoulos</i>	
Referee's Contact Information:	<i>Multicultural Community Council (MCC)</i>	

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

Community Grant Application - Page 4 of 13

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <small>(If Yes - Please Quote ABN:)</small> 2 8 4 8 1 8 8 7 4 2 8 <small>(If No, the ABN Declaration Form attached must be signed)</small>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
NB: GST Registration <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (enter '0' dollar amounts below)
If Yes, provide details:	
INCOME	\$ AMOUNT
Project or event generated income:	
Organisation's contribution:	
Income received from other Grants: (list organisation(s) providing Grant funding and their contribution)	
Income received from sponsors: (list sponsor(s) and their contribution)	
Donations: (please specify the source, product or service and estimated amount of funding requested)	
Have you sought any other funding for the project/event: (please specify the source and amount of funding requested)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ 0
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	Time, volunteer labour, interpreting
EXPENSES (specify the proposed expense budget by item)	\$ AMOUNT
MHFA Trainer	\$ 1,200
Catering	\$ 1,900
Venue	\$ 500
Vouchers for participants	\$ 500
Child care	\$ 300
Transport	\$ 200
Stationery	\$ 200
Advertising	\$ 200
TOTAL (including GST):	\$ 5,000

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

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<i>Mental Health & Wellbeing in the spanish speaking community</i>
Date(s) of Project/Event <i>(if ongoing or on-off please state "ongoing"/"on-off")</i>	<i>From April 2021 to December 2021</i>
Total cost of Project/Event	<i>\$ 5,000</i>
Amount of Community Grant Funding Requested	<i>\$ 5,000</i>
Is there any other information that you may feel is relevant to your application?	<p><i>This funding will be used to provide important mental health & wellbeing training to community members and the organisation's volunteers so as to equip them with the knowledge, education and skills to deal with mental health and wellbeing issues. A recognised Mental Health First Aid (MHFA) training session will be conducted by an accredited MHFA trainer as the centrepiece of the project. However, we will also be addressing wellbeing programs for community members through information sessions and referrals to appropriate services.</i></p> <p><input checked="" type="checkbox"/> There are no relevant attachments. <input type="checkbox"/> There are relevant attachments and the following documents are attached:</p> <p>1. 2.</p>
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input checked="" type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input checked="" type="checkbox"/>
Crime Prevention	<input checked="" type="checkbox"/>
Aged	<input checked="" type="checkbox"/>

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

Community Grant Application - Page 7 of 13

Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? <i>(If Yes - when, amount granted and what the grant was for)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	
What amount of Grant funding was provided:	
When was the previous Grant acquitted (month & year):	
Group/Organisation Information	
Group/Organisation Name	<i>Hispanic Women's Association of South Australia (HWASA)</i>
Group/Organisation Description	<i>Women from South, Central America and Spanish background</i>
Group/Organisation Registered Address	
Is the Club Incorporated?	<i>Yes</i>
Number of Members	<i>200</i>
% of Membership that reside in the City of Salisbury	<i>80 %</i>
Project/Event Details	
Project/Event Name	<i>Mental Health & Wellbeing in the spanish speaking community</i>
Project/Event Summary	<i>Facilitate social connection, information & referral for spanish women</i>
Date(s) of Project/Event	<i>April 2021 to December 2021</i>
Location of Project/Event:	<i>Number/Street: 22 Wilkinson Rd Suburb: Para Hills Postcode: 5096</i>
How will the Project/Event benefit the residents of the City of Salisbury?	<i>By improving their mental health and wellbeing</i>
How many individuals will benefit from the Project/Event?	<i>300</i>
% of project/event participants that reside in the City of Salisbury	<i>80 %</i>
If it is an Event, is it open to the public?	<i>No</i>
How will the Project/Event be promoted?	<i>Advertising through radio programs, facebook, WOMO & membership</i>

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

Community Grant Application - Page 8 of 13

Grant Money Requested	
Amount Requested	\$ 5,000
Itemised Breakdown of Costs: <i>An itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
MHFA Trainer (for 2 days)	\$ 1,200
Catering (for 6 sessions)	\$ 1,900
Venue (Para Hills Community Hub & others)	\$ 500
Vouchers for participants	\$ 500
Child care (for 6 sessions)	\$ 300
Transport (bus tickets)	\$ 200
Stationery	\$ 200
Advertising	\$ 200
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL (including GST):	\$ 5,000
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

Community Grant Application - Page 9 of 13

Project or Event Scope
<p>Provide a description of the proposed project or event:</p> <p><i>The project will involve a series of sessions on mental health and wellbeing issues. The centrepiece of the project will be a 2 day Mental Health First Aid (MHFA) session conducted by an accredited MHFA trainer. This will be done in collaboration with Mariposa Trull (a group of community members who are interested in empowering community members in the areas of mental health and wellbeing). Other sessions will involve therapeutic music, group work, health and wellbeing, professional development as an organisation. We will at the completion of the project have a celebration of achievements and of the HWASA volunteers.</i></p> <p><i>Research tells us that migrant or refugee women from low socio economic background are more vulnerable to suffer from mental health issues, chronic illness, social isolation and the confidence to access services when required. Women from the Hispanic speaking countries come from mindset of reaction rather prevention. This is due to their lack of education, low self esteem, language barrier and institutional discrimination. They may also experience domestic violence and financial dependence. Covid 19 has reinforced those issues commonly faced by those women. They may feel even more isolated, withdrawn, not looking after their physical and mental health and feeling pessimistic about life. The project aims at increasing their networks, their physical and mental health wellbeing, provide them with skills and techniques to access services when needed and give them the confidence to ask for help if they need it. Women over 55 have tough challenges with the Covid experience and re-entering the labour force or experiencing under employment HWASA targets women from a variety of Spanish speaking communities such as from Spain, Chile, Peru, Colombia, Venezuela, Brazil, Mexico, El Salvador, Guatemala, Argentina, Nicaragua. We will promote the project through Spanish speaking radio programs, other latin American community organisations, ethnic schools, AMES, Spanish speaking businesses, other non government organisations such as ARA, MCC and our own HWASA Facebook page and other networks such as Settlement Action Network co-hosted by ARA, Centrelink Workers' Network. We will be running information and education sessions on topics including mental health, coping mechanisms, healthy family relationships, domestic violence, participants' rights and obligations in relation to Police matters, how to keep safe as women in the social context. The project will also cover health and nutrition, the benefits of exercise and physical activity on the mind and body, where participants can go to access sports and recreation services to foster their physical and mental wellbeing. The project will also provide participants with skills to gain a job such as how to write a resume, interview skills, presentation for a job interview, communication skills, body language.</i></p> <p>Attachments</p> <p><input checked="" type="checkbox"/> There are no attachments relating to the Project or Event Scope.</p> <p><input type="checkbox"/> The following documents are attached relating to the Project or Event Scope:</p> <ol style="list-style-type: none"> 1. 2. 3.
<p>Benefits and Outcomes of the Project or Event</p> <p>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</p> <p><i>Benefits and outcomes will be from participants' increased self esteem, ability to socialise, be with other women, increased awareness of how to look after their mental health, increased morale and wellbeing. Participants will also increase their knowledge of healthy diet by sharing recipes and making dishes of their country of origin. They will also increase their knowledge in relation to such topics as mental health, coping mechanisms, healthy family relationships, domestic violence, rights and obligation with regard to Police matters, how to keep safe as women in the social context.</i></p> <p><i>They will also learn about health and nutrition, all of which will increase their resilience and wellbeing. This project will target vulnerable women from Hispanic speaking background who may have low self esteem, have experienced trauma, domestic violence, mental health issues such as anxiety, isolation and depression. The Project's objective is to increase the participants' social connections and self esteem, being able to have a space to socialise, be with other women, increase their awareness of how to look after their mental health, increase their morale, wellbeing and seek help when required. Women are at the centre of HWASA's core business however some husbands or partners may be interested in this area will be welcome to attend sessions.</i></p>

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


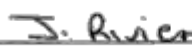


Community Grant Application - Page 10 of 13

Support for the Project or Event
<p>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</p> <p><i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.)</i></p> <p><i>This project will be supported by Mariposa Trails, an organisation involved in suicide prevention and social wellbeing and resilience. We will also be supported by businesses to promote our project and Radio programs based in the Salisbury Council area e.g Siempre Lunes and the Salvadorian Radio Program at 5PB FM as well as Ethnic schools and latin american and spanish associations.</i></p>
<p>Attachments</p> <p><input checked="" type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> 1. 2. 3.

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p>Describe how the proposed project or event will be managed into the future: (outline how you will ensure sustainability and achieve outcomes for the project or activity)</p>
<p><u>One-off Projects or Events</u></p> <p>Describe how the proposed project or event will be managed: (outline how you will achieve outcomes for the project or activity)</p> <p><i>The project will be managed through a sub committee of HWASA members and volunteers. Outcomes will be assessed through regular evaluations. Photos will be taken, registrations will maintained and stories of participants' learnings and experiences will be shared.</i></p>

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

Community Grant Application - Page 11 of 13

Application Declaration	
<p><i>Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)</i></p>	
<p>Please read, tick the S1 and S2 boxes and sign:</p>	
S1	S2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that I am authorised to make this application on behalf of the Organisation.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that the information provided in this application is true and correct.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.
<p>On behalf of <u>HWASA</u> (Group/Organisation)</p>	
<p>Patricia Rios / President (Name/Position)</p>	<p>and</p>
<p>Jacqueline Riviere / Committee Member (Name/Position)</p>	
<p>(Signature 1) </p>	<p>(Signature 2) </p>
<p>23/3/2021 (Date)</p>	<p>23/3/21 (Date)</p>
<p>Contact (phone number) </p>	<p>Contact (phone number) </p>

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

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

Community Grant Application - Page 12 of 13

Hispanic Women's Association of South Australia

WELCOME*ORIENTATION*MULTICULTURAL*EMPOWERMENT*NETWORK*SUPPORT

Minutes of Meeting held on 21 October 2020

6pm to 8pm

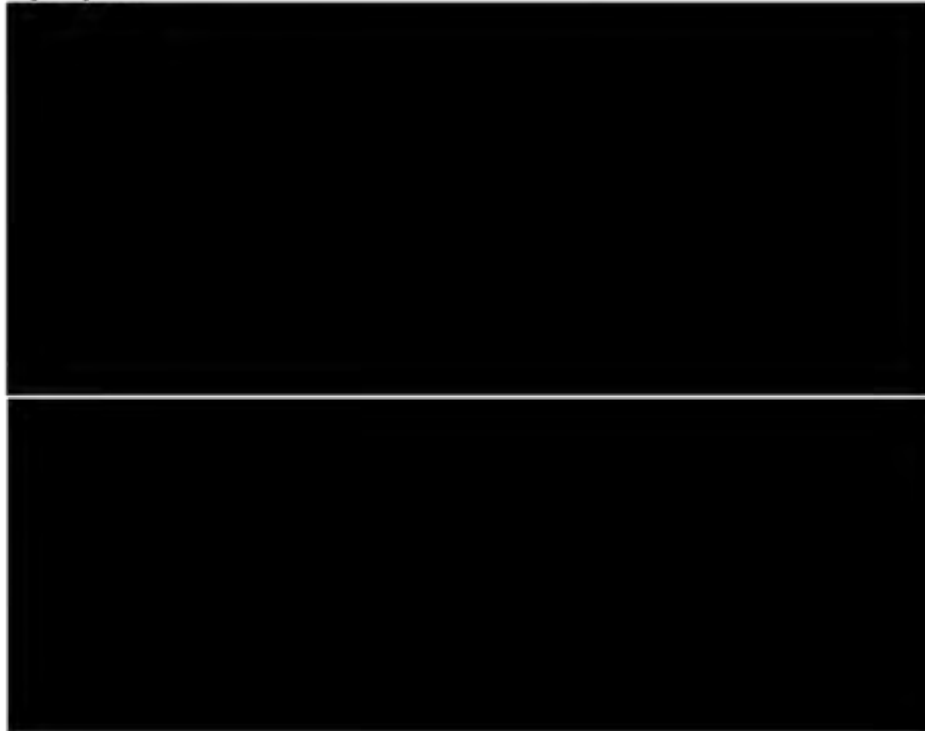
MCCSA 113 Gilbert St, Adelaide 5000

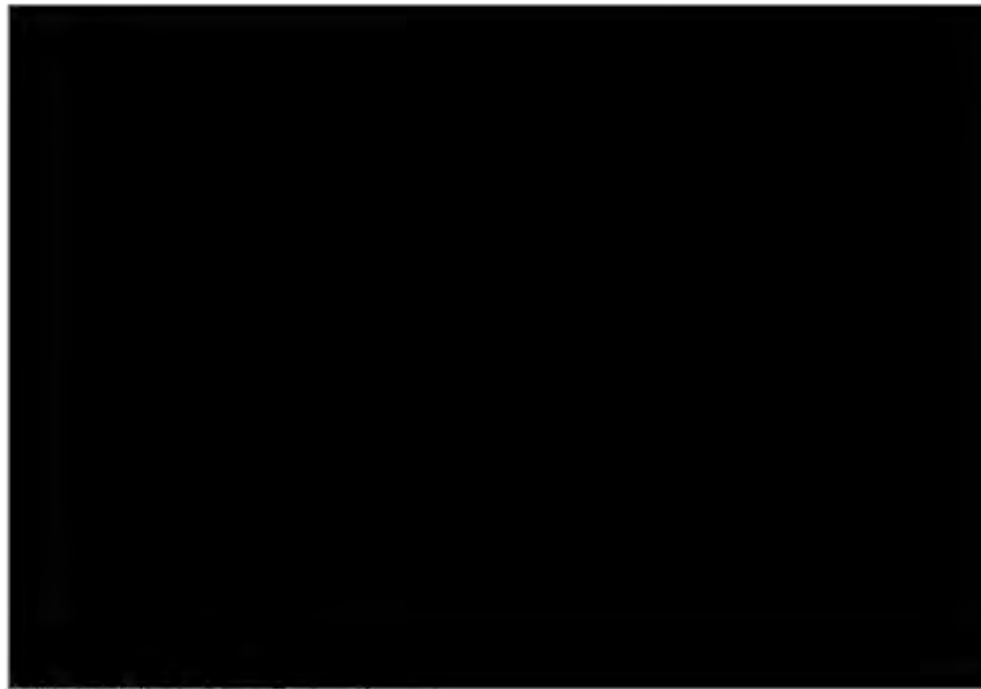
Present: Nilda Centurión, Patricia Ríos, Marcela Mendoza and Jacqueline Riviere.

Apologies: Angelly Castaneda , Tatiana Martelo, Lillian Carmona, Isabel Fuentes, Natalia Perez, Becky Cuellar

Minute taker: Patricia

1. The meeting started at 6pm by welcoming the participants.
2. Previous meeting minutes – Amendment to the minutes was that Jacqueline was at the meeting and her name was not included. Minutes were accepted as a true recollection of agreements and actions. First Patricia Seconded Nilda
3. Project updates





Meeting closes at 9pm



Community Grants Program

Application Form

Applications for Community Grants must be received by the 15th of each month to be assessed by the Community Wellbeing and Sport Committee the following month (providing the eligibility criteria is met).

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

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

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

No third-party entities are to be involved in the delivery of the program. The City of Salisbury will not be responsible for the delivery of the program.

Applicant Organisation Information	
A. GROUP / ORGANISATION DETAILS	
Name:	<i>Rotary Club of Salisbury (SA) Inc</i>
Address:	<i>PO Box 931</i>
Suburb:	<i>SALISBURY SA</i> Postcode: <i>5108</i>
B. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name:	<i>Ms Cathy Perry</i>
Title (your role with the group/organisation):	<i>Secretary</i>
Address:	[REDACTED]
Phone:	Landline: [REDACTED] Mobile: [REDACTED]
Email:	<i>salisburyrc@gmail.com</i>
C. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	<i>Ms Cathy Perry</i>
Title (role with the group/organisation):	<i>Secretary / Grants Officer</i>
D. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed: <small>(Select Committee/Board structure if that is the case)</small>	<i>Board</i>
Is your organisation:	
a) Incorporated:	<div>Yes <input checked="" type="checkbox"/> (go to question d)</div> <div>No <input type="checkbox"/> (go to question b)</div>
ASIC Registration Number:	<i>18910</i>
b) Operated under a Parent Organisation: <small>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</small>	<div>Yes <input type="checkbox"/> (go to question d)</div> <div>No <input type="checkbox"/> (go to question c)</div>
Parent Organisation Name:	
ASIC Registration Number:	

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input type="checkbox"/> <i>(do not tick if endorsed by ATO)</i>	No <input checked="" type="checkbox"/>
d) Government Funded: <i>(if yes, please list funding source/s and purpose in part e & f)</i>	Yes <input type="checkbox"/> <i>(go to question e & f)</i>	No <input checked="" type="checkbox"/>
e) Funding source/s:	Member funded for administration and fundraiser for community project	
f) Purpose:	To give back to the community	
g) Other (please specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
5. BANKING INFORMATION <i>Your organisation must have its own Bank/Credit Union Account or similar</i>		
Full Account Name: Rotary Club of Salisbury (SA) Inc <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: Westpac Branch Location: Salisbury	
6. REFERENCE INFORMATION <i>Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee)</i>		
Referee's Name:	David Wagon	
Referee's Contact Information:	[REDACTED]	

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN <i>(If Yes - Please provide ABN)</i> 31 771 686 333 <i>(If No, the ABN Declaration Form attached must be signed)</i>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<u>NB: GST Registration</u> <i>If your group is registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)? <i>If yes, provide details:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <small>(enter '0' dollars and cents if 0)</small>
INCOME	\$AMOUNT
Project or event generated income:	\$0
Organisation's contribution:	\$0
Income received from other Grants: <small>(list organisation(s) providing grant funding and their contribution)</small>	0
Income received from sponsors: <small>(list sponsor(s) and their contribution)</small>	0
Donations: <small>(please specify the resource, product or service and estimated amount of funding requested)</small>	0
Have you sought any other funding for the project/event: <small>(please specify the source and amount of funding requested)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$0
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	\$10000
EXPENSES <small>(specify the project's expense budget by item)</small>	\$AMOUNT
Picnic Set (Benches and Table) x 1	\$3,980
Shelter	\$11,330
Insulation	\$4,670
TOTAL (including GST):	\$20,000

Summary of Project/Event Information	
Is the Funding for: <i>(Please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Donor/Donator
Name of Project/Event Requiring Funding	<i>Cobbler Creek Rotary Shelter</i>
Date(s) of Project/Event: <i>(If ongoing or on-going please state the start and finish dates)</i>	<i>One-off to be completed by end of 2021</i>
Total cost of Project/Event	<i>\$20,000</i>
Amount of Community Grant Funding Requested	<i>\$5,000</i>
Is there any other information that you may feel is relevant to your application?	<input type="checkbox"/> There are no relevant attachments. <input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. <i>Quote</i> 2. <i>Pictures</i>
Which category best describes your project/event? <i>(Please tick all that apply)</i>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input checked="" type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>



Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant? <small>(if yes - when, amount granted and what the grant was for)</small>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(go to Group/Organisation Information)</small>
When was the Grant funding received (month & year):	
What amount of Grant funding was provided:	
When was the previous Grant acquitted (month & year):	
Group/Organisation Information	
Group/Organisation Name	<i>Rotary Club of Salisbury (SA) Inc</i>
Group/Organisation Description	<i>Community Group</i>
Group/Organisation Registered Address:	Number/Street: <i>Anderson Drive</i> Suburb: <i>Parafield</i> Postcode: <i>5106</i>
Is the Club Incorporated?	<i>Yes</i>
Number of Members	<i>42</i>
% of Membership that reside in the City of Salisbury	<i>% 90</i>
Project/Event Details	
Project/Event Name	<i>Cobbler Creek Rest Station</i>
Project/Event Summary	<i>Purchase and installation of a shelter, table and chairs</i>
Date(s) of Project/Event	<i>Opening before end of 2021</i>
Location of Project/Event:	Number/Street: <i>Grove Way</i> Suburb: <i>Salisbury Heights</i> Postcode: <i>5109</i>
How will the Project/Event benefit the residents of the City of Salisbury?	<i>3000</i>
How many individuals will benefit from the Project/Event?	<i>10 000</i>
% of project/event participants that reside in the City of Salisbury	<i>% 75</i>
If it is an Event, is it open to the public?	<i>Yes Public fund and opening will be public</i>
How will the Project/Event be promoted?	<i>Media release prior to opening</i>

City of Salisbury
Community Wellbeing and Sport Committee Attachments - 17 August 2021

Project or Event Scope		
<p><i>Provide a description of the proposed project or event:</i></p> <p><i>For the past three years the Rotary Club of Salisbury have been helping to re-vegetate a patch of the Cobbler Creek Reserve on the northern side of the Grove Way near the Dent Track. We have now planted more than 2000 trees and shrubs, most which have survived. Our next project, in conjunction with the Department of Environment and the Friends of Cobbler Creek, is to install a rest shelter, where people can stop and sit and admire the view.</i></p> <p><i>We believe it will encourage more schools and walking groups to use this beautiful part of the reserve.</i></p> <p><i>We are collaborating with the Department of Environment and Rangers to source suitable "furniture" for the site however the quoted items are from a company approved by DEWNR.</i></p> <p><i>The project will be undertaken in a series of stages with the installation of the base and then chairs and table, being followed by stage 2 with the erection of the shelter.</i></p> <p><i>The Rotary Club of Salisbury have funded any shortfall next financial year.</i></p> <p>Attachments</p> <p><input checked="" type="checkbox"/> There are no attachments relating to the Project or Event Scope.</p> <p><input type="checkbox"/> The following documents are attached relating to the Project or Event Scope:</p> <ol style="list-style-type: none"> 1. 2. 3. 		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 5px;">Benefits and Outcomes of the Project or Event</th> </tr> </thead> <tbody> <tr> <td style="padding: 10px;"> <p><i>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</i></p> <p><i>The City of Salisbury and it's residents will benefit from a rest place near a walking trail in one of our most treasured local national parks.</i></p> <p><i>This particular area, as our Club seeks over time to re-vegetate and return the area to it's natural habitat, is slowly seeing a return of native fauna and flora.</i></p> <p><i>The project will encourage more students, community groups, schools and residents to explore the walking trails in the area and provide a rest spot to observe the natural views.</i></p> </td> </tr> </tbody> </table>	Benefits and Outcomes of the Project or Event	<p><i>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</i></p> <p><i>The City of Salisbury and it's residents will benefit from a rest place near a walking trail in one of our most treasured local national parks.</i></p> <p><i>This particular area, as our Club seeks over time to re-vegetate and return the area to it's natural habitat, is slowly seeing a return of native fauna and flora.</i></p> <p><i>The project will encourage more students, community groups, schools and residents to explore the walking trails in the area and provide a rest spot to observe the natural views.</i></p>
Benefits and Outcomes of the Project or Event		
<p><i>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</i></p> <p><i>The City of Salisbury and it's residents will benefit from a rest place near a walking trail in one of our most treasured local national parks.</i></p> <p><i>This particular area, as our Club seeks over time to re-vegetate and return the area to it's natural habitat, is slowly seeing a return of native fauna and flora.</i></p> <p><i>The project will encourage more students, community groups, schools and residents to explore the walking trails in the area and provide a rest spot to observe the natural views.</i></p>		

Support for the Project or Event
<p><i>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</i> <i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support.</i></p> <p><i>Department of Environment</i> <i>Friends of Cobbler Creek</i></p>
<p>Attachments</p> <p><input checked="" type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> 1. 2. 3.

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i> <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed:</i> <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p><i>The Rotary Club of Salisbury (SA) have factored in long term maintenance of the furniture</i> <i>It has been chosen for it's longevity and is graffiti resistant.</i></p>

Application Declaration	
<p><i>Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)</i></p>	
<p>Please read, tick the S1 and S2 boxes and sign:</p>	
S1	S2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that I am authorised to make this application on behalf of the Organisation.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that the information provided in this application is true and correct.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.	
<p>On behalf of <u>Rotary Club of Salisbury (SA)</u> <i>(Group/Organisation)</i></p>	
<p><u>Cathy Parry / Secretary</u> and <u>Norm Waldowski / President</u></p> <p><i>(Name/Position)</i></p>	
<p><u></u></p> <p><i>(Signature 1)</i></p>	<p><u></u></p> <p><i>(Signature 2)</i></p>
<p><u>7/11/21</u></p> <p><i>(Date)</i></p>	<p><u>7/11/21</u></p> <p><i>(Date)</i></p>
<p><u></u></p> <p><i>Contact (if not provided)</i></p>	<p><u></u></p> <p><i>Contact (if not provided)</i></p>

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



Declaration Where No Australian Business Number is Required

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

I am providing my services as:

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

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

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

(Show/Organisation)

(Name/Person)

(Signature)

(Date)



<https://mail.google.com/mail/u/1/#search/robert%20projector=1>

1/1



Street/Park/Life

Unit 13/19 Heath Street, Adelaide, SA 5160
Ph: 1800 639 567 W: sparkhardware.com.au

To: Mignon Clark
Rotary Club of Salisbury SA Inc
mignonc@adam.com.au

Quote \$310

Generated By: Paul

0428 442 677

paul@sparkhardware.com.au

Quote Date: 17/03/2021

Quote Expiry: 15/06/2021

Smith and Bridge Road Project

Line	Code	Description	QTY	Unit Price	Amount
1	K51012-HDG-GV-6235	Kingsdon Shelter 6235 Hot Dip Galvanized Frame, Galvanized Finish, Base Plate Mount, 6.2m x 3.5m	1	\$11,350.00	\$11,350.00
2	RUG006-HDG-PC-IT	Rugby Picnic Seating Hot Dip Galvanized Frame, Powder Coated, Oil'd Hardwood Timber Slats, Modified for Wheelchair access at each end	2	\$3,950.00	\$7,900.00
3	SER000-FRT-MET-ADL	Freight / Delivery, Melbourne-Adelaide	1	\$55.00	\$55.00

Project Notes

Standard lead time is 2 weeks from receipt of order. Price includes delivery but excludes site works, footings and slab, assembly, erection and installation.

Total **\$19,305.00**
Price excludes GST

Paul Rodda

All items include supply and delivery unless otherwise specified. Quote is valid for 90 days.
Standard lead time is 2 weeks from receipt of Purchase Order. Urgent orders may incur a 15% fee.

Page 1 of 1

Price includes manufacture as documented in SPARK's shop drawings. Shop drawings are issued only on receipt of purchase order. Price does not include installation or fixings unless otherwise specified. All quantities to be confirmed by customer prior to order being accepted. Payment Terms are 14 Days from date of invoice. Title shall not pass until payment has been received in full.

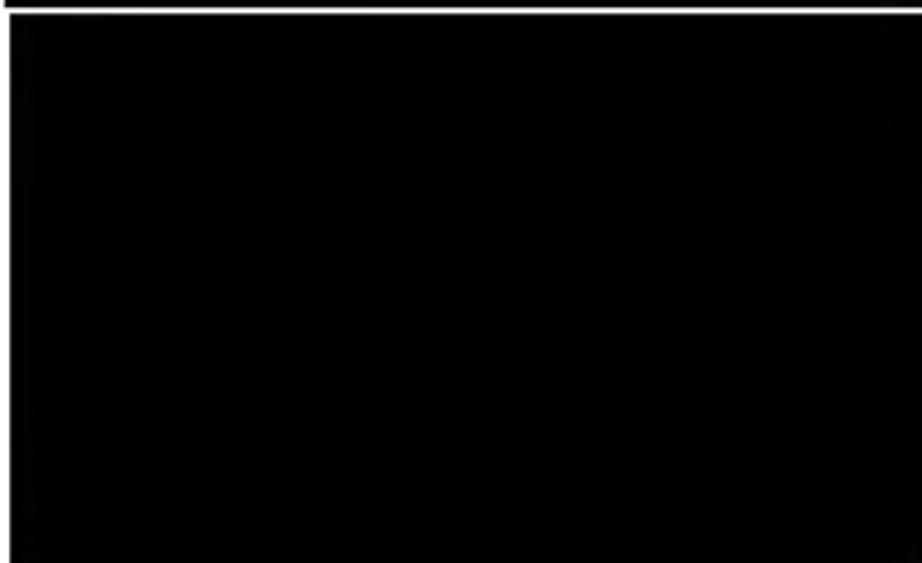
Rotary Club of Salisbury
AGENDA BOARD MEETING 25/5/21

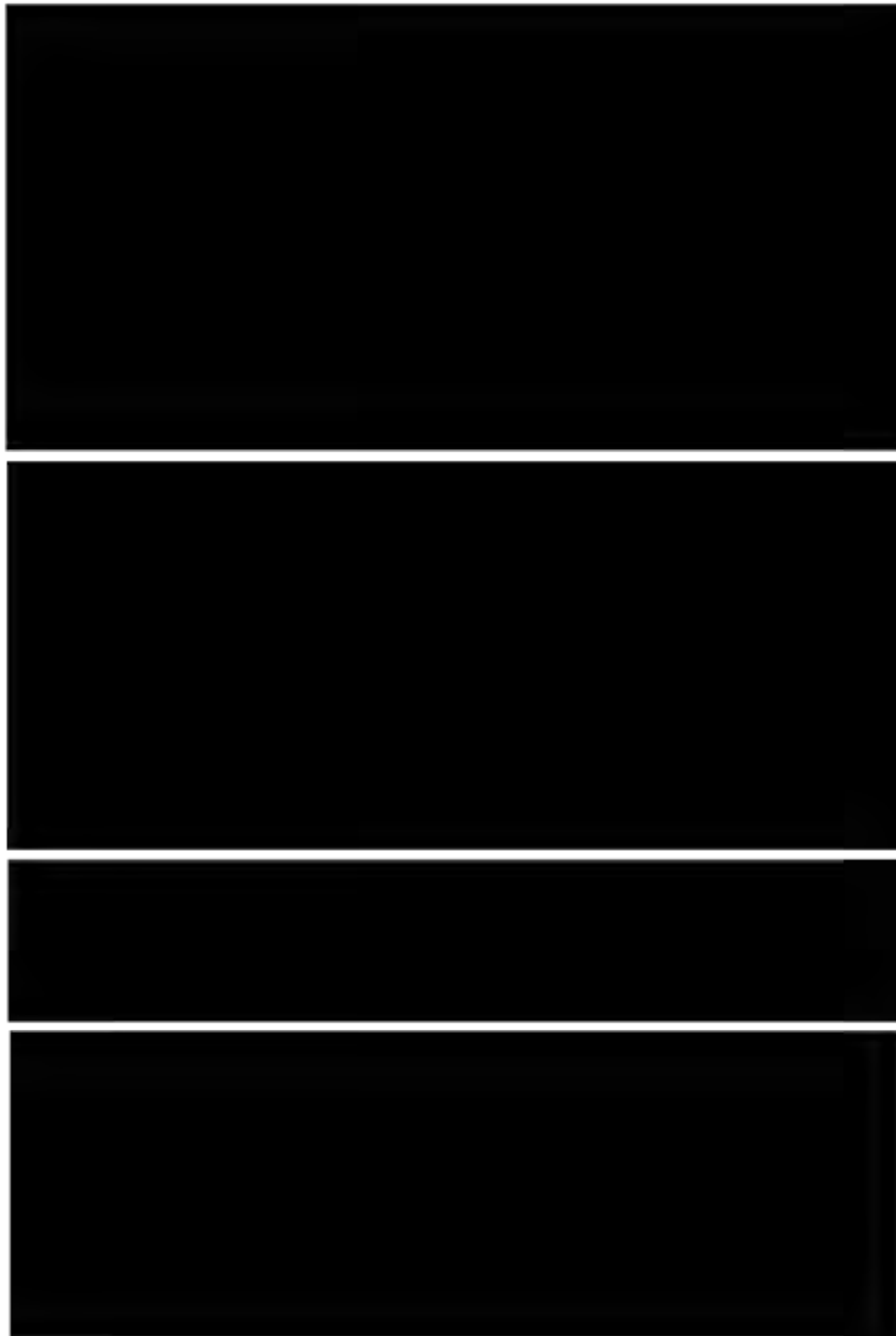
All-Sorts Op Shop

6.30pm

Meeting opened:

- 1 Welcome and apologies:
Apologies – Norm Waldowski
Present: Kim Lawes, Celian Kidega, Anthea Walker, Mary Purbrick, Richard Pailthorpe, Colin Willington, Cathy Perry
Incoming: Mignon Clarke; Damien Walker; Graham Purbrick
- 2 Minutes of the last board meeting:
Moved: Rick Seconded: Richard CARRIED







Motion: That the Board of the Rotary Club of Salisbury provides permission to apply for grant for \$5000 to erect a shelter and seating in the Cobbler Creek Reserve

Moved: Cathy Perry Seconded: Rick Henke

CARRIED



12 Next meeting - Tuesday 15 June 2021



National Parks
and Wildlife Service
South Australia



Government of South Australia
Department for Environment
and Water

Department for Environment & Water
National Parks and Wildlife Service
North Lofty District
115 Maryvale Rd
Athelstone, SA 5076

08/07/2021

To whom it may concern –City of Salisbury

RE: Endorsement of City of Salisbury community grant application by Salisbury Rotary Club

The Department for Environment and Water (DEW) support the Salisbury Rotary Club volunteer group in their application for a \$5000 City of Salisbury community grant. The proposal to construct a shelter with picnic setting in the North West side of Cobbler Creek Recreation Park will benefit the community, school groups and park users.

The aim of this shelter and setting are:

- To provide a base and shelter for nature education and school groups
- To benefit community members who make use of the popular walking trail: Porosa loop
- To give park users a place to rest, where they can view the ongoing re-vegetation project by Salisbury Rotary Club in the area nearby

Agreed conditions of this proposal between Salisbury Rotary Club and D.E.W are:

- Salisbury Rotary Club will work with D.E.W on the ongoing maintenance of the shelter
- Salisbury Rotary will engage with suitable contractors to be approved by D.E.W
- Salisbury Rotary Club will work with D.E.W during the construction phase to coordinate Visitor Management
- D.E.W have final approval on design and location

Salisbury Rotary Club are a passionate and dedicated group of volunteers, contributing to numerous working bees within the park over the last three years. Their greatest gesture has been the gradual transformation of the proposed area, now termed "Rotary Corner". Once dominated by weeds, we are now seeing the return of native plants and wildlife thanks to their funding and support in four consecutive re-vegetation projects. As the liaison Ranger for Cobbler Creek Recreation Park I give consent for the activities listed in their grant application, and trust in them to deliver the project as proposed.

With Regards

Aislinn McAleer

Ranger - North Lofty District


National Parks and Wildlife Service South Australia
Department for Environment and Water
P (08) 8280 7048 | **M 0477 310 174**
North Lofty District, 115 Maryvale Road, Athelstone, 5076



Government of
South Australia




National Parks
and Wildlife Service
South Australia



Community Grants Program Application Form

Applications for Community Grants must be received by the 15th of each month to be assessed by the Community Wellbeing and Sport Committee the following month (providing the eligibility criteria is met).

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

 **City of Salisbury**
The Living City

Live it up

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

IF YOU HAVE ANSWERED YES TO ANY OF THESE QUESTIONS, THE APPLICATION ONLY NOT BE ELIGIBLE FOR GRANT FUNDING.

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

Applicant Organisation Information	
1. GROUP / ORGANISATION DETAILS	
Name:	Jafaria Islamic Society
Address:	25a Bridge Road
Suburb:	Pooraka Postcode: 5095
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)	
Name:	Mr Syed Mehdi Kazmi
Title (your role with the group/organisation):	President
Address:	[REDACTED]
Phone:	Landline: [REDACTED] Mobile: [REDACTED]
Email:	[REDACTED]
3. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	Others Syed Mehdi Kazmi
Title (role with the group/organisation):	President
4. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed:	Committee
Is your organisation:	
a) Incorporated:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (go to question c) (go to question b)
ASIC Registration Number:	[REDACTED]
b) Operated under a Parent Organisation:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (go to question c) (go to question d)
Parent Organisation Name:	
ASIC Registration Number:	

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

City of Salisbury Community Wellbeing and Sport Committee

Community Grant Application Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
d) Government Funded:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
e) Funding source/s:		
f) Purpose:		
g) Other (please specify):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. BANKING INFORMATION		
Full Account Name:	Financial Institution Name:	
Jafaria Islamic Society	[REDACTED]	
	Branch Location:	
	[REDACTED]	
6. REFERENCE INFORMATION		
[REDACTED]		
Referee's Name:	Mr Chad Buchanna	
Referee's Contact Information:	[REDACTED]	

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

Community Grant Application - Page 4 of 13

[illegible]

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, provide details:	
INCOME	\$ AMOUNT
Project or event generated income:	\$ 0
Organisation's contribution:	\$ 9,760
Income received from other Grants: (Not other grants) providing direct funding and their contribution:	\$ 0
Income received from sponsors: (Not sponsors) and their contribution:	\$ 0
Donations: (Please specify the source, product or service and estimated amount of funding requested)	\$ 0
Have you sought any other funding for the project/event: (Please specify the source and amount of funding requested)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TOTAL (including GST):	\$ 9,760
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	
EXPENSES (Specify the proposed expense budget by item)	\$ AMOUNT
Tree planting	\$ 14,760
TOTAL (including GST):	\$ 14,760

As a grant provider please ensure that your application form is completed in its entirety - all questions must be answered

Summary of Project/Event Information	
Is the funding for:	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	Plant For Better Future
Date(s) of Project/Event	One-off
Total cost of Project/Event	\$14,760
Amount of Community Grant Funding Requested	\$5,000
Is there any other information that you may feel is relevant to your application?	
<input checked="" type="checkbox"/> There are no relevant attachments. <input type="checkbox"/> There are relevant attachments and the following documents are attached:	
Which category best describes your project/event?	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input checked="" type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

To ensure that your application form is completed in its entirety, all questions must be answered.

Community Grant Application - Page 7 of 13

Project/Event Details	
Previous Community Grants Program Funding	
Has your Organisation previously received a Community Grant?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <small>(Go to Group/Organisation Information)</small>
When was the Grant funding received (month & year):	
What amount of Grant funding was provided:	
When was the previous Grant acquitted (month & year):	
Group/Organisation Information	
Group/Organisation Name:	Jafaria Islamic Society
Group/Organisation Description:	Community Group from Pakistan, Afghanistan, India and Iran
Group/Organisation Registered Address:	Number/Street: 256 Bridge Road Suburb: Paoraka Postcode: 5095
Is the Club Incorporated?	Yes
Number of Members:	300
% of Membership that reside in the City of Salisbury:	70 %
Project/Event Details	
Project/Event Name:	Plant for Better Future
Project/Event Summary:	Planting trees on National Tree Day
Date(s) of Project/Event:	1 August 2021 - National Tree Day
Location of Project/Event:	Number/Street: 256 Bridge Road Suburb: Paoraka Postcode: 5095
How will the Project/Event benefit the residents of the City of Salisbury?	Tree planting will offer great visual appearance, environment benefits which will reduce dust, pollutants and inline with the Council policy.
How many individuals will benefit from the Project/Event?	800 800 plus people and local community will benefit from this project including neighbours in the area.
% of project/event participants that reside in the City of Salisbury	70 %
If it is an Event, is it open to the public?	No
How will the Project/Event be promoted?	Social media - promoting National Tree Day and encouraging people to

Please ensure that your application form is complete in all areas - all questions must be answered

Community Grant Application - Page 8 of 13

Grant Money Requested	
Amount Requested:	\$ 5,000
Itemized Breakdown of Costs:	
130x Prunus Cerasifera Askrville Crimson Sp.	\$ 7,150
390 x Rhaphiolepis Snow Maiden	\$ 3,880
240 x Viburnum Tinus	\$ 2,388
	\$
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	\$
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	\$
	\$
	\$
TOTAL (including GST):	\$16,418
Quote Attached:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(Please refer to the City of Salisbury Guide To completing the Community Grants Program Application Form.)</small>

Project or Event Scope	
Provide a description of the proposed project or event.	
Trees will be planted around the community venue to increase the visual appearance and improve landscaping of the venue.	
As part of the National Tree Day we wish to bring the wider community together to plant trees and engage with wider community.	
The project will provide our members an opportunity to connect with the wider community through improving our environment and showing appreciation on the land we live, play and work.	
The Association will invite local residents and Elected Members to participate in tree planting event as a part of the National Tree Day.	
Joforia community is very keen to connect with wider community and this project will be the first step to help our community become stronger and understand each other better and make a meaningful contributions to improve our environment.	
This project is in line with the City of Salisbury City Plan Structure "to be progressive, sustainable and connected community".	
Our community and members would like to socialise and connect with the wider community and build a better environment around us.	
Attachments	
<input type="checkbox"/> There are no attachments relating to the Project or Event Scope.	
<input checked="" type="checkbox"/> The following documents are attached relating to this Project or Event Scope:	
1. Quote for Trees plants	
2.	
3.	

Benefits and Outcomes of the Project or Event

Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community.

The project will provide our members and City of Salisbury residents a fresh and green environment.

Bringing communities together to plant trees and help connect local residents with each other.

Allowing us to improve environment and infrastructure to be resilient to a changing climate.

People visiting the cemetery will have access to shaded area under the trees and a green view will help reduce stress levels, and plants are naturally therapeutic which is great for well-being of people in our community.

To avoid delay, please ensure that your application form is completed in its entirety. All questions must be answered.

Support for the Project or Event
<p>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community. <i>(include a list of key partners and/or stakeholders, community members and organisations that have been consulted, how and why they support the project or event and any other information that demonstrates support)</i></p>
<p>Attachments</p> <p><input checked="" type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <p>1.</p> <p>2.</p> <p>3.</p>
<p>Project or Event Management</p> <p>Ongoing Projects or Events Describe how the proposed project or event will be managed into the future. <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p>One-off Projects or Events Describe how the proposed project or event will be managed. <i>(outline how you will achieve outcomes for the project or activity)</i></p> <p>The Association will be responsible for the on-going maintenance of the trees.</p> <p>The committee and members will organise a National Tree Day event inviting local and Elected Members to participate in planting trees.</p>

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

Community Grant Application - Page 11 of 13

Application Declaration

Please read, tick the ☐ and ☐ boxes and sign:

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

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

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

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

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

On behalf of JAFARIA KENNEDY SOCIETY

SYED MEHDI PRESIDENT and HOSEIN KHAN VICE PRESIDENT

RP

22/6/2021

Amazon Plant Growers
111 Langer road, Bevanley
South Australia 5009
E: info@amazonplantgrowers.com.au
P: +61 (08) 8268 1222
F: +61 (08) 8268 1922
ABN 91 087 861 701



Quote
Invoice # 00022383



Bill To:
Jafaria Islamic Society
56 Barton St
Blair Athol SA

Ship To:
Jafaria Islamic Society
56 Barton St
Blair Athol SA

SALESPERSON	YOUR NO.	SHIP VIA	Customer ABN	TERMS	DATE	PG.
				C.O.D.	11/6/21	1
QTY	DESCRIPTION	PRICE	EXTENDED	CODE		
130	Prunus caroliniana 'Oakville Crimson Spire' 330mm	\$55.00	\$7,150.00	GST		
390	Rapheoclepis 'Snow Maiden' 200mm	\$9.95	\$3,860.50	GST		
740	Viburnum tinus 200mm	\$9.95	\$2,388.00	GST		

AMAZON PLANT GROWERS TERMS & CONDITIONS OF SALE

The property of any and all goods supplied will not pass to the buyer until full payment has been made; and that payments cleared and lodged in the bank account of Amazon Plant Growers (APG). The purchaser holds the goods as bailee for APG until full payment is made. APG may enter and retake possession of the goods if payment is not made within the agreed terms of payment. The purchaser agrees to pay interest on any or all overdue amounts to APG should APG request interest be paid. All goods shall be at the risk of the purchaser from the moment they are received by the purchaser. The purchaser agrees to indemnify APG for all costs, commissions and legal expenses whatsoever, arising from the collections of monies due by the purchaser to APG. Responsibility of APG ceases when the material is dispatched to the center and thereafter same becomes the liability of the customer.

The customer acknowledges by placing an order with APG that the customer accepts the risk that some pathogens may be present in the plant material supplied. Whilst APG exercise all reasonable care, all warranties, representations, promises, conditions or statements regarding the plant material (whether expressed or implied) including its suitability or fitness, description, quality, grade, composition, style characteristics, standard or sample are hereby expressly excluded and shall not bind APG in any way unless expressly set forth in its or another agreement signed by APG. In this agreement Purchaser includes its servants, agents and employees.

Sale Amt: \$13,418.50
Freight: \$0.00 GST
GST: \$1,341.89
Total Amt: \$14,760.35
Paid Today: \$0.00

Balance Due \$14,760.35

Received in good, healthy condition.

Direct Payment - Commonwealth Bank of Australia BSB: 065 148 Account: 1008 4312

JAFARARIA ISLAMIC SOCIETY SA**56 BARTON STREET BLAIR ATHOL SA 5086****JIS Board Meeting #4****Minutes**

Date:	20-06-2021
Time:	5.30 – 06.30 pm
Place:	56 Barton Street Blair Athol SA 5086

Attendees:	SYED MEHDI KAZMI , GHULAM ALI (DIRECTOR) , MOHSIN MIRZA (SECRETORY)
Apologies:	IDREES UL HASAN

Item	Description		
1	Present: Announced and recorded		
2	Declaration of interests:		
	Who	Conflict of interest disclosed	Note
	Nil	Nil	Nil

JAFARIA ISLAMIC SOCIETY OF SA**ABN 47 140 080 539****Page 3**

3	Review of actions from previous meeting : Meeting mins of previous meeting accepted.		
	Action	Who	Status
	Update on external consultant to advise of any matter of concern on SEFA T&C	MM	Completed... Nothing adverse noted.
	Booking of Hall for Upcoming events	MM,SY	Under progress
	Meeting with Community members to provide update on JIS project.	GA	Details of project progress provided to community members on 18/06/2021.
6	New resolution: [REDACTED] [REDACTED] [REDACTED] 2) Apply for Community Grants Program at city of Salisbury, where grant money will be used to plant trees in the cemetery. Moved by: Syed Mehdi Kazmi 100% vote in favour of the resolution.		
	SECOND BY: Ghulam Ali		


JAFARIA ISLAMIC SOCIETY OF SA

ABN 47 140 080 539

Page 3

7	Next Meeting Time:	5.00 pm – 06.30 pm
	Date:	06/08/2021
	Place:	TBA
8	Meeting close at 06.30 pm.	

Minute taker:	Mohsin Mirza
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Signed:	
Name:	Syed Mehdi Kazmi (President)
Date:	20/06/2021

JAFARIA ISLAMIC SOCIETY OF SA

ABN 47 140 060 539

Page 3

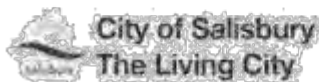


Community Grants Program

Application Form

Applications for Community Grants must be received by the 15th of each month to be assessed by the Sport, Recreation and Grants Committee the following month (providing the eligibility criteria is met).

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



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

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

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

Community Grant Application - Page 3 of 11

Applicant Organisation Information	
1. GROUP / ORGANISATION DETAILS	
Name:	Salisbury Branch Meals on Wheels
Address:	31 Parnall Rd
Suburb:	Salisbury
Postcode:	5108
2. CONTACT PERSON DETAILS (this is the person that all correspondence will be sent)	
Name:	JENNIFER ANNE GATES
Title (your role with the group/organisation):	CHAIR
Address:	[REDACTED]
Phone:	Landline: [REDACTED] Mobile: [REDACTED]
Email:	salisbury@mealsonwheels.org.au
3. COMMUNITY GRANT RESPONSIBILITY	
Name of Person Responsible for the Grant:	JENNIFER ANNE GATES
Title (role with the group/organisation):	CHAIR
4. GROUP / ORGANISATION MANAGEMENT DETAILS	
How is your group/organisation managed:	Volunteer Committee Members
Is your organisation:	
a) Incorporated:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Go to question 2
ASIC Registration Number:	
b) Operated under a Parent Organisation (provide name of parent organisation and confirm you have attached a supporting letter from the organisation):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Go to question 2
Parent Organisation Name:	Meals on Wheels (SA) Incorporated
ASIC Registration Number:	

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

Community Grant Application - Page 3 of 13

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
d) Government Funded:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
e) Funding source/s:	Dependent on Health Care Services of Australia	
f) Purpose:	Support meals for clients	
g) Other (please specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
4. BANKING INFORMATION		
Your organisation must have its own Bank/Credit Union Account or similar		
[Redacted]		Branch Location: [Redacted]
5. REFERENCE INFORMATION		
Please provide the name and contact details of a referee – preferably someone who can verify the bona fide status of your group/organisation (NOT Members of the Committee).		
Referee's Name:	Mr. [Redacted]	
Referee's Contact Information:	[Redacted]	

To avoid delays please ensure you complete and submit your application form as completed. All questions must be answered.
Community Grant Application - Page 4 of 5

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN? <small>(If not, please provide ABN)</small>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your group/organisation registered for GST?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
NB: GST Registration If your group is registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.		

It is requested that you ensure that your application form is completed in its entirety - all questions must be answered.
 Community Grant Application Page 5 of 18

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, provide details:	
INCOME	\$ AMOUNT
Project or event generated income	\$ Nil
Organisation's contribution	\$ 10000.00
Income received from other Grants (not cash in hand from any other funding source)	\$ Nil
Income received from sponsors (not sponsors and their family and friends)	\$ Nil
Donations (please specify the source, product or service and estimate amount of funding received)	\$ Nil
Have you sought any other funding for the project? (please specify the source and amount of funding sought)	\$ Nil
TOTAL (including GST):	\$
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc?	Volunteers will assist with the packing of the food boxes and delivering them to clients
EXPENSES	\$ AMOUNT
(use in the proposed expense budget to fund)	
Food & Drink	\$ 236.00
Food & Drink	\$ 372.00
Salmon & Potato	\$ 225.00
Available Salads	\$ 200.00
Don. Food Salads	\$ 260.00
Christmas Cake	\$ 200.00
	\$
	\$
TOTAL (including GST):	\$ 1596.00

To avoid delay, please ensure that your application form is completed in its entirety. All questions must be answered.

Community Grant Application - Page 6 of 13

Summary of Project/Event Information	
Is the funding for: <small>(Please tick one box)</small>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group
Name of Project/Event Requiring Funding	Christmas Party for Clients
Date(s) of Project/Event	December 2021
Total cost of Project/Event	\$1,500.00
Amount of Community Grant Funding Requested	\$1,500.00
Is there any other information that you may feel is relevant to your application?	
<input type="checkbox"/> There are no relevant attachments	<input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. 2.
Which category best describes your project/event?	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input type="checkbox"/>

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

Community Grant Application - Page 7 of 12

Project/Event Details	
Previous Community Grant Program Funding	
Has your Organisation previously received a Community Grant?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
When was the Grant funding received (month & year):	February 2020
What amount of Grant funding was provided:	\$1,200.00
When was the previous Grant acquired (month & year):	February 2020
Group/Organisation Information	
Group/Organisation Name	Salisbury Branch Meals on Wheels
Group/Organisation Description	Meals on Wheels Salisbury Branch
Group/Organisation Registered Address:	Number/Street: 220 Parkville Road Suburb: Parkville Postcode: 3113
Is the Club Incorporated?	No
Number of Members	20 Volunteers
% of Membership that reside in the City of Salisbury	100% of Members are Salisbury Residents
Project/Event Details	
Project/Event Name	Christmas Food for the Foodbank
Project/Event Summary:	
Date(s) of Project/Event:	November 2020
Location of Project/Event:	Number/Street: 220 Parkville Road Suburb: Parkville Postcode: 3113
How will the Project/Event benefit the residents of the City of Salisbury?	Food for the Foodbank
How many Individuals will benefit from the Project/Event?	200
% of project/event participants that reside in the City of Salisbury	100% of participants are Salisbury Residents
If it is an Event, is it open to the public?	No
How will the Project/Event be promoted?	N/A

To avoid delays, please ensure that your application form is completed in its entirety. All questions must be answered.

Community Grant Application - Page 8 of 13

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Sales Order Line Entry (Larry)

Customer: 03853083 SO Nbr: NEWsonbr Del Date: 02/06/21 PH: 8258 2653
 MEALS ON WHEELS SALISBURY [SA2] Shipvia: 61060 [610] SALISBURY/ELIZ
 We Del \$: \$0.00 Inv Total(inc GST): 1,686.45 Ord Qty Tot: 36.00

Ln	Item	Description	UM	Ord Qty	Price	Val	ex.Tx	CT/UN	T	F	N
1	099972	110GX30 INDIVIDUAL	EA	5.00	47.30	236.50			*		
2	269718	60GX36(5) FRUIT MIN	EA	8.00	46.50	372.00	1/3		*		
3	269098	40GX30 SULTANA BRAN	EA	8.00	28.15	225.20					
4	269102	25GX30 CORN FLAKES	EA	8.00	28.15	225.20					
5	270008	120GX48 FRUIT SALAD	EA	5.00	53.66	268.30					
6	079191	40GX120 FRUIT CAKE	EA	2.00	134.66	269.32			*		

7 0.00 0.00

F1-Go, 2-Itm/Srch, 3-Wd/Srch, Ctrl-D DelLn, 7-InsCmt, 9-C.Hist, 10-I.H Insert

Grant Item Description	
Amount Requested:	\$ 1,506.76
Itemised Breakdown of Costs:	
As indicated above, all costs must be itemized. Please attach a separate sheet if more than one page is required.	
Bird Accommodation	\$ 936.58
Food concepts	\$ 572.70
Southern Cross Tickets	\$ 205.50
Crossfield Tickets	\$ 205.50
Sea Point School	\$ 146.50
Christmas Cake Sale	\$ 269.50
	\$
	\$
	\$ These are approximate prices and
	\$ June 2014
	\$ I have planning to provide a
	\$ small house for 20 children
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL (including GST):	\$ 1,506.76
Quote Attached:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
A detailed current quote must be provided with the application.	Please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form.

Item 5.1.5 - Attachment 1 - 22/2021: Salisbury Branch Meals on Wheels Application

Project or Event Scope

Provide a description of the proposed project or event:

The purpose of the project is to provide a free meal to our clients who are unable to cook for themselves. We are currently providing meals to our clients who are unable to cook for themselves. We are currently providing meals to our clients who are unable to cook for themselves. We are currently providing meals to our clients who are unable to cook for themselves.

Attachments:

☐ There are no attachments relating to the Project or Event Scope.

☐ The following documents are attached relating to the Project or Event Scope:

- 1.
- 2.
- 3.

Summarize Outcomes of this Project or Event

Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:

Our branch likes to support our clients with a 'free' meal and we are very appreciative of our efforts. We offer a 'free' meal to our clients and we are very appreciative of our efforts. We offer a 'free' meal to our clients and we are very appreciative of our efforts.

To avoid delays please ensure that your application form is completed correctly. All questions must be answered.

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Commonwealth Grant Application - Page 11 of 32

Application Declaration

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

Please read, tick the S1 and S2 boxes and sign

S1 S2

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

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

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

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

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

On behalf of Salisbury Branch Meals on Wheels Ltd

[Signature] and [Signature]

[Signature] [Signature]

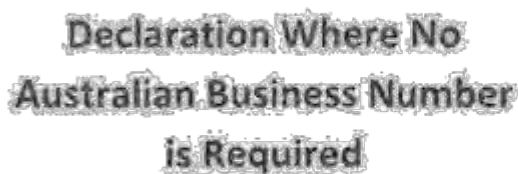
[Signature] [Signature]

Contact telephone number [Redacted] Contact email address [Redacted]

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

To avoid delays please ensure that your application forms are complete and correct - all questions must be answered

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Community Grant Application - Page 13 of 13

Salisbury Meals on Wheels Meeting 25 January 2021

Present - Judith Oates, Christine Bugg, Robert Handke, Rosalie Handke, Barbara Hein, Karen Lohmann, Dianne Potter, Patricia Slape, Jodie Smith, Rodney Smith, Deborah Thomson.

Apologies - Kevin Cunningham, Tim Draper.

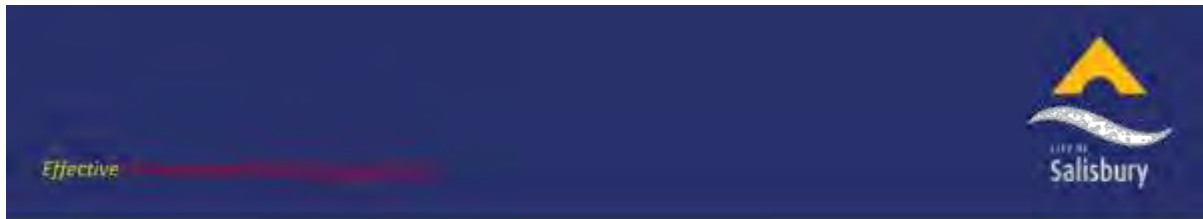
Minutes of previous meeting - Moved Jodie / Seconded Karen.

Work Health Safety - Nothing raised.

Following a discussion regarding Christmas food hampers for clients, the Chair proposed that Salisbury Meals on Wheels apply for a grant of \$1,500.00 from the City of Salisbury Community Grants Programme. Moved Barb Hein, seconded Rosalie Handke and accepted by the committee members.

Judy closed the meeting at 2:15 after thanking everyone for their attendance.

AGM on 28th June at 1:30pm. Possibly in conference room at SUC. Judy to advise Central Office of date.



Community Grants Program

Guidelines and Eligibility Criteria



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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 Community Wellbeing and Sport Committee may choose to allocate funding at an amount less than the maximum at its absolute discretion.
- 1.4. The Community Grants Program is open for applications year round and applications are submitted monthly.

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

2. Submitting an Application

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

Faxed to:	8281 5466
Posted to:	City of Salisbury Community Grants Program PO Box 8 SALISBURY SA 5108
Delivered in Person to:	City of Salisbury 34 Church 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.

Community Grants Program Guidelines and Eligibility Criteria - Page 4 of 18

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 Community Wellbeing and Sport 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~~ **are encouraged** to 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.~~

It is recommended that organisations register the availability of their AEDs to increase public awareness and availability of AEDs in emergency situations. SA Ambulance and St John Ambulance Australia manage separate voluntary registration platforms that organisations can utilize to register their AEDs availability for public use.

The SA Ambulance register is only used by 000 emergency operators during suspected SCA episode to direct callers to the nearest public use AED location. The registration website can be accessed via <http://www.saambulance.com.au/NewsPublications/AEDRegister.aspx> The St John

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

AED registration website can be accessed via <https://data.aed.stjohn.org.au/registration.aspx> and will be made available to the public via a website map or phone app.

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 9 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.

Community Grants Program Guidelines and Eligibility Criteria - Page 10 of 18

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).

Community Grants Program Guidelines and Eligibility Criteria - Page 11 of 18

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 Community Wellbeing and Sport Committee at their monthly meeting.
- 11.5. A copy of Community Grant applications and any other relevant document(s) are presented to the Community Wellbeing and Sport 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 Community Wellbeing and Sport 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 Community Wellbeing and Sport Committee for information. A copy of the application and any other relevant document(s) is presented to the Community Wellbeing and Sport 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 Community Wellbeing and Sport 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 13 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.

Community Grants Program Guidelines and Eligibility Criteria - Page 14 of 18

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.

Community Grants Program Guidelines and Eligibility Criteria - Page 15 of 18

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.

Community Grants Program Guidelines and Eligibility Criteria - Page 16 of 18

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 Community Wellbeing and Sport Committee and the relevant General Manager.

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

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).

Community Grants Program Application Guidelines and Eligibility Criteria – Attachment A
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ATTACHMENT B – Likely Funded Project and Event Examples

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

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

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

Examples of items ineligible for funding through the Community Grants Program

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

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

About applying for a City of Salisbury Community Grant

1. Will late applications be accepted?

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

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

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

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

Applications can be submitted in the following ways:

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

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

4.1. Where email is not possible applications can be:

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

Delivered in
 Person to: City of Salisbury
 34 Church 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 Community Wellbeing and Sport 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 Community Wellbeing and Sport Committee based on the Community Grants Program Eligibility Criteria.
- 9.2. The Community Wellbeing and Sport 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 Community Wellbeing and Sport 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

Community Event Sponsorship Form - Christmas Carols



Submission date: 22 July 2021, 4:18PM
 Receipt number: 1
 Related form version: 2

Application Form

Name of the organisation:	Lions Club of Salisbury Inc.
ABN:	27921446793
Facility Name/Address:	N/A
Postal Address:	PO Box 240, SALISBURY SOUTH BC, SA, 5106
Suburb:	SALISBURY SOUTH
Person Responsible for the Sponsorship:	Mr
Name	Alex Coates
Title/Office:	President
Phone	0408698337
Email	SalisburyLionsSA@gmail.com
Target Age?	1 - 110 years
What percentage (%) of your target population reside in City of Salisbury? 90%	

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What events has your organisation held before?	Blanket Salisbury with Love – 2021 – 100+ people Mawson Lakes Tidy Up – 2021 – 30 people Blanket Salisbury with Love – 2020 – 50 people Mawson Lakes Tidy Up – 2020 – 50+ people Mawson Lakes Christmas Carols – 2019 – 7,000 people Mawson Lakes Christmas Carols – 2018 – 5,000 people Various other Tidy Up events - 2017-2019 - 30-50 people Business Breakfast and Business Wine and Networking Events – 2017-2019 – 50 – 100+ people
Sponsorship category (please select one only):	up to \$30,000
Have you sought, or intend to seek funds from another source for this project?	No
Source/s:	The team has spoken with businesses about sponsorship but many are unable to assist due to Covid and lockdowns at this stage. The event will only be delivered this year with the City of Salisbury grant.
Amount/s:	0
Name of Event:	City of Salisbury Lions Christmas Carols
Date of Event:	Saturday 11th December 2021
Location of Event:	Carisbrooke Park, Main North Road, Salisbury
Has this organisation held this event before?	Yes
If yes to the above, please provide dates of previous events:	2018 and 2019

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<p>Brief description of your proposed Christmas Carol Event:</p>	<p>We have previously run two highly successful Mawson Lakes Community Carols events. The events have been major annual event that brings the Mawson Lakes Community together to celebrate the joy of community, reflect on the year past and look forward to a bright year ahead. The event attracted a crowd of 7,000 people in 2019 from across Mawson Lakes and the greater Salisbury area. The event received positive feedback and we are looking to bring this energy and success to the proposed City of Salisbury Lions Christmas Carols.</p> <p>We will be running a similar program at the City of Salisbury Lions Christmas Carols and will again be looking to engage with local businesses and the local community. We plan to engage with local businesses, local schools and local artists to ensure the event is inclusive and meets the needs of the local community. The carols concert will also feature local artists, the army band, multicultural artists and kids entertainment with the night concluding with fireworks. It will be the biggest event in Salisbury this year and will give the whole Salisbury community a chance to celebrate following another difficult year.</p>
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Why is the event needed?

The event is needed to build community capacity and provide a key seasonal event for the local Salisbury community and residents from surrounding areas. The event will further bring joy and excitement to the local community following the two years of Covid-19. As a community organisation, the Lions Club of Salisbury is striving to build community resilience and real engagement between community members through our projects and events. We believe this event will provide community members with a chance to interact with each other, feel proud to be a City of Salisbury resident and enjoy a free community event. The event will also provide a positive boost to the mental health of local residents.

A significant percent of the households in Salisbury are families with children which we believe will be a major target group for the event. The event will deliver exposure for local businesses, opportunities for local artists to perform and enhance their skills and provide a positive multicultural and diverse event to provide joy to the local community. The event will provide economic investment in the City of Salisbury with mostly local vendors and will build community confidence and a sense of place. The event will also provide a fantastic opportunity for the local lions' club to share the work of lions and enhance their event management skills.

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<p>How will your event increase participation opportunities for community and economic development?</p>	<p>The event will increase participation opportunities for the local community as it provides many opportunities for community involvement in this totally volunteer run event. Local residents will have opportunities to participate in the event as performers, food vendors, volunteers and in the event management team. The performers will gain new skills, the vendors will benefit from increased economic activity and the event management team will enhance their skills. The City of Salisbury Lions Christmas Carols will contribute to the City of Salisbury achieving parts of three of the four pillars of the City Plan.</p> <p>The event will contribute to Salisbury being a prosperous city by providing opportunities for skill development and business growth that will contribute to a more skilled community and potentially more jobs. The event will demonstrate that Salisbury is a liveable city with council supporting events to build community capacity and resilience and work towards a more connected and happier community. The event will also show that Salisbury is a city with a positive attitude that understands the needs and expectations of the local community.</p> <p>Where possible all vendors and contractors will be from the local area and definitely from South Australia. This event will give all the food vendors a boost after a very difficult two years due to the pandemic. The event will not be near any other takeaway food services so will not take away from brick-and-mortar food businesses. The Salisbury Lions endeavours where possible to support local brick-and-mortar businesses through its other events.</p>
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How will you promote and advertise the Event?

- A letterbox drop of homes and businesses across Salisbury and potential for further advertising within the City of Salisbury with assistance from sponsorship.
- Extensive Facebook and social media promotion
- Posters in local businesses
- Media releases to Community and Commercial radio in Salisbury and beyond, Northern Living Magazine and the Advertiser
- Advertising through council social media and publications, and media partnerships (in-kind)
- Advertising through Lions publications (in-kind)
- Advertising at local hotels, caravan and residential parks

Apart from your organisation and its members, are there any other groups / businesses that will benefit from the event?

Salisbury SES
Golden Grove Lions

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Community Group / Business

Salisbury SES – Volunteers engaged to assist with firework safety area and other tasks. SES will receive a donation; the organisation will receive exposure and it will give members chance to use current skills or learn new skills

Golden Grove Lions – Volunteers will likely run donut stand at event, will gain money to be spent near Salisbury and will gain exposure.

Other Volunteer Organisations – May be engaged to assist as covid marshals, chance to obtain a donation and exposure for their members.

Local Vendors – Ability to re-establish business after covid

<p>How they will benefit</p>	<p>Salisbury SES – Volunteers engaged to assist with firework safety area and other tasks. SES will receive a donation; the organisation will receive exposure and it will give members chance to use current skills or learn new skills Golden Grove Lions – Volunteers will likely run donut stand at event, will gain money to be spent near Salisbury and will gain exposure. Other Volunteer Organisations – May be engaged to assist as covid marshals, chance to obtain a donation and exposure for their members. Local Vendors – Ability to re-establish business after covid</p>
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Attach letters of support where applicable

[Carols Support Letter BB.jpg](#)
[Carols Support Letter.pdf](#)

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“Christmas Carol Events seeking \$30,000” What is the regional or state-wide significance of this event?

The City of Salisbury Lions Christmas Carols will be regionally significant as they will likely again draw residents from across the Northern suburbs and Adelaide Plains. The carols will be promoted locally in the Adelaide Plains, Barossa, Playford, Port Adelaide Enfield, Salisbury and Tea Tree Gully council areas and across a wide area of Metropolitan and country SA through Lions. We believe the event will assist council with its tourism strategy. The event will showcase the City of Salisbury as a destination to visit for the day to enjoy the local shops and nearby attractions or as a base to explore the local area. The 2018 and 2019 Mawson Lakes Carols events attracted residents from across Northern Adelaide although the majority were from the City of Salisbury. The event will be advertised to hotel residents within the City of Salisbury. The carols will have participants from a diverse range of cultural backgrounds and so will draw families from Afghanistan, India, Vietnam and many more cultures to the event. In previous years there has been crowd of up to 7,000 people and we are confident that this will occur in 2021 and future years. The event will portray a very positive image of Salisbury and will likely be one of the major events in the City of Salisbury.

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****Christmas Carol Events seeking \$30,000**** What is the long term vision and sustainability of the event in the City of Salisbury:

The Mawson Lakes Carols has been successfully run for 18 years. We expect that the City of Salisbury Lions Christmas Carols event continue this success and receive support from sponsors, local residents and local businesses. The community expressed a desire following the first two Lions organised Mawson Lakes Carols and especially with the Covid cancellation last year to have a Lions Carols return. We have been receiving requests from the community for months for the date and more information about the carols. We have already locked in most of our excellent food vendors from previous years. And are currently contacted our artists including an artist that has headlined the Darwin Carols and has toured nationally. We will once again be engaging a majority of local businesses for the event and local St John and State Emergency Service volunteers. The carols has a long term future. Our confidence is enhanced by the fact that many of the Salisbury and surrounding communities identify as Christian and are likely to attend, although Christmas is a Christian holiday, it has been celebrated by multiple faiths and those without a religious background for many years so we expect an interfaith crowd. The event will be very inclusive with acts from different religions, cultural backgrounds and beliefs. The event will have a significant reach into multicultural communities and groups. We additionally have a significant online following already with more than 1,200 Facebook followers and we hope to grow this event into the future.

Please upload your budget spreadsheet from the template provided

[event_budget_template_2021_-_cesp_-_round_3.xlsx](#)

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Please upload any additional documents that you want to include.

[Salisbury Christmas Carols Marketing Plan 2021.docx](#)
[Salisbury Christmas Carols Cleaning Schedule 2021.docx](#)
[Salisbury Carols 2021 - Event Management WHS Risk Assessment Form.docx](#)
[Event and Emergency Plan - Salisbury Christmas Carols.docx](#)
[Certificate of Incorporation.pdf](#)
[Draft Salisbury Carols Site Plan 2021.png](#)
[Lions Meeting Minutes.pdf](#)
[Financial Statement 2020-21.pdf](#)

Position:	President
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9. APPLICATION DECLARATION

Name of signatory: Alex J Coates



[Link to signature](#)

We agree to abide by the terms and conditions of sponsorship:	Yes
---	-----

On behalf of (Group/Organisation) Lions Club of Salisbury

Name:	Alex J Coates
-------	---------------

Date: 22/07/2021

	Community Event Sponsorship Program - Christmas Carol Event
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Consumer and Business Services

SOUTH AUSTRALIA
Associations Incorporation Act 1985
Section 20(1)

Incorporation Number: A4442

Certificate of Incorporation

This is to certify that

**LIONS CLUB OF SALISBURY
INCORPORATED**

is, on and from the twenty-ninth day of July 1974
incorporated under the Associations Incorporation Act 1985.

Given under the seal of the Corporate Affairs Commission at Adelaide on this
twenty-sixth day of March 2020



Commissioner of Corporate Affairs



Government of South Australia
Attorney-General's Department

Certificate

Lions Club of Salisbury
Annual Financial Statement – July 2020 to June 2021

Income

Christmas Cakes Sales	\$758.30
Mints Sales	\$314.30
City of Salisbury Covid Grant	\$1,000
Donations	\$488.30
People's Choice Lottery	\$64.00
Interest	\$25.71
TOTAL INCOME	\$2,650.61

Expenditure

Cakes	\$2,978.13
Covid-19 Expenses	\$350.35
Donations	\$3,643.28
Equipment	\$120.00
Fees	\$918.29
Flowers and Wreaths	\$191.90
Insurance and Registration	\$366.20
Miscellaneous	\$215.55
PO Box	\$136.00
Postage	\$28.70
Printing and Design	\$608.43
Recruitment Nights	\$290.07
TOTAL EXPENDITURE	\$9,846.90
TOTAL RESULT	(\$7,195.99)

Signed



Alex J Conates – President – Lions Club of Salisbury



Lions Club of Salisbury Inc

Lions Club of Salisbury Inc

PO Box 240, Salisbury South, SA, 5106
SalisburyLionsSA@gmail.com
ABN: 27 921 446 793

Lions Club of Salisbury – Meeting Minutes

Venue: Meeting room, Mawson Lakes Hotel, Mawson Lakes

Meeting: Saturday the 3rd of July

8:45am

Meeting Opens 8:47am

President - Alex

Present :

Alex, Erin, Mel, Chris, Victoria, Beau, Lovai, Arwa, Simon, Liz, Damien and
Lauren by phone

Apologies: Karina, Lauren, Julie, Claus and Emmerson

Motion:

- 1) Salisbury Lions Club agree to hold a Carols event this year, subject to grant funding.
- 2) The club authorises an application to the Community Event Sponsorship Program – Christmas Carols grant round.
- 3) Authorised project contact for grant application be Alex Coates.

Moved by Melissa Jones

Seconded by Lauren Brug

Unanimous

Signed

A black and white photograph of a handwritten signature in dark ink on a light background.

Alex J Coates - President – Lions Club of Salisbury

Event Management WHS Risk Assessment Report

Event name: City of Salisbury Lions Christmas Carols **Site Manager:** Alex Coates **Event date:** 11/12/2021

Event Management Team Members: Beau Brug, Lauren Brewer, Alex Coates and others

Security: Titanium Security **First Aid Officer:** St John Ambulance

Venue & Location: Carisbrooke Park, Main North Road, Salisbury **Date of risk assessment:** 22/07/2021

Person(s) Who Conducted this Risk Assessment (names): Alex Coates

When staging an event the organiser of the event has two areas of responsibility where they have a legislated duty of care for health and safety in relation to the event, they are:

- Organisation staff, volunteers and persons providing services for the event.
- Persons (members of the public) attending the event.

While the two are somewhat interrelated this risk assessment primarily deals with persons directly under the control of the event organiser to plan, setup, supervise and pack-up an event. For the sake of this risk assessment they are considered as an Organisation staff member or volunteer.

Contract/service providers, stall holders and the general public are covered by other Organisation procedures that an organiser of an event should also be following.

This Risk Assessment must be conducted as part of the initial planning of an event and prior to any event activity commencing. Procedures and Hazard Management describes the Organisations WHS risk process and must be followed when undertaking this risk assessment.

This risk assessment is based on an assessment that determines all the hazards associated with an event. The hazards identified are represented by tick boxes in this document allowing the user to quickly select those relevant to the event. This document also provides for free text entry should a hazard not be included as tick box selection.

All hazards that could put staff/volunteers at risk of injury must be identified and adequate measures must be put in place to control the hazards. The hierarchy of Controls must be follow to determine the control that will best minimise the risk to staff/volunteers health and safety.

Author - Corporate WHS Coordinator
Approved by - General Manager Business Development

Event Risk Assessment Report

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The level of risk to staff/volunteers must be rated before and after controls have been put in place. The following table shall be followed:

	Consequence				
	Negligible injury – first aid treatment	Minor injury – injury requiring medical treatment	Moderate injury – injury requiring extensive medical treatment	Major injury – injury resulting in permanent incapacitation	Catastrophic injury – injuries resulting in single or multiple deaths
Likelihood	Negligible or no quality damage/impact	Minor quality damage/impact	Significant quality damage/impact	Major quality damage/impact	Extensive quality damage & loss
Almost Certain	11 Medium	16 High	21 High	26 Extreme	31 Extreme
Likely	7 Medium	12 Medium	17 High	22 High	27 Extreme
Possible	3 Low	8 Medium	13 Medium	18 High	23 High
Unlikely	1 Low	6 Low	9 Medium	14 Medium	19 High
Very Unlikely	0 Low	5 Low	7 Low	10 Medium	15 High

RISK RATING AND CODE	
E Extreme	Extreme level of risk. Work is not to commence until further controls are implemented and the risk rating is reduced.
H High – ACT	High level of risk with potentially a catastrophic outcome, work is not to commence until ALL controls are implemented.
M Medium – ACT	Timely implemented control(s)/action(s) required to minimise the risk of injury, illness or equipment damage.
L Low – Monitor	Work as normal monitoring the situation for any change in risk rating.

CONSEQUENCES	
SEVERITY	DESCRIPTION
Negligible	Negligible injury (first aid treatment). Negligible or no property damage/quality impact.
Minor	Minor injury (injury requiring medical treatment). Minor property damage/quality impact.
Moderate	Moderate injury (injury requiring extensive medical treatment). Significant property damage/quality impact.
Major	Major injury (injury resulting in permanent incapacitation). Major property/quality impact
Catastrophic	Catastrophic injury (injuries resulting in single or multiple deaths). Extensive property damage or loss

Author – Amanda Archer
 Approved by – Brian Thompson

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 Date 05-03-2019

Event Risk Assessment Report

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Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-25
3. Infectious Disease <i>(If "NO" no further action is required)</i>	<input type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	Cleaning that includes any of the following:- <ul style="list-style-type: none"> Amenities Human blood and excrement Rubbish and waste collection Site surroundings 	<input checked="" type="checkbox"/> 10	<p>Staff/volunteers will be provided with appropriate instruction of the infection sources they may encounter and the expectation on how work/tasks is to be carried out.</p> <p>Appropriate instruction and training that demonstrates of practices to prevent infection from the workplace will be provided.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Person responsible for implementing the controls for this hazard:- Name: <u>St John/Event Team</u>			Setup/Prep <input type="checkbox"/>	Please specify and rate other event activities not covered above, below:-		<p>Staff/volunteers exposed to infectious disease will be instructed, provided with details of likely exposure and the expectation on how they will work to prevent infection.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Notes/Comments:			Pack up <input type="checkbox"/>			<p>The following PPE will be supplied (X applicable):-</p> <ul style="list-style-type: none"> Mask <input type="checkbox"/> Gloves <input checked="" type="checkbox"/> Clothing <input type="checkbox"/> Other <input checked="" type="checkbox"/> (Please detail below) <div style="border: 1px solid black; padding: 5px;"> <p>Details:</p> <p>Extra rubbish bags and tongs will be provided.</p> </div> <p>The following tools/equipment will be provided.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Details:</p> </div> <p>Provision for vaccination of staff and volunteers to prevent them contracting an infection.</p>	<input type="checkbox"/>	<input type="checkbox"/>	1

Author - Ann Marie Arter
 Published by - John Thomson

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Date: 05-10-2007

Event Risk Assessment Report

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[illegible]

Author - Ann Marie Arter
 Published by - John Thomson

Page 05-12-2007

Event Risk Assessment Report

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Hazard Present	YES <input type="checkbox"/>	NO <input type="checkbox"/>	During Which Event Phase(s) <input type="checkbox"/>	In Which Activity <input type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	Final Rating 1-25
3. Workplace Design / Layout (If "NO" no further action is required)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input checked="" type="checkbox"/>	Office role involving:- • Development of the Event Plan • Facility bookings • Materials/resource ordering • Appointment bookings • Contractor hiring • Staff organisation • Entertainment bookings	<input checked="" type="checkbox"/> 13	Space to work in, workstation ergonomic layout and design and storage requirements will be determined prior to the event and will be "fit for purpose". Staff/volunteers who work in any of the activities within an event the booth/stall will receive instruction in safe work practices relevant to the work area(s) they will be working in. An inspection and review of computer workstations ergonomics will be carried out by the Event Manager/delegate to determine if any require a full assessment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Person responsible for implementing the controls for this hazard:-			Setup/Prep <input type="checkbox"/>				<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Name: <u>Event Team</u>			Event <input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Notes/Comments:			Pack up <input type="checkbox"/>	Working in a Council booth/stall staffed by volunteers and/or staff:- • food stall • refreshment stall • information booth Please specify and rate other event activities not covered above, below:- _____ _____ _____ _____ _____ _____ _____ _____ _____	<input type="checkbox"/>	Ergonomic assessments will be carried out for staff/volunteers where one has not been done in the past or the Event Manager/delegate considers one should be undertaken for a workstation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Author - Anne-Marie Arthur
 Published by - John Thomson

Page 06-02-2007

Event Risk Assessment Report

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Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-25
4. Burns (If "NO" no further action is required)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input checked="" type="checkbox"/>	Use of Kitchen/Ten Station facilities <input checked="" type="checkbox"/>	4	Staff/volunteers will be instructed in the use of the Kitchen/Ten Station facilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
Person responsible for implementing the controls for this hazard:- Name: <u>Event Team/Contractors</u>			Setup/Prep <input type="checkbox"/>	Stalls manned by School Volunteers that includes:- • Preparing and cooking and serving hot foods • Cooking chips in deep fryer • Cooking a barbeque	4	Staff/volunteers who work on a booth/stall will receive instruction in the safe systems of work to be employed to prevent burns. Barriers or shields will be employed to prevent accidental contact with hot objects such as Barbecues and cooking appliances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
Notes/Comments:			Event <input type="checkbox"/>	• Preparing hot food in a kitchen area • Preparing and serving hot beverages • Cooking with boiling water (hotdogs etc.) Please specify and rate other event activities not covered above, below:- <u>Fireworks</u>	9	Firework safety area will be put in place by firework contractors prior, during and pre the fireworks show to limit any incidents. The following PPE/safety equipment will be provided for use by staff/volunteers:- Gloves Apron Safety equipment supplied by fireworks contractor	X	<input checked="" type="checkbox"/>	2
			Pack up <input type="checkbox"/>				<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Event Risk Assessment Report

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Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-25
5. Collapse (If "NO" no further action is required)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	Volunteers working on or around: - • A stage area • A marquee/s • An amusement structure (climbing wall, jumpy castle, etc) • Sun shades • Trestle table • Audience structure (temporary stand)	22 	Staff/volunteers will have instruction and training in relation to the erection of any structure they are involved in. Erection of any structure by staff/volunteers will be in line with the relevant work instruction.	<input checked="" type="checkbox"/> 	<input type="checkbox"/> 	1
Person responsible for implementing the controls for this hazard:- Name: <u>Event Team/ Contractors</u>			Setup/Prep <input checked="" type="checkbox"/>			Staff and/or volunteers assisting external contractors/stall holders will be provided with instruction by the contractor/stall holder prior to assistance being provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Notes/Comments:			Event <input checked="" type="checkbox"/>	Please specify and rate other event activities not covered above, below: - _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____		Where appropriate instruction is not available from a contractor no assistance will be provided by staff/volunteers. To prevent access to unauthorised persons, contractors will be required to set up exclusion zones for the period where work is being undertaken to erect a structure.	<input checked="" type="checkbox"/> 	<input type="checkbox"/> 	1
			Pack up <input checked="" type="checkbox"/>			Where contractors are providing major services for the event, they will be managed within WMS safety requirements. Where contractors are providing minor services for the event they will provide written safe methods for work prior to commencing any work.	<input type="checkbox"/> 	<input checked="" type="checkbox"/> 	8
						The following PPE/safety equipment will be provided for use by staff/volunteers: - _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	<input type="checkbox"/> 	<input type="checkbox"/> 	

Event Risk Assessment Report

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Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-25
G. Dust / Fumes (If "NO" no further action is required)	<input type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	Fumes (any activity) • Use of solvents or cleaning fluids • Use petrol/diesel power generators • Aerosol painting • Fueling (petrol/diesel) powered devices	4	Power generators will be located in an open area and at a distance from people where the fumes can disperse and not affect them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
Person responsible for implementing the controls for this hazard:- Name: Vendor Manager			Setup/Prep <input type="checkbox"/>			Aerosol paint will be used in an open area and at a distance from people where the fumes can disperse and not affect them.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Notes/Comments:			Event <input checked="" type="checkbox"/>	Dust (any activity) • Disturbed from the surrounding environment • Materials being used, worked with	4	Ventilation equipment will be used where fumes will be in an enclosed area. Fuels will be decanted in an open area away from ignition sources. Fuels will be stored in an open area away from ignition sources. Areas where dust will be raised by vehicle traffic will be controlled by watering it down. Where practicable, areas where dust will be raised by pedestrian traffic will be controlled with matting or similar dust control method.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
			Pack up <input type="checkbox"/>	Please specify and rate other event activities not covered above, below:- _____ _____ _____ _____ _____ _____ _____ _____ _____ _____		The following PPE/safety equipment will be provided for use by staff/volunteers:- _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	4

Author - Ann Marie Arter
 Published by - John Thomson

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Date: 05-10-2007

Event Risk Assessment Report

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Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-25
7. Electric Shock <i>(If "NO" no further action is required)</i>	<input type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	All Activities that use equipment power by the mains electrical supply or portable 240 volt power source. <input checked="" type="checkbox"/> <ul style="list-style-type: none"> Drilling with power tool Floor polishing Vacuum Cleaning Connecting mains powered devices such as: <input checked="" type="checkbox"/> <ul style="list-style-type: none"> Refrigeration units Chip cooker Cooling fans Portable lighting Please specify and rate other event activities not covered above, below: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	5	240 volt power cables will be tested and tagged and the test period will be current throughout the event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
Person responsible for implementing the controls for this hazard: - Name: <u>Vendor Manager/Contractors</u>			Setup/Prop <input checked="" type="checkbox"/>		Residual current devices will be used in conjunction with any mains power electrical device.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	
Notes/Comments:			Event <input checked="" type="checkbox"/>		Residual current devices will be within the current period.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	
			Pack up <input type="checkbox"/>		Safety inspections of all electrical equipment to be used by staff and volunteers for preparation/setup and during the event will be visually inspected prior to use by a suitably qualified person.	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
				All contractors, stall holders and other persons using equipment powered by mains electricity or a portable 240 volt generator will comply with electrical safety requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4		
				Electrical equipment that is discovered unsafe will not be used for the event until it is repaired, tested for compliance and found to meet electrical safety requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4		

Author - Ann Marie Arter
 Published by - John Thomson

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Epub: 06-10-2007

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Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-25
8. Fire/Explosion/Bomb Threat (Emergency Situation) <i>(If "NO" no further action is required)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	An emergency event is possible in almost any activity during the Planning Setup/Preparation for the event, during the event and pack up phases. It is essential that the emergency plan put in place is able to deal with any foreseen emergency event.	19	A documented emergency plan will be in place and is based on the following: - <ul style="list-style-type: none"> venue location number of people at the event (from council and attending) type of venue types of emergency situations 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Person responsible for implementing the controls for this hazard: - Name: <u>Event Team</u>			Setup/Prep <input type="checkbox"/>			Staff/volunteers who work on an event will be provided with instruction on the plan so they understand what to do should there be an emergency situation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Notes/Comments:			Event <input checked="" type="checkbox"/>	Please specify and rate other event activities not covered above, below: - Fireworks	9	Should an emergency situation arise staff/volunteers have been assigned responsibilities that if safe to do so, they will undertake to ensure the safety of those present in an emergency. An emergency drill will be conducted prior to the event commencing to ensure that the emergency plan is effective. A person responsible for coordination of the actions and emergency services and police should an emergency situation arise has been nominated and named in the emergency plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
			Pack up <input type="checkbox"/>			Staff/volunteers are working in a building which has an emergency plan in place. Staff/volunteers are working in a building will, if it hasn't been done in the past or the Event Manager deems it necessary will receive an induction that will include instruction in the emergency plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
							<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Author - Ann Marie Arter
 Authorised by - Helen Thomson

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Date: 05-12-2007

Event Risk Assessment Report

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				Emergency First Aid facilities and trained first aid personnel will be available during the event.				
				The fireworks displayed will be managed by a licensed pyro-technical company (Fireworks Professionals PTY LTD)		x		8

Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-25
9. House Keeping <i>(If "NO" no further action is required)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	Where volunteers work in at:- <ul style="list-style-type: none"> Booth Food stall 	<input type="checkbox"/>	Staff/volunteers who work in a booth/stall will be instructed in safe work practices relevant to housekeeping.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Person responsible for implementing the controls for this hazard:- Name: <u>Vendor Manager/Event Team</u>			Setup/Prep <input type="checkbox"/>	Where volunteers provide:- <ul style="list-style-type: none"> Assistance to stall holder Contractors 	<input type="checkbox"/>	Stall/Booth design and storage requirements will be determined prior to the event and will promote good housekeeping from the staff/volunteers working in them.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Notes/Comments:			Event <input checked="" type="checkbox"/>			Stall holders are provided with information via the "Stall Holder" agreement stating that the stall area must be maintained in well-ordered and tidy condition.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
			Pack up <input type="checkbox"/>	Where staff/volunteers move around the event venue as part of the work they perform.	<input checked="" type="checkbox"/>	Where contractors are providing services for the event, they will be contracted in line with organisational safety requirements, including housekeeping requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
				Please specify and rate other event activities not covered above, below:- _____ _____ _____ _____ _____		Patrols will ensure that litter and rubbish discarded by attendees will be collected and placed where it will not cause a threat to safety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4

Author: Amanda Arden
 Authorised by: Helen Newman

15/02/21
 Doc 05-00-0009

Event Risk Assessment Report

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Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which (Event Phase(s)) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-25
10. Inclement Weather & Sun & UV Exposure <i>(If "NO" no further action is required)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	Any activity during the event that occurs outdoors and is subject to extremes of weather or subject to high Ultra Violet (UV) radiation levels.	8	Sun shades to minimise exposure to UV radiation will be provided to staff/volunteers working in static positions at an event venue.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Person responsible for implementing the controls for this hazard:- Name: <u>Event Team</u>			Setup/Prep <input checked="" type="checkbox"/>	Please specify and rate other event activities not covered above, below:-		Sun Screen and protective clothing will be provided and worn by staff/volunteers who need to be mobile around an outdoor event venue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Notes/Comments: BOM - weather updates Willy Weather - wind updates			Event <input checked="" type="checkbox"/>			Sun Screen and protective clothing must be worn by staff/volunteers who need to be mobile around an outdoor event venue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
			Pack up <input type="checkbox"/>			Prior to any event activity staff/volunteers who will be exposed to Inclement Weather and Sun & UV who have not previously received instruction in the expectations of Council's, Inclement Weather and Sun & UV exposure and how to safe guard their safety will do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
						The prevailing conditions will be continuously monitored by the Event Manager to determine if the Inclement Weather will severely impact the safety and viability of the event and where the risk is too high for the event to proceed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2

Event Risk Assessment Report

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Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-25
33. Insects / Vermin (If "NO" no further action is required)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>	Any activity during the event that occurs outdoors where staff/volunteers could be exposed to insects/vermin.	<input checked="" type="checkbox"/> 4	Prior to any event activity the risk to staff/volunteers from insects and vermin will be assessed and noted along with the control measures in the comments section on this page.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Person responsible for implementing the controls for this hazard:- Name: <u>Event Team</u>			Setup/Prep <input type="checkbox"/>	Any activity during the event that occurs indoors where staff/volunteers could be exposed to insects/vermin.	<input checked="" type="checkbox"/> 4	Prior to any event activity the staff members responsible for insect/vermin control will be contracted to remove or eradicate vermin from the venue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Notes/Comments:			Event <input checked="" type="checkbox"/>	Please specify and rate other event activities not covered above, below: -		Staff/volunteers will be provided with and required to wear clothing and footwear appropriate to the level of risk. Staff/volunteers will be required to wear clothing and footwear appropriate to the level of risk. Insect repellent will be provide for use by staff/volunteers.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
			Pack up <input type="checkbox"/>						

Author - Ann Marie Arter
 Author's e-mail - Arter@Wisc.edu

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Author - Ann Marie Arter
Published by - John Thomson

Page: 103594
Date: 05-10-2007

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Author - Ann Marie Arter
 Published by - John Thomson

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Date: 05-10-2007

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Author - Ann Marie Arter
 Authorised by - John Thomson

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Date: 06-10-2007

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[illegible]

Author - Anne-Marie Arthur
 Published by - John Thomson

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Date: 05-10-2007

Event Risk Assessment Report

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Hazard Present	YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>	During Which Event Phase(s) <input checked="" type="checkbox"/>	In Which Activity <input checked="" type="checkbox"/>	Rating Before Controls 1-25	Implemented Control(s)	YES <input checked="" type="checkbox"/>	N/A <input checked="" type="checkbox"/>	Final Rating 1-25
18. Harassment Personal Threat Verbal / Physical Abuse <i>(If "NO" no further action is required)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning <input type="checkbox"/>			A strategy for staff/volunteers to deal with instances of harassment, personal threat, and verbal/physical will be developed and implemented for all phases of the event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
Person responsible for implementing the controls for this hazard:- Name: <u>Event Team</u>			Setup/Prop <input type="checkbox"/>	During any phase of an event which involves:- <input checked="" type="checkbox"/> <ul style="list-style-type: none"> • Undertaking site inspections/visits • Dealing with Contractors • Dealing with stall holders 	5	Where staff/volunteers haven't received instruction and training previously, instruction and training in the harassment, personal threat and verbal/physical abuse strategy will be provided prior to working on the event.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
Notes/Comments:			Event <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Working with and around the public, members of the community and with families 	5	Staff /volunteers will be provided with appropriate information that will include a refresher briefing on the actions taken if faced with harassment, personal threat or verbal/physical abuse.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
			Pack up <input type="checkbox"/>	<ul style="list-style-type: none"> • Working with staff and volunteers <p>Please specify and rate other event activities not covered above, below:-</p> <p>_____</p> <p>_____</p> <p>_____</p>		Security has been contracted for the event, to provide assistance with crowd control and management of incidents such as harassment, personal threat or verbal/physical abuse. Event Manager is qualified Mental Health First Aider	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5

Event Risk Assessment Report

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For advice on hosting your event in the City of Salisbury please contact the Community Planning and Vitality Team on 8406 8222.

Salisbury Christmas Carols Marketing and Communication Plan 2021

Advertising Method	Plan	Timing	Reach
Facebook and Instagram	Regular posts on Salisbury Carols Facebook page, Lions Facebook pages and Salisbury groups plus sponsored posts	Award of grant till after event	Adelaide Plains, Playford, Port Adelaide Enfield, Salisbury, Tea Tree Gully
Event Flyers	15,000 flyers distributed in parts of all suburbs in Salisbury	2 weeks prior to event	Salisbury
Event posters	50 event posters – Businesses and hotels	4 weeks prior to event	Salisbury and Mawson Lakes
Media Release	SA TV stations, Adelaide Advertiser, LifeFM, PBAFM, Northern Living Magazine	2 weeks prior to event	State-wide
In-kind media	Salisbury Aware, Council social media	Lead-up to event	Salisbury



YOUR EVENT BUDGET

OUTLINE THE COST OF YOUR EVENT – ALL AMOUNTS ARE TO BE GST INCLUSIVE		2019-2020	2020-2021
Item			
e.g. Marquee / Furniture Hire	\$ -	e.g. Rotary/Atlas Hire	
Sound and Lighting	\$ 6,600.00	2019 Actual cost	
Fireworks	\$ 4,500.00	Fireworks Professionals	
Stage Cover	\$ 3,673.00	Atlas Event and Party Hire	
Stage	\$ 3,300.00	Global Stage and Dance	
Security	\$ 1,835.38	Titanium Security	
Toilets	\$ 1,804	Bianco Hiring Services Pty Ltd	
Equipment Hire - Contingency	\$ 1,000	Kennards Hire	
Covid Supplies	\$ 1,000	Estimated cost	
Artist and Volunteer Catering	\$ 600	Approx \$10 per head	
Northern Living Magazine Ad	\$ 614	As per website	
Jumping Castle	\$ 610	Jump Easy Inflatables	
Facebook Advertising	\$ 500	Based on previous years	
Flyer Delivery	\$ 500	Based on previous years	
Kids Entertainment	\$ 500	Based on previous years	
First Aid	\$ 230	St John Ambulance	
Firework Safety Area	\$ 200	Salisbury SES Donation	
Fencing and Contingency	\$ 5,734	Contingency	
Flyer and Poster Printing	\$ -	Local MPs	
a. Total event cost	\$ 33,200.71		
b. Your contribution	\$ 2,000		
c. Other funds used	\$ 1,200		
TOTAL SPONSORSHIP REQUESTED	\$ 30,000.71		





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

Dear whom it may concern,

RE: Mawson Lakes Community Christmas Carols Grant Funding

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

The Christmas Carols event in 2019 proved to be one of the most successful events in Mawson Lakes, attracting an audience of over 5,000 local residents of diverse cultures within the City of Salisbury.

The funds from the grants program will be used for to assist the Lions Club to deliver the Mawson Lakes Christmas Carols for 2021.

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

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

Yours sincerely,

Michael Brown MP
Member for Playford



[illegible]

BALTIMORE RESERVE



LOCATION MAP



PROPOSED OVERALL RESERVE UPGRADE



NEW DOG PARK FOR SMALL DOGS



EXAMPLE OF MINI SKATE MODULES TO BE INSTALLED



3 STATION FITNESS STATION

COLOURS SHOWN ARE INDICATIVE ONLY



Liz Sokolovic (Project Manager)
LSokolovic@Salisbury.sa.gov.au
08 8406 8222
www.salisbury.sa.gov.au



Michael Lynch (Project Manager)
michaell@spacecl.com.au
08 8234 8274
www.spacecl.com.au





6 July 2021

Dear Property Owner / Resident,
RE: Baltimore Reserve, Oleander Drive, Parafield Gardens

Following community consultation in October 2020 where Council advised residents that Baltimore Reserve has been identified for a reserve upgrade, following a petition, Council has requested that staff seek feedback from residents regarding the installation of a cricket pitch at Baltimore Reserve at the February Council meeting as per resolution 0842/2021.

Residents are encouraged to provide feedback on whether or not they support the installation of a cricket pitch at Baltimore Reserve via the feedback form enclosed with this letter or via Survey Monkey <https://www.surveymonkey.com/r/3528CF3>.

Feedback you provide will be presented back to Council at the Community Wellbeing and Sport Committee at a later date.

The reserve upgrade works at Baltimore Reserve will still be delivered with contractors expected to commence works on-site on 21 July 2021.

Any comments can be forwarded to Council's Urban Built Assets Team via e-mail at city@salisbury.sa.gov.au, telephone on 8406 8222 or mail at PO Box 8, Salisbury, 5108 by close of business Tuesday 3 August 2021.

Yours sincerely,

Jamie Hosking
 Team Leader Urban Built Assets
 Telephone: (08) 8406 8222
 Email: city@salisbury.sa.gov.au



Baltimore Reserve Cricket Pitch

A petition has been received by Council requesting the installation of a concrete cricket pitch on the reserve to support informal sport. Council has requested that staff seek feedback from local residents to help inform any future works on the reserve. Please provide your feedback by **Tuesday 3 August 2021**. You can also fill out this feedback form via Survey Monkey <https://www.surveymonkey.com/t/3528CF3>.

1. Do you support the installation of a concrete cricket pitch at Baltimore Reserve?

☐ Yes

☐ No

2. Please provide comments to support your position (if desired).

.....

.....

.....

.....

3. Please provide your contact details (if desired).

Name:

Address:

Preferred contact method : ☐ Phone..... or ☐ Email





Oleander Drive, Parafield Gardens
Baltimore Cricket Wicket

Consultation Process:
Letters were sent to nearby residents on 6 July 2021

How many residents/owners received letters:
493

Consultation closed:
3 August 2021

How many responses:
69

Do you support the installation of a concrete cricket wicket at Baltimore Reserve?						
Yes	No	Please provide comments to support your position (if desired).	Name	Address	City/Town	Email Address
	No	I support adults exercise equipment, but not cricket pitch or net. Don't want cars to clog up surrounding street, dangerous for children to cross the road	S. Nur	Oleander Drive	Parafield Gardens	
	No	Agree everything else but no cricket pitch and cricket nets. Found hazard and why should use rate payer to build more when they can go and play at the pines	Yean Dim	Rosalie Terrace	Parafield Gardens	
	No	Hazard to the surrounds, why there need to be a cricket pitch? Why use my rate payers, use their own. Pubs go to the pine and use it there?	Saron Choin	Ryans Road		
Yes		Yes - I strongly support the installation of a concrete cricket pitch on the reserve. The houses around Reserve are being subdivided and homes are doubling up with little or no backyard resulting in children have no space to play within their house. This facility will help, especially a team game provides an opportunity to go out of home plus benefit of good health to local residents	Venkat Lingampally	Oleander Drive	Parafield Gardens	venkat.lingampally@outlook.com
	No	The mayor lied to me when she was a councillor in my local ward when she was involved in voting to give away most of Baltimore reserve to people who DID NOT LIVE IN THE DISTRICT, WERE NOT GOING TO BE FINANCIALLY HELPFULL TO SALISBURY and who were sponsored by the Garibaldi and Salisbury Villa Sports and Social Club which was going to be granted a 24 hour alcohol licence and parking for 350 cars and a large club facilities on what was our local land. The Salisbury Town Planner was against it and I share with him his disfavou on that and any alleged "improvements" on Baltimore Reserve. I have literally only just become aware of this matter today and will be able to comment when I discover more of what is as usual surreptitiously being done to local residents. It cost me several thousand dollars to stop what professionals knew was WRONG years ago and I regret having to defend Baltimore Reserve against sneaky "improvements" that only benefit certain people and not the total community in the area. There is still a problem of problem of people parking and causing obstruction in the streets around Baltimore Reserve and in particular in Meredith Street. The previously alleged sportsmen managed to achieve such a car spend in Meredith Street as to leave skid marks that one time was measured to 30 metres! There should be NO further encroachments on the public land and indeed the land should be remediated back to the open grassland area that it was including without the trees where drug users have found a convenient area to drop their syringes. I no longer have a child that I have to protect from certain people but the unwanted trees were forced on us, the local residents did not request or anticipate them and they still provide concealment. Other comments will be made when possible. Ray Dicker.	Ray Dicker	Birch Grove	Parafield Gardens	raydicker@live.com.au
Yes		It would encourage other forms of sport, alongside volleyball, footy & soccer which are all played informally on the oval and basketball played on the court area	Anonymous			
Yes		Yes	C. Castell	Catalina Avenue	Parafield Gardens	mickandcarol@gmail.com
	No	I do not support it if it is placed in the middle of the oval. We walk around the oval for exercise along with many people. In summer we use it for picnics and exercise. In the past we have felt intimidated by groups of people using the oval as a makeshift cricket/soocer field, my concerns are that with a permanent cricket field it will attract larger groups and older people and families will not be comfortable using the oval. How would it be monitored for fair play? Another concern is the netball courts were not maintained. Would the money be better used to place a BBQ area making it a more family oriented meeting place and a better walking path for exercising rather than walking in a circle around the oval.	Edwina Mitchell	Jocelyn Terrace	Parafield Gardens	edwinaleoise03@hotmail.com
Yes		This will be another place for children to go and play cricket besides using school grounds	Deborah			
Yes			Shirley Snelling			ssnelling@bigpond.com
Yes		Positive impact to community for teens & adults.	V C Nguyen & T T Tran	Lincoln Avenue	Parafield Gardens	
Yes		Think it will encourage families to have cricket matches.	Mrs P. D. Hoy	Oleander Drive	Parafield Gardens	gameladawnhoy@gmail.com
Yes						
Yes		Really helpful for local community kids	Umesh Khatri	Gaelic Avenue	Holdenhill	umeshkhatri85@yahoo.com.au
Yes		It's a great effort by council to bring the life back to this wonderful park, it would be nice to see people from all community specially the kids playing the game of cricket, would be much nicer if install some cricket nets pitch for their practice as well and convert some land cars parking, once again I would like to thanks to the council for your wonderful efforts. Harneet	Harneet Singh	Rosalie terrace	Parafield gardens	harmest0678@gmail.com
Yes			Rohit Patel	Cypress Drive	Adelaide	rohitpatel005@gmail.com
Yes			Dipika,	Cypress drive	Adelaide	dipikapatel05@gmail.com
Yes			Yash	Rolls court	Adelaide	bhattyash143@gmail.com
Yes		Good location	MrunalKumar	Valma Avenue	Parafield Gardens	mrunal4uall@gmail.com

	No	The back of our home sits on the edge of the reserve. We have previously experienced loud noise and bad language from the reserve being used by groups using the oval for informal soccer games. I personally find this disturbing and have felt uncomfortable being in my own back yard. This raises concerns of the same happening if a cricket pitch is put in this reserve. However, if the installation goes ahead, I would ask that consideration be given to the cricket pitch not be installed close to residential housing.	Lynette Smith	Wattle Grove	Parafield Gardens	smitsai@optusnet.com.au
Yes			Bhavana	Chesser Street	Parafield Gardens	nibhavana62@yahoo.com
Yes			Navin Patel	Chesser Street	Parafield Gardens	navinbhavna@yahoo.co.in
Yes			Sandip Bhavasar	Xavier Place	Parafield Gardens	sandipb592@gmail.com
Yes		It will be more convenient for the kids living nearby to use it and not required to travel to Pines cricket ground	Shalish	Cypress Drive	Parafield Gardens	shalish821@gmail.com
Yes			Ketan Kumar	Elder drive	Mawson Lakes	
Yes						
Yes		It is good for my son	Mayank	Cypress drive	Parafield Gardens	mayankp15@gmail.com
Yes		It will be a big help for kids to enjoy cricket practice in off season	Mihir Salunka	Quick Street	Parafield gardens	mihir7063@gmail.com
Yes		Many kids playing and practice cricket here.	Nayan Gadhwani		Salisbury North	nayan1000@gmail.com
Yes		Please help to kids for cricket practice on good grounds and pitch	Parag	Magnolia crescent	Parafield Gardens	paragdesai@gmail.com
Yes						
Yes		I am working women not getting enough time to take my son for cricket other ground and he is really interested in cricket. this really help me if pitch get next to my house ground	Hemkumar Valani	Lincoln Ave	Parafield Gardens	valanihem1581@yahoo.com
Yes			Daya	Magnolia crescent	Parafield Gardens	dayamicro@gmail.com
Yes		my Son is playing cricket with North pine cricket club and it is more suitable for him to practice because that park is next to my house and very convenient to him to him selves. if we get cricket pitch in Baltimore Reserve Cricket pitch is really nice decision.	Datsikh Valani	Lincoln Ave	Parafield Gardens	valani1390@yahoo.com
Yes			Anonymous			
Yes		Sure! Why not? If the cricket pitch increases utilisation of the reserve, that would be a good thing. Given the size of the reserve, the cricket pitch shouldn't affect people who are using the reserve to have a kick of an Australian Rules or Association football	Anonymous			
Yes		Best for the area to have a place that caters all kind of games				
Yes			Janakumar M Patel	Oleander Drive	Parafield Gardens	
Yes		Good idea. Would be good to see the oval area used for team events	Dean Owen	Quondong Avenue	Parafield Gardens	deanl.owen@gmail.com
Yes			Anonymous			
Yes			Colin Bates	Jocelyn Terrace	Parafield Gardens	cba44346@bigpond.net.au
Yes		A cricket pitch I do not mind. A soccer field NO to much traffic. I am glad you have given us a choice. I am just reminding your dept that its time to plant more Claret Ash down the Salisbury Hwy also it would look great if you put lemon scented gums down the middle of Salisbury its quite depressing when I see what you have done for Mawson Lakes. I feel you have forgotten Parafield Gdns, down my street and many more you need to look and fill in the many spaces, if you do decide to do Lancaster Ave I would be very pleased	Josephine Hunt	Lancaster Ave	Parafield Gardens	
	No	No concrete in the middle of the oval however a cricket practice net off to one end of the oval would be great, preferably at the recessed area northern end by Rosalie Terrace / Lancaster Avenue	Rick Taylor	Oleander Drive	Parafield Gardens	ricktaylor2@gmail.com
Yes		Good to see the facility used more, particularly for junior sport. My main concern is parking	Bob Hucker	Lancaster Ave	Parafield Gardens	
	No	No No No Absolutely Not. Don't do anything in this Baltimore Reserve	Jim	Wyatt Road	Parafield Gardens	kolzhnmr@gmail.com
	No	Not something that people play in the area. soccer is more popular with the diverse population	D			
	No	A cricket pitch is not safe in this Reserve as it needs to remain 'walker friendly' and 'pet friendly' I It would be far too easy for a walker or a pet to be hit by a ball, no matter how far back the pitch is, or how careful one is. Cricket pitches need to be on specified sports ovals made for the purposes of sports	Anonymous			
	No	1. Pitch too close to playground and dog park 2. Immediate neighbours could be in danger of flying cricket ball				poppycorcoran@bigpond.com
Yes		Since covid its been wonderful to see how many people are using the park (as included) There have been several groups e.g. asian and african kids playing various sports etc., hoping it all goes well	K. Grantham & G. Brooks	Wyatt Road	Parafield Gardens	
Yes		Yes to the concrete cricket pitch and we would also like to see a section of the park dedicated to cricket nets. We believe cricket as recreational sport is being overlooked for this current generation	Lorraine Emery & Peter Reisch	Oleander Drive	Parafield Gardens	lorraineemery53@gmail.com
	No	Should remain an open space for everyone to walk/play/exercise not just restricted to cricket players. Noise and traffic / parking issues from cricket players gathering	Belinda	Wattle Grove	Parafield Gardens	belwhan@tcloud.com
Yes		Also I walk around the reserve everyday and it gets very muddy and uneven surface. Would be great if there was a designated path not necessarily cement but a more stable path to walk on - thanks				
Yes		The oval needs to be used for something				
Yes			Nayven	Quondong Ave	Parafield Gardens	
	No	Groups already use this reserve as a cricket pitch and parking and noise is terrible. Lots of people use early mornings - on a weekend not good. I have been walking my dog on lead (to the dog park) and it is quite clear, we are not welcome as families around at this time as well	J. Turner	Rosalie Terrace	Parafield Gardens	jodyvic@bigpond.com
Yes			John Short	Jocelyn Terrace	Parafield Gardens	
Yes		Cool	Frank & Silvia Reed	Jocelyn Terrace	Parafield Gardens	
Yes		It will allow the residents to avail the benefits of cricket pitch and also kids will have another activity to participate	Deepak Takkar	Jennifer Terrace	Parafield Gardens	deepakrtd@gmail.com
Yes						
Yes		I have grandchildren that would love to go over to the park and have a game. We do need something on there. Community or a Club	Joan Zammit	Rosalie Terrace	Parafield Gardens	
	No	Cricket Net Area - Yes, too dangerous with pitch, people walking or running around oval getting hit with cricket balls, was bad enough when people used golf balls! It will gradually fall into disrepair like the netball courts, then it will go into too hard basket to fix!	Anonymous			
	No		Chris Gunawan	Quondong Avenue	Parafield Gardens	
	No	No to Pitch installation. The Reserve is a quiet and peaceful island enjoyed by everyone especial young families and our elderly as well as our dog lovers. Parking is only available on streets West South and East which would restrict traffic flow especially along the bus route. Children would loose a safe play ground to loud mouthed grown ups and in a full concrete is harder than grass. Baltimore Reserve is home to Possums Birds Lizards etc. don't rob them of their rightful place. Peace and quiet will disappear alcohol abuse will happen as a result of the use of Rate Payers money for a few No Brainers. PLEASE PRESERVE the little bit of NATURE that's left in our area. Regards John Klump	John Klump	Rosalie Terrace	Parafield Gardens	john_klump@internode.on.net
Yes						
Yes		It would be great place to play cricket	Darshan Chauhan	Jennifer Terrace	Parafield Gardens	darshan Chauhan1995@gmail.com
Yes			Chi	Oleander drive parafield	Adelaide	chiyin3@hotmail.com
Yes			bijo varghese	Kate Street	Parafield Gardens	bijovarghese73@gmail.com

No	Dear Sirs , with regards to the proposed installation of a concrete CRICKET PITCH being part of the upgrade - I am NOT IN FAVOUR my reason is the following :- (a) The Pitch would require nets to be laid (extra expense) and more importantly would it be used regularly? (b) Parafield Gardens population is predominately Asian descent -- and I feel cricket would not be the preferred sport for the main residents in the Area. (c) Parafield Soccer Club Oval - a beautiful well managed oval has concrete cricket pitches complete with nets - I have yet to see them being used ? What I would like to propose has an alternative on BALIMORE RESERVE IS THE FOLLOWING :- 1. Using the already concreted area Install Basketball/Netball hoops Stands - I feel these would attract the youth of today to get out and use the facilities -- leaving mobile phones and iPads at home ? 2. A large CANOPY giving shade along with Children's Swings,Slides and a Sand Pit together with a GOOD BBQ AREA fully equipped for families to use ? Finally I have to add that Baltimore Reserve is a beautiful large Oval and we are lucky to have such a fine facility here in Parafield Gardens - the council are in a position to finally Upgrade this landscape Bringing I imagine lots of smiles and happiness for the rate payers in the area. I certainly appreciate this happening -- bring it on!	Herschell Thompson	Shorey Road	Parafield Gardens	ratherham23@bigpond.com
Yes	I see a lot of people hitting the ball around on the asphalt and i have grandchildren that also love to go and play and ride a bike on there also.				
Yes	it would nice if it was away from the dog park as the sound may scare some dogs.	Agata Lukowska	Lincoln Avenue	Parafield Gardens	Olukowski9@hotmail.com

Do you support the installation of a concrete cricket wicket at Baltimore Reserve?			Name	Address	City/Town	Email Address
Yes	No	Please provide comments to support your position (if desired)				
	No	I support adults exercise equipment, but not cricket pitch or net. Don't want cars to clog up surrounding street, dangerous for children to cross the road	S. Naw	Oleander Drive	Parafield Gardens	
	No	Agree everything else but no cricket pitch and cricket nets. Found hazard and why should use rate payer to built more when they can go and play at the pines	Yoon Dim	Rosalie Terrace	Parafield Gardens	
	No	Hazard to the surrounds, why there need to be a cricket pitch? Why use my rate payers, use their own. Pals go to the pine and use it there?	Saron Chain	Ryans Road		
Yes		Yes - I strongly support the installation of a concrete cricket pitch on the reserve. The houses around Reserve are being subdivided and homes are doubling up with little or no backyard resulting in children have no space to play within their house. This facility will help, especially a team game provides an opportunity to go out of home plus benefit of good health to local residents	Venkat Lingampally	Oleander Drive	Parafield Gardens	venkat.lingampally@outlook.com
	No	The mayor lied to me when she was a councillor in my local ward when she was involved in voting to give away most of Baltimore reserve to people who DID NOT LIVE IN THE DISTRICT, WERE NOT GOING TO BE FINANCIALLY HELPFUL TO SALISBURY and who were sponsored by the Garibaldi and Salisbury Villa Sports and Social Club which was going to be granted a 24 hour alcohol licence and parking for 350 cars and a large club facilities on what was our local land. The Salisbury Town Planner was against it and I share with him his disfavou on that and any alleged "improvements" on Baltimore Reserve. I have literally only just become aware of this matter today and will be able to comment when I discover more of what is as usual surreptitiously being done to local residents. It cost me several thousand dollars to stop what professionals knew was WRONG years ago and I regret having to defend Baltimore Reserve against sneaky "improvements" that only benefit certain people and not the total community in the area. There is still a problem of problem of people parking and causing obstruction in the streets around Baltimore Reserve and in particular in Meredith Street. The previously alleged sportsmen managed to achieve such a car speed in Meredith Street as to leave skid marks that one time was measured to 30 metres! There should be NO further encroachments on the public land and indeed the land should be remediated back to the open grassland area that it was including without the trees where drug users have found a convenient area to drop their syringes. I no longer have a child that I have to protect from certain people but the unwanted trees were forced on us, the local residents did not request or anticipate them and they still provide concealment. Other comments will be made when possible. Ray Dicker.	Ray Dicker	Birch Grove	Parafield Gardens	raydicker@live.com.au
Yes		It would encourage other forms of sport, alongside volleyball, footy & soccer which are all played informally on the oval and basketball played on the court area	Anonymous			
Yes		Yes	C. Castell	Catalina Avenue	Parafield Gardens	mickandcarol@gmail.com
	No	I do not support it if it is placed in the middle of the oval. We walk around the oval for exercise along with many people. In summer we use it for picnics and exercise. In the past we have felt intimidated by groups of people using the oval as a makeshift cricket/football field, my concerns are that with a permanent cricket field it will attract larger groups and older people and families will not be comfortable using the oval. How would it be monitored for fair play? Another concern is the netball courts were not maintained. Would the money be better used to place a BBQ area making it a more family orientated meeting place and a better walking path for exercising rather than walking in a circle around the oval.	Edwina Mitchell	Jocelyn Terrace	Parafield Gardens	edwinakoune03@hotmail.com
Yes		This will be another place for children to go and play cricket besides using school grounds	Deborah			
Yes			Shirley Snelling			ednelling@bigpond.com
Yes		Positive impact to community for teens & adults.	V C Nguyen & T T Tran	Lincoln Avenue	Parafield Gardens	
Yes		Think it will encourage families to have cricket matches.	Mrs P. D. Hoy	Oleander Drive	Parafield Gardens	pameladawnhoy@gmail.com
Yes						
Yes		Really helpful for local community kids	Umesh Khatri	Garlic Avenue	Holdenhill	umeshkhatri85@yahoo.com.au
Yes		It's a great effort by council to bring the life back to this wonderful park, it would be nice to see people from all community specially the kids playing the game of cricket, would be much nicer if install some cricket nets pitch for their practice as well and convert some land cars parking, once again I would like to thanks to the council for your wonderful efforts. Harneet	Harneet Singh	Rosalie terrace	Parafield gardens	harneet0678@gmail.com
Yes			Rohit Patel	Cypress Drive	Adelaide	rohitpatel005@gmail.com
Yes			Dipika.	Cypress drive	Adelaide	dipikapatel05@gmail.com
Yes			Vish	Rolls court	Adelaide	bhattyash143@gmail.com
Yes		Good location	MrunalKumar	Valma Avenue	Parafield Gardens	mrunal4uall@gmail.com
	No	The back of our home sits on the edge of the reserve. We have previously experienced loud noise and bad language from the reserve being used by groups using the oval for informal soccer games. I personally find this disturbing and have felt uncomfortable being in my own back yard. This raises concerns of the same happening if a cricket pitch is put in this reserve. However, if the installation goes ahead, I would ask that consideration be given to the cricket pitch not be installed close to residential housing.	Lynette Smith	Wattle Grove	Parafield Gardens	emitsall@optusnet.com.au
Yes			Bhavana	Chessers Street	Parafield Gardens	nabhavana62@yahoo.com
Yes			Navin Patel	Chessers Street	Parafield Gardens	navinbhavana@yahoo.co.in
Yes			Sandip Bhavasar	Xavier Place	Parafield Gardens	sandipb582@gmail.com
Yes		It will be more convenient for the kids living nearby to use it and not required to travel to Pines cricket ground	Shalish	Cypress Drive	Parafield Gardens	shalish821@gmail.com
Yes			KetanKumar	Elder drive	Mawson Lakes	
Yes						
Yes		It is good for my son	Mayank	Cypress drive	Parafield Gardens	mayankp15@gmail.com
Yes		It will be a big help for kids to enjoy cricket practice in off season	Milind Sahank	Quick Street	Parafield gardens	milind7063@gmail.com
Yes		Many kids playing and practice cricket here.	Nayan Gadhave		Salisbury North	nayan1eng@gmail.com
Yes		Please help to kids for cricket practice on good grounds and pitch	Parag	Magnolia crescent	Parafield Gardens	paragdesai@gmail.com
Yes						
Yes		I am working women not getting enough time to take my son for cricket other ground and he is really interested in cricket, this really help me if pitch get next to my house gound	Hemkumar Valani	Lincoln Ave	Parafield Gardens	valanihem1981@yahoo.com
Yes			Daya	Magnolia crescent	Parafield Gardens	dayamicro@gmail.com
Yes		my son is playing cricket with North pine cricket club and it is more suitable for him to practice because that park is next to my house and very convenient to him to him selves. If we get cricket pitch in Baltimore Reserve Cricket pitch is really nice decision.	Dalishh Valani	Lincoln Ave	Parafield Gardens	valani3980@yahoo.com
Yes			Anonymous			
Yes		Sure! Why not? If the cricket pitch increases utilisation of the reserve, that would be a good thing. Given the size of the reserve, the cricket pitch shouldn't affect people who are using the reserve to have a kick of an Australian Rules or Association football	Anonymous			
Yes		Best for the area to have a place that caters all kind of games				
Yes			JanaKumar M Patel	Oleander Drive	Parafield Gardens	
Yes		Good idea. Would be good to see the oval area used for team events	Dean Owen	Queendong Avenue	Parafield Gardens	deanl.owen@gmail.com
Yes			Anonymous			
Yes			Cohn Bates	Jocelyn Terrace	Parafield Gardens	cbn44348@bigpond.net.au
Yes		A cricket pitch I do not mind. A soccer field NO to muck traffic. I am glad you have given us a choice. I am just reminding your dept that its time to plant more Claret Ash down the Salisbury Hwy also it would look great if you put lemon scented gums down the middle of Salisbury its quite depressing when I see what you have done for Mawson Lakes. I feel you have forgotten Parafield Gdns, down my street and many more you need to look and fill in the many spaces, if you do decide to do Lancaster Ave I would be very pleased	Josephine Hunt	Lancaster Ave	Parafield Gardens	

	No	No concrete in the middle of the oval however a cricket practice net off to one end of the oval would be great, preferably at the recessed area northern end by Rosalie Terrace / Lancaster Avenue	Rick Taylor	Oleander Drive	Parafield Gardens	rickmang2@gmail.com
Yes		Good to see the facility used more, particularly for junior sport. My main concern is parking	Bob Hucker	Lancaster Ave	Parafield Gardens	
	No	No No No Absolutely Not. Don't do anything in this Baltimore Reserve	Jim	Wyatt Road	Parafield Gardens	kshahmm@gmail.com
	No	Not something that people play in the area. Soccer is more popular with the diverse population	D			
	No	A cricket pitch is not safe in this Reserve as it needs to remain 'walker friendly' and 'pet friendly'! It would be far too easy for a walker or a pet to be hit by a ball, no matter how far back the pitch is, or how careful one is. Cricket pitches need to be on specified sports ovals made for the purposes of sports	Anonymous			
	No	1. Pitch too close to playground and dog park 2. Immediate neighbours could be in danger of flying cricket ball				poppycorcoran@bigpond.com
Yes		Since covid its been wonderful to see how many people are using the park (as intended) There have been several groups e.g. asian and african lads playing various sports etc., hoping it all goes well	K. Grantham & G. Brooks	Wyatt Road	Parafield Gardens	
Yes		Yes to the concrete cricket pitch and we would also like to see a section of the park dedicated to cricket nets. We believe cricket as recreational sport is being overlooked for this current generation	Lorraine Emery & Peter Reich	Oleander Drive	Parafield Gardens	lorraineemery53@gmail.com
	No	Should remain an open space for everyone to walk/play/exercise not just restricted to cricket players. Noise and traffic / parking issues from cricket players gathering	Belinda	Wattle Grove	Parafield Gardens	belwhan@icloud.com
Yes		Also I walk around the reserve everyday and it gets very muddy and uneven surface. Would be great if there was a designated path not necessarily cement but a more stable path to walk on - thanks				
Yes		The oval needs to be used for something				
Yes			Nguyen	Quondong Ave	Parafield Gardens	
	No	Groups already use this reserve as a cricket pitch and parking and noise is terrible. Lots of people use early mornings - on a weekend not good. I have been walking my dog on lead (to the dog park) and it is quite clear, we are not welcome as families around at this time as well	A. Turner	Rosalie Terrace	Parafield Gardens	joddyvic@bigpond.com
Yes			John Short	Jocelyn Terrace	Parafield Gardens	
Yes		Cool	Frank & Silvia Reed	Jocelyn Terrace	Parafield Gardens	
Yes		It will allow the residents to avail the benefits of cricket pitch and also kids will have another activity to participate	Deepak Takkur	Jennifer Terrace	Parafield Gardens	deepakd@gmail.com
Yes						
Yes		I have grandchildren that would love to go over to the park and have a game. We do need something on there. Community or a Club	Joan Zammit	Rosalie Terrace	Parafield Gardens	
	No	Cricket Net Area - Yes, too dangerous with pitch, people walking or running around oval getting hit with cricket balls, was bad enough when people used golf balls! It will gradually fall into disrepair like the netball courts, then it will go into too hard basket to fix!	Anonymous			
	No		Chris Gunawan	Quondong Avenue	Parafield Gardens	
	No	No to Pitch installation. The Reserve is a quiet and peaceful island enjoyed by everyone especial young families and our elderlies as well as our dog lovers. Parking is only available on streets West South and East which would restrict traffic flow especially along the bus route. Children would loose a safe play ground to loud mouthed grown ups and in a full concrete is harder than grass. Baltimore Reserve is home to Possums Birds Lizards etc. don't rob them of their rightful place. Peace and quiet will disappear alcohol abuse will happen as a result of the use of Rate Payers money for a few No Brainers. PLEASE PRESERVE the little bit of NATURE that's left in our area. Regards John Klumpp	John Klumpp	Rosalie Terrace	Parafield Gardens	john_klumpp@internode.on.net
Yes						
Yes		It would be great place to play cricket	Darshan Chauhan	Jennifer Terrace3	Parafield Gardens	darshanchauhan1995@gmail.com
Yes			Chi	Oleander drive parafield	Adelaide	chiyin3@hotmail.com
Yes			bijs varghese	Kate Street	Parafield Gardens	bijsvarghese75@gmail.com
	No	Dear Sirs , with regards to the proposed installation of a concrete CRICKET PITCH being part of the upgrade - I am NOT IN FAVOUR my reason is the following :- (a) The Pitch would require nets to be laid (extra expense) and more importantly would it be used regularly? (b) Parafield Gardens population is predominately Asian descent -- and I feel cricket would not be the preferred sport for the main residents in the Area . (c) Parafield Soccer Club Oval - a beautiful well managed oval has concrete cricket pitches complete with nets - I have yet to see them being used ? What I would like to propose has an alternative on BAUMORE RESERVE IS THE FOLLOWING :- 1. Using the already concreted area install Basketball/Netball hoops Stands - I feel these would attract the youth of today to get out and use the facilities -- leaving mobile phones and iPads at home ? 2. A large CANOPY giving shade along with Children's Swings/Slides and a Sand Pit together with a GOOD BBQ AREA fully equipped for families to use ? Finally I have to add that Baltimore Reserve is a beautiful large Oval and we are lucky to have such a fine facility here in Parafield Gardens - the council are in a position to finally Upgrade this landscape Bringing I imagine lots of smiles and happiness for the rate payers in the area . I certainly appreciate this happening -- bring it on!	Marschell Thompson	Stomacy Road	Parafield Gardens	rotherham23@bigpond.com
Yes		I see a lot of people hitting the ball around on the asphalt and I have grandchildren that also love to go and play and ride a bike on there also.				
Yes		It would also if it was away from the dog park as the sound may scare some dogs.	Agata Lukowska	Lincoln Avenue	Parafield Gardens	lukowska9@hotmail.com



City of Salisbury - Minor Capital Works Grant Program Application

City of Salisbury - Minor Capital Works Grant Program



Submission date: [REDACTED]
 Receipt number: MCWGP27
 Related form version: 25

Organisation Information

Name of the Club / Organisation:	Valley View Tennis Club Incorporated
Club Incorporation Number OR ASIC Registration Number:	SA A6306
Australian Business Number (ABN):	
Facility Name:	Valley View Tennis Club Incorporated
Facility Address:	Elizabeth Crescent, Valley View
Postal Address:	PO Box 117 Modbury North 5092
Person Responsible for the Grant:	Jim Zissopoulos
Role/Position within Club:	Junior Tennis Coordinator
Contact Email:	[REDACTED]
Contact Mobile:	[REDACTED]

Club Membership

Male - Junior	65
Female - Junior	35
Social - Junior	0
Male - Senior	43

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City of Salisbury - Minor Capital Works Grant Program Application

Female - Senior	5
Social - Senior	90
Total Membership	215

Please provide membership numbers for the previous 3 seasons: 220, 220, 240

Funding Category

Category A – up to \$50,000 Clubs that meet one of the following may apply for Category A funding: have a current lease or sub-lease of a Council owned building; or

Category B – up to \$25,000

Which category of funding is being applied for? Category A - up to \$50,000

Have you sought, or intend to seek funds from another source for this project? [REDACTED]

If yes, please list the source/s and amount/s requested: [REDACTED]

About the Project

Name of Project: Recoating of 6 Courts at VVTC, Ilberry Green

What does the project involve?

The Valley View Tennis Club (VVTC) has 6 tennis courts that were resurfaced in 2012. The surfaces are now fading, many minor cracks are appearing & there are 3 major depressions/puddle areas that need to be filled. The courts need to be pressure cleaned, puddle areas filled with a leveling mix, cracks need to be ground out & filled with polyurethane adhesive, & then the courts would be painted with 2 coats of Rebound Ace Synpave acrylic top coats, together with line marking.

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City of Salisbury - Minor Capital Works Grant Program Application

Are there any time constraints for the project?	<p>The works must start within 6 months of ORSR funding approval, which would be by December of this year.</p> <p>Technically, coating can only be done from about mid-September to end of March.</p> <p>Availability of courts from a competition perspective is from 13 September to 8 October</p>
Why is the project needed?	<p>The 3 big puddles are a concern from a safety perspective. The cracking is getting worse & if not addressed will make the movement of the sub base more prominent causing more cracking. The faded coating of the courts & the faded lines are now sub-standard. The project will bring the courts up to required standards, improve dramatically the aesthetics, improve safety & improve squeegeeing efforts during wet weather, & should attract greater participation from the surrounding community.</p>
How will the project increase participation opportunities for sport and recreation?	The project would attract greater participation due to the reduced risk & due to excellent aesthetics
How will the project increase inclusive opportunities for diverse people in the community and how does the project address Universal Design Principles?	The WVC is surrounded by a multicultural community. The re-coating is expected to attract greater participation
Apart from your organisation and its members, are there any other groups within the community that will benefit from the project?	Yes
Please indicate which groups and how they will benefit:	<p>The public uses the 2 lower courts on an ad-hoc basis.</p> <p>Occasionally, the courts may be used by SAPSASSA</p>

Budget Information

Total Project Cost	58047
Club/Organisation's Contribution	1000
Other grants / funds secured	29023

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City of Salisbury - Minor Capital Works Grant Program Application

MCWGP Amount Requested: 28024

Can the proposed works proceed if the full amount requested is not provided? No

Please upload a copy of the completed MCWGP Project Budget Form: [Copy of mcwgp_budget_template_2019-20.xlsx](#)

Quote 1 [Valley View TC 2021 updated quote from Half Court.doc](#)

Quote 2

Quote 3

Essential Documentation

Provide a Certificate of Incorporation demonstrating not-for-profit status [Certificate of Incorporation -VUTC.pdf](#)

Provide a signed copy of committee minutes endorsing the project, authorising an application to the MCW Grants Program and documenting the authorised project contact [VUTC Minutes 9.1.2021.docx](#)

Club/organisation's most recent annual financial statement certified by the President /Treasurer or audited by a qualified accountant as presented at an AGM [Page-1-19-20 Financials-Statement of Accounts_13Aug2020.pdf](#)
[Page-2-19-20 Financials-Income Expenditure_13Aug2020.pdf](#)
[Page-3-19-20 Financials-Balance Sheet_13Aug2020.pdf](#)

Where applicable supply evidence of cash support (e.g. recent bank statement) [Latest C'wealth bank accounts.pdf](#)

A copy of building works drawings or concept plans for the project [Plan View of VUTC Courts.jpg](#)

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City of Salisbury - Asset Capital Works Grant Program Application

Provide photos that clearly demonstrate why the works are needed

[Cracks fading.jpg](#)
[Depression fading.jpg](#)
[Depression, fading cracks -lower courts central.MOV](#)
[Depression, fading cracks -lower courts.jpg](#)
[Puddle depression, cracks fading.jpg](#)
[Spot holes -lower courts.jpg](#)

Where applicable provide letters of support for the project from each of the user groups

[Letter of Support From Frances Bedford, MP.pdf](#)
[Tennis SA 2020 Letter of Support for ORSR Funding_Valley View TC.pdf](#)

Where applicable provide a letter/email from the head lessee supporting the application

Please upload any further information / documentation

Application Declaration

On behalf of (Club/Organisation)

Valley View Tennis Club

Name & Position (President/Chairperson)

Jim Zissopoulos, Junior Tennis Coordinator

Date of Signature

29/01/2021

Signature 1



[Link to signature](#)

Name & Position (Representative 2)

Garry Oaten, President

Date of application

29/01/2021

Signature 2



[Link to signature](#)

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City of Salisbury - Minor Capital Works Grant Program Application

We agree to abide by the terms and conditions of funding

I declare that I am authorised to complete this application on behalf of the applying community organisation and that the information contained in this application to the City of Salisbury's Minor Capital Works Grant Program is accurate at the date of submission, and that the application is eligible for consideration under the guidelines and specifications of the program. Further we accept the terms and conditions upon which funding for this project is offered.

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Item 5.1.9 - Attachment 1 - Attachment 1 - Application (Redacted)

No. of Association
6546

SOUTH AUSTRALIA

ASSOCIATIONS INCORPORATION ACT, 1956-1957

**CERTIFICATE OF INCORPORATION
OF AN ASSOCIATION**

I Hereby Certify that _____
"VALLEY VIEW SPORTS CLUB INCORPORATED"
is incorporated under the provisions of the Associations Incorporation Act, 1956-1957.

Given under my hand and seal at Adelaide in the State of South Australia,
this 24th day of March 1979.

J. B. Inoué
Deputy Registrar of Companies

QUOTATION | TERMS AND CONDITION OF TRADE

TEB Contractors Pty Ltd (ABN 29 959 292 979)
as trustee for The Burgess Sporting Surfaces Trust trading as TEB Contractors



WARNING: IF YOU DO NOT UNDERSTAND THIS DOCUMENT, YOU SHOULD SEEK INDEPENDENT LEGAL ADVICE. Please do not use correction fluid or tape as this is a legal document. Any corrections should be crossed out and initialed.

EXPIRATION DATE: 60 DAYS

Date: March 15, 2021

To:

CLIENT	Jillian Campbell, Salisbury Council 0456 338 043 jcampbell@salisbury.sa.gov.au
ADDRESS	
POSITION	
SITE (i.e. delivery address (if applicable))	Valley View Tennis Club
ID (Driver's License, Passport etc)	

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Tom Burgess		Deposit/Completion	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
3,731 m2	AREA 1: 2,511 m2 AREA 2: 1,220 m2		
	OPTION 1: Standard Acrylic resurface on existing weathered asphalt Scope of works: <ul style="list-style-type: none"> - High power pressure clean courts - Grind open & patchall existing cracks - Fill low lying areas up to 5mm to <u>reduce</u> water pooling – we cannot guarantee all puddles will be removed with this type of surface - Supply & install 1 x Acrylic re-surfacer coat (Mandatory) - Supply & install 2 Laykold Masters Top Coats (International Grand Slam Surface, as used on US Open & Miami Open) - Line marking of 6 tennis courts - Line marking of 6 Hot shot courts 	19.50	72,754.50
SUBTOTAL			72,754.50
GST			7,275.45
TOTAL			80,029.95

**** Please note: No time frame or guarantee can be given against future structural damage, such as cracking of the surface**
***** Please refer to attached document outlining risks involved with choosing this option; please sign, date and return with quotation**

Quotation | Terms and Conditions of Trade | Page 1 of 6

TEB CONTRACTORS | QUOTATION | TERMS AND CONDITION OF TRADE (Continued)

- 1 Application**
- 1.1 This Agreement is intended to regulate any trading terms including the Supply by TEB to the Client (whether on a quote, order invoice, through TEB's website, direct or otherwise).
- 1.2 Except to the extent otherwise explicitly agreed in writing between the parties, this Agreement governs the entire relationship between TEB and the Client in connection with the Goods or Services and prevails over any other document.
- 2 Quotations, Orders and Price**
- 2.1 Quotations and Orders**
- 2.1.1 Quotations are an offer open for acceptance by the Client within 60 days from the date on the Quotation.
- 2.1.2 The Client's written Order to commence the supply/performance of the Goods or Services or such confirmation by TEB constitutes acceptance of the offer.
- 2.1.3 If TEB has not provided a Quotation or the Client has not supplied an Order then TEB's standard charges will apply and the Price will be identified on invoices provided by TEB to the Client.
- 2.1.4 Quotations are based on the Goods or Services being available from TEB's normal point of supply with respect to the location of the supply / performance (as determined by TEB) or as otherwise specified in this Agreement. If conditions beyond the control of TEB necessitate supply from any other point of supply any resultant increase in cost will be paid by the Client.
- 2.1.5 The Quotation is based on supply / performance of all the Goods or Services at the Site. Should the quantities supplied or location of the Site vary from the Quotation, TEB reserves the right to adjust the Price.
- 2.1.6 The Client may not vary or cancel an accepted Order without:
- (a) TEB's written consent; and
 - (b) indemnifying TEB for any loss or damage TEB suffers or incurs as a result of the variation or cancellation.
- 2.1.7 The Quotation does not cover any maintenance after completion of the supply / performance of the Goods and / or Services.
- 2.2 Price**
- 2.2.1 The Price is exclusive of any delivery costs as well as taxes, levies, duties or charges levied which must be paid by the Client irrespective of whether they are directly charged to the Client or TEB.
- 2.2.2 At TEB's sole discretion, the cost of delivery is either included to, or in addition to, the Price.
- 2.2.3 TEB reserves the right to change the Price:
- (a) at any time before it is accepted by the Client; and
 - (b) if a variation to the Goods or Services which are to be supplied (including any applicable design, plans and/or specifications) is requested; and
 - (c) where additional services are required due to the discovery of hidden or unforeseeable difficulties (including, but not limited to, limitations to accessing the Site, inclement weather, obscured/latent site defects which require remedial work (including poor soil conditions, etc.), health hazards and safety considerations (such as the discovery of toxic substances), prerequisite work by any third party not being completed, hazardous materials below the surface or the relationship with neighbours, or hidden pipes and wiring in walls, etc.) which are only discovered on commencement thereof; and
 - (d) in the event of increases to TEB in the cost of labour or materials, or due to exchange rate variations, which are beyond TEB's control.
- 2.3 Taxes and Other Charges**
- 2.3.1 The Price quoted does not include any statutory or government charges which must be paid by the Client in addition to the Price payable under this Agreement.
- 2.3.2 Notwithstanding anything else in this Agreement, if TEB has any liability to pay GST on any Goods or Services supplied herein to the Client, the Client shall pay to TEB the amount of such GST at the same time as amounts otherwise payable to TEB.
- 2.3.3 If the introduction of a regime relating to the emission, removal, mitigation, reduction, avoidance or sequestration of greenhouse gases (Carbon Scheme) results in any additional financial burden whatsoever to TEB arising from the manufacture or supply of the Goods or Services, TEB may increase the Price to recover the reasonable net costs incurred arising from such Carbon Scheme.
- 2.4 Deposit**
- 2.4.1 At TEB's sole discretion, a non-refundable deposit may be required.
- 2.5 Invoice**
- 2.5.1 The Client must check all invoices and advise TEB of any errors or omissions within seven (7) days of receipt. Failing advice from the Client that the invoice contains any errors or omissions, the invoice may be deemed accepted by TEB.
- 3 Payment**
- 3.1 The Client agrees to pay the Price to TEB for Goods or Services supplied to the Client on the Payment Date without deduction or set-off.
- 3.2 Payment may be made by cash, cheque, bank cheque, electronic (direct banking), or by any other method as agreed to between the Client and TEB.
- 3.3 TEB may charge the Client a surcharge for payments made by credit card.
- 4 Overdue amounts and security**
- 4.1 Interest**
- 4.1.1 Any amount not paid by the due date will incur interest at a rate of 5% above the Reserve Bank of Australia Cash Rate calculated daily and compounded monthly but in no circumstances will the interest charged exceed 20% per annum.
- 4.2 Recovery Costs**
- 4.2.1 The Client agrees to pay all costs and expenses (including legal costs, commissions paid by TEB or its Related Body Corporate to any commercial or mercantile agent and any disbursement fees) incurred by TEB in connection with the recovery of overdue amounts and enforcing any charge.
- 4.3 Charge over Real Property**
- 4.3.1 As security for any amounts due to TEB from time to time, the Client charges all of its legal and equitable interest (both present and future) of whatsoever nature held in any Real Property to TEB. Without limiting the generality of the charge, the Client agrees, on request by TEB, to execute any documents and do all things reasonably required by TEB to perfect the charge including registering a mortgage over any Real Property. The Client appoints TEB to be the Client's lawful attorney for the purposes of executing and registering such documents and taking all steps in that regard. The Client indemnifies TEB on an indemnity basis against all costs and expenses incurred by TEB in connection with the preparation and registration of any such steps needed to perfect the security or prepare or register the mortgage documents.
- 4.4 Covenants**
- 4.4.1 The Client consents unconditionally to TEB lodging a caveat or caveats noting its interests in any Real Property.
- 4.5 Evidence of Debt**
- 4.5.1 A statement in writing signed by an authorised officer of TEB setting out the moneys due or owing to TEB at the date of the statement shall be sufficient evidence of the amount so due or owing until the contrary is proven.
- 4.6 Retention of Title**
- 4.6.1 TEB retains legal and equitable title in any Goods supplied to the Client until payment in full for or in connection with the supply of the relevant Goods has been received by TEB. Until payment in full has been received by TEB, the following terms apply:
- 4.6.2 Notwithstanding that title in the Goods remains with TEB until payment has been received in full, the Client may sell such Goods or use the Goods in a manufacturing or construction process in the ordinary course of the Client's business. As between the Client and the purchaser of any item of the Goods, the Client acts as principal and not as agent of TEB. The proceeds of sale of such items of Goods must be held by the Client in a separate fund on trust for TEB and the Client is under a duty to account to TEB for such proceeds. The creation of, or any failure of, any such trust shall not in any way limit the obligation of the Client to pay an amount to TEB for Goods supplied.
- 4.6.3 Until Goods are sold in a manufacturing or construction process, the Client must keep the Goods safe and free from deterioration, destruction, loss or harm, clearly designate the Goods as the property of TEB, store them in such a way as they are clearly identified as the property of TEB and keep full and complete records, finally, of the physical location of the Goods and, secondly, the ownership of the Goods by TEB.
- 4.6.4 TEB is irrevocably entitled at any time and from time to time before sale of any item of Goods by the Client to inspect or recover and retain possession of such Goods and otherwise exercise in relation to the Goods any of its rights whether those rights are as owner and/or unpaid seller or otherwise and whether those rights are conferred by common law, contract, statute or in any other way. In order to exercise such entitlement, TEB and its agents are irrevocably authorised by the Client to enter any of the Client's premises or vehicles or those of any third party. The Client agrees to obtain the consent of any such third party to such entry by TEB and to indemnify TEB and its agents for any liability arising from any entry upon such third parties' premises or vehicles. TEB and its agents agree to take all reasonable care in removing the Goods from such premises or vehicles but, to the extent this liability may be disclaimed by law, are not liable for any damage or injury to such premises or vehicles caused by the removal of the Goods.
- 4.6.5 This retention of title and ownership is effective whether or not the Goods have been cleared from their supplied form, or commingled with other goods.
- 4.7 Security Interest**

TEB CONTRACTORS | QUOTATION | TERMS AND CONDITION OF TRADE (Continued)

- 4.7.1 The retention of title arrangement in this Agreement constitutes the grant of a purchase money security interest by the Client in favour of TEB in respect of all present and after-acquired Goods supplied to the Client by TEB.
- 4.7.2 The Client must immediately, if requested by TEB, sign any documents, provide all necessary information and do anything else required by TEB to ensure that TEB's purchase money security interest is a perfected security interest.
- 4.7.3 The Client will not enter into any security arrangement that permits any other person to have or to register any security interest in respect of the Goods or any proceeds from the sale of the Goods until TEB has perfected its purchase money security interest.
- 4.7.4 For any Goods that are not goods that are used predominantly for personal, domestic or household purposes, the parties agree to contract out of the application of ss 33, 33B, 33B(1), 33B, 33B(2), 33B, 33B(2), 33B, 33B(2) or 33B of the PPSA in relation to the Goods.
- 4.7.5 The Client hereby waives any rights the Client may otherwise have to:
- rescind any notice the Client would otherwise be entitled to rescind under ss 33, 33B, 33B(1), 33B, 33B(2), 33B, 33B(2), 33B, 33B(2) or 33B;
 - apply to a Court for an order concerning the removal of an accession under section 97;
 - object to a proposal of the Client to purchase or obtain any collateral under ss 33B and 33B;
 - rescind a copy of a verification statement confirming registration of a financing statement, or a financing charge statement, relating to any security interest TEB may have in Goods supplied to the Client from time to time.
- 4.7.6 For the purposes of this paragraph, "PPSA" means the Personal Property Security Act 2009 (Cth). The expressions "accession", "collateral", "financing statement", "financing charge statement", "security agreement", "security interest", "perfected security interest" and "verification statement" have the meanings given to them under, or in the context of the PPSA. References to sections are to sections of the PPSA.
- 5 Delivery, Site Access, Safety and Returns**
- 5.1 Risk**
- 5.1.1 Risk in relation to any Goods (including damage or loss of) passes to the Client on delivery of the Goods.
- 5.1.2 Delivery of Goods and Services will occur at the time that Goods and Services are:
- collected from TEB's premises by the Client, its employees, agents or contractors; or
 - delivered by TEB or its agent to the Site even if the Client is not present at the address.
- 5.1.3 If TEB has expressly agreed to ship the Goods, risk in the Goods passes immediately on delivery of the Goods to the Site by TEB or its agent.
- 5.1.4 The Client must insure the Goods on or before delivery.
- 5.1.5 If any Goods are damaged or destroyed following delivery but prior to ownership passing to the Client, TEB is entitled to receive all insurance proceeds payable for the Goods. The conclusion of this Agreement by TEB is sufficient evidence of TEB's rights to receive the insurance proceeds without the need for any person dealing with TEB to make further enquiries.
- 5.2 Site Access**
- 5.2.1 Where this Agreement includes delivery to the Site:
- TEB will deliver and the Client will receive the Goods and Services at the Site;
 - if the Client requests that Goods be delivered either to an unattended location, left outside, or are left outside TEB's premises for collection, the Client acknowledges that TEB will deliver the Goods as requested at the Client's risk;
 - the Client will be responsible for providing clear, timely, and safe access to the Site at all times to enable TEB to deliver the Goods or Services including materials, personnel and equipment;
 - the Client will indemnify TEB for all loss incurred by TEB as a result of failure to provide clear, timely and free access to the Site and shall indemnify TEB for any loss incurred by TEB arising out of or in connection with such delay;
 - in the event that the Client is unable to take delivery as arranged then TEB shall be entitled to charge a reasonable fee for redelivery and/or storage;
 - the Client accepts that TEB may deliver the Goods to separate instalments and require payment for each separate instalment in accordance with the provisions of this Agreement;
 - The Client acknowledges that dates and times quoted for delivery are estimates only. Maximum delivery times for Goods vary by location and delivery of such will be determined by TEB on a case by case basis. The Client must still accept delivery even if late and TEB will not be liable for any loss incurred by the Client as a result of any delay;
 - the Client shall take all reasonable precautions to ensure the Site to prevent loss or damage to any equipment or any injury to persons entering upon the Site where TEB leaves equipment on the Site in connection with the supply / performance of the Goods or Services;
 - TEB shall not be liable for any loss or damage to the site (including, without limitation, damage to pathways, driveways and excavated or paved or graded areas);
- 5.3 Safety**
- 5.3.1 The Client shall notify TEB prior to delivery of any obstacles or prohibitions in relation to the Site.
- 5.3.2 The Client making any delivery may refuse to complete the delivery if not satisfied with the Client's compliance with this Agreement.
- 5.3.3 The Client acknowledges that in the event that asbestos or any other toxic substances or materials are discovered at the Site that it is their responsibility to ensure the safe removal of the same. The Client further agrees to indemnify TEB against any costs incurred by TEB as a consequence of such discovery. Under no circumstances will TEB handle removal of asbestos or other toxic substances or materials.
- 5.4 Inspection and Return**
- 5.4.1 The Client must inspect the Goods immediately upon delivery and must within 14 days after the date of inspection give written notice to TEB with particulars of any claim that the Goods are not in accordance with this Agreement. If the Client fails to give notice, then to the extent permitted by law, the Goods must be treated as having been accepted by the Client and the Client must pay for the Goods in accordance with this Agreement.
- 5.4.2 The Client cannot return goods to TEB without the written agreement of TEB. The Client acknowledges and agrees that any return will incur a handling and administration charge of 15% of the purchase price of the returned Goods.
- 6 Information and IP**
- 6.1 The Client acknowledges and agrees that:
- 6.1.1 The Client must provide all relevant information (including all specifications relating to the Goods or Services, details relating to the Site, and other matters that may affect TEB's ability to supply the Goods or Services) to TEB to enable TEB to supply the Goods or Services and
- 6.1.2 TEB in giving a Quotation has relied upon the accuracy and completeness of such information, and the Client hereby warrants to TEB the accuracy and completeness of all information supplied.
- 6.2 All Intellectual Property of TEB including any developed during the course of supply of the Goods or Services shall remain the sole property of TEB and no licence, right or other interest of any kind in respect of such Intellectual Property is granted, created or transferred to the Client.
- 7 Warranties and obligations of the Client**
- 7.1 Corporations**
- 7.1.1 If the Client is a corporation:
- the Client warrants that all of its directors have signed this Agreement and that all of its directors may be required to enter into a guarantee and indemnity with TEB in relation to the Client's obligations to TEB;
 - (with the exception of a public listed company), transmit advice TEB of any alteration to its corporate structure (for example, by changing directors, shareholders, or its constitution);
- 7.1.2 In the case of a change of directors or shareholders TEB may ask for new guarantors to sign a guarantee and indemnity.
- 7.2 Trustee Capacity**
- 7.2.1 If the Client is the trustee of a trust (whether disclosed to TEB or not), the Client warrants to TEB that:
- the Client enters into this Agreement in both its capacity as trustee and in its personal capacity;
 - the Client has the right to be reasonably indemnified out of those trust assets;
 - the Client has the power under the trust deed to sign this Agreement; and
 - the Client will not retire as trustee or appoint any new or additional trustee without advising TEB.
- 7.2.2 The Client must give TEB a copy of the trust deed upon request.
- 7.3 Partnership**
- 7.3.1 If the Client enters into this Agreement as partners, the Client warrants that all of the partners have signed this Agreement and that all of the partners may be required to enter into a guarantee and indemnity with TEB in relation to the Client's obligations to TEB.
- 7.3.2 If the Client is a partnership, it must not alter its partnership (for example, adding or removing partners or altering its partnership agreement) without advising TEB. In the case of a change of partners, TEB may ask for new guarantors to sign a guarantee and indemnity.
- 7.4 Agency**

TEB CONTRACTORS | QUOTATION | TERMS AND CONDITION OF TRADE (Continued)

- 7A.1 If the Client becomes insolvent, the Client remains liable under this Agreement for payment of all Invoices issued hereunder. The Client remains liable under this Agreement even if TEB receives a dividend or payments as a result of the Client being insolvent.
- 8 Limitation of Liability**
- 8.1 General**
- 8.1.1 If the Client is not a Consumer, TEB shall not be liable in any circumstances:
- (a) for any damage to any property of whatsoever kind situated in, on or adjacent to the Site resulting from Goods supplied or Services performed in accordance with this Agreement;
 - (b) for any defects in the Goods or Services unless the Client notifies TEB within 14 days from the date of delivery of the materials or the supply of the services specifying the defect, which notice shall be a condition precedent to any right to recovery by the Client;
 - (c) for any loss arising from delay;
 - (d) for any consequential loss;
 - (e) for any loss arising from materials supplied by TEB being flawed or installed by others.
- and subject to sub-paragraph 8.2, TEB's total aggregate liability in all circumstances, is limited (to the extent permitted by law) to the amount paid by the Client for the Goods and / or Services.
- To the maximum extent permitted by law, the Client hereby indemnifies and forever holds harmless TEB from all losses caused or contributed to by any negligent and / or willful act or omission or any breach of this Agreement by the Client, or by TEB arising from supplying or performing the Goods and / or Services in accordance with this Agreement.
- 8.2 Australian Consumer Law Guarantees**
- 8.2.1 Unless the Client indicates otherwise below, the Client acknowledges that the Goods or Services it will acquire from TEB will be obtained for either the purpose of supply (in an intended form or condition or to be incorporated into other goods) or for the purpose of using them up or incorporating them in trade or commerce in the course of a process of production or manufacture or in the course of repairing or treating other goods or fixtures on land.
- 8.2.2 By ticking this box (), the Client notifies TEB that it is acquiring the Goods for a purpose other than that stated immediately above, in which event the provisions below may apply. If the Client is a Consumer and any of the Goods supplied by TEB are not goods of a kind ordinarily acquired for personal, domestic or household use or consumption, the Client agrees that TEB's liability for a failure to comply with a consumer guarantee under the Australian Consumer Law in relation to those Goods (other than a guarantee under sections 53(1)(a), 53(1)(b)(undisturbed possession) and 53(1)(b)(disturbed security) of the Australian Consumer Law, is limited to, at the option of TEB, one or more of the following:
- (a) the replacement of the Goods or the supply of equivalent goods;
 - (b) the repair of the Goods;
 - (c) the payment of the cost of replacing the Goods or of acquiring equivalent goods; or
 - (d) the payment of the cost of having the Goods repaired;
- If the Client is a Consumer and any of the Services supplied by TEB are not services of a kind ordinarily acquired for personal, domestic or household use or consumption, TEB's liability for a failure to comply with a consumer guarantee under the Australian Consumer Law in relation to those Work services is limited to, at the option of TEB:
- (a) the supply of the Services again; or
 - (b) the payment of the cost of having the Services supplied again.
- 8.3 Force Majeure**
- 8.3.1 TEB shall not be liable in any way for any delay in the supply or performance of Goods or Services where such delay occurs by reason of any cause whatsoever beyond the reasonable control of TEB, including without limiting the generality thereof, restrictions of Government or other statutory authorities, war, terrorist act, fire, epidemic, failure or fluctuation in any electrical power supply, storm, flood, earthquake, accident, labour dispute, plant breakdown, materials or labour shortage, the change or introduction of any law or regulation or an act or omission of any supplier or other third party or any failure of any equipment owned or operated by them.
- 8.4 Advice and Information**
- 8.4.1 Any advice, recommendation, information, assistance or service provided by TEB in relation to Goods supplied is given in good faith, is based on TEB's own knowledge and experience and shall be accepted without liability on the part of TEB, and it shall be the responsibility of the Client to confirm the accuracy and reliability of the same in light of the use to which the Client makes or intends to make of the Goods.
- 8.5 Variations in Goods**
- 8.5.1 The Client acknowledges that the Goods may exhibit variations in texture, shade, colour, surface, finish and markings. Whilst TEB will make every effort to match batches and/or sales samples to the finished Goods, TEB shall not be liable for any loss, damages or costs howsoever arising resulting from any variation thereof.
- 8.5.2 The Client acknowledges that Goods supplied may:
- (a) fade or change colour over time; and
 - (b) crack or split if exposed to certain substances; and
 - (c) be damaged or disfigured by impact.
- 8.6 Installations**
- 8.6.1 Where TEB is required to install the Goods the Client warrants that the surface upon which those Goods are to be installed is compacted and will contain the installation and work incidental thereto and TEB shall not be liable for any claims, demands, losses, damages, costs and expenses howsoever caused or arising in connection with the installation and work incidental thereto.
- 8.6.2 Where the contract does not include installation of Goods by TEB, TEB shall not be liable for any defect or damage resulting from incorrect or faulty installation.
- 8.6.3 TEB shall not be liable for any future structural damage (e.g. cracking) to any surface, and gives no warranty in which such damage may occur.
- 9 Termination and Breach**
- 9.1 Termination by Client**
- 9.1.1 The Client may give notice in writing to TEB at any time that it wishes to terminate this Agreement. If that occurs, the Client must pay TEB's fees for work done, including all consumable and unavoidable costs incurred by TEB that are attributable to the termination.
- 9.2 Termination by TEB**
- 9.2.1 Without prejudice to any of TEB's actual rights or remedies:
- (a) If an Insolvency Event occurs, TEB may immediately terminate the Agreement upon notice to the Client; and
 - (b) If a Default Event occurs, then:
 - (i) any moneys payable by the Client to TEB whether due for payment or not will become immediately due and payable;
 - (ii) TEB may cancel any outstanding order or arrangement with the Client; and
 - (iii) TEB may terminate the Agreement immediately upon the Default Event not being remedied within 7 days of the receipt of a notice from TEB requesting the Default Event be remedied.
- 9.2.2 The Client must pay for its own legal, accounting and business costs and must indemnify TEB and TEB's officers, employees, contractors and agents against all liability, loss, claims, actions, suits, demands, costs, expenses, including all debt collection and legal costs (on a solicitor/client or indemnity basis) arising in any way out of a breach by the Client of this Agreement. This clause survives the termination of this Agreement.
- 10 General**
- 10.1 Entire Agreement**
- 10.1.1 This Agreement records the entire agreement between the parties and prevails over any earlier agreement, written or oral, which are of no further effect.
- 10.2 Severance**
- 10.2.1 If any provision of this Agreement is invalid or unenforceable in accordance with its terms, all other provisions which are self-sustaining and capable of separate enforcement without regard to the invalid and unenforceable provision shall be and continue to be valid and enforceable in accordance with their terms.
- 10.3 Variations**
- 10.3.1 TEB and their related bodies corporate (as that term is defined in the Corporations Act) may, at any time, upon the provision of 48 hours' written notice to the Client, vary the terms of this Agreement.
- 10.4 No Implied Terms**
- 10.4.1 The Client may have the benefit of certain statutory guarantees relating to the Goods or Services pursuant to the CCA. Otherwise, to the maximum extent permitted by law, all terms, conditions or warranties that could be implied into this Agreement or in connection with the supply of Goods and / or Services by law, statute, custom or international convention (including those relating to quality or fitness for purpose) are excluded.
- 10.5 Waiver**
- 10.5.1 A waiver of any provision or breach of this Agreement by TEB must be made by an authorised officer of TEB in writing.

TEB CONTRACTORS | QUOTATION | TERMS AND CONDITION OF TRADE (Continued)

- 20.5.2 A waiver of any provision or breach of this Agreement by the Client must be made by the Client's authorized officer in writing.
- 20.5.3 No failure to exercise or no delay in exercising any right, power or remedy, under this Agreement will operate as a waiver or nullify any right or partial exercise of any right, power or remedy provided any other or further exercise of that or any other right, power or remedy.
- 20.6 Insurance**
- 20.6.1 The Client must take out and maintain those policies of insurance that would be held by a reasonably prudent customer in the position of the Client.
- 20.7 Time is of the essence**
- 20.7.1 In each and every respect, time shall be of the essence, in the performance of a party's obligations under this Agreement.
- 20.8 No Adverse Interpretation**
- 20.8.1 This Agreement is not to be interpreted against the interests of a party merely because that party proposed this document or some provision in it or because that party relies on a provision of this Agreement to protect itself.
- 20.9 Privacy Disclosure and Consent**
- 20.9.1 The Client authorizes TEB to:
- (a) obtain credit information about its personal, consumer and commercial credit worthiness from any bank or trade reference displayed in this document and from any other credit provider or credit reporting agency for the purpose of assessing the application for credit, or in connection with any guarantee given by the Client;
 - (b) use, disclose or exchange with other credit providers information about the Client's credit arrangements in order to assess any application for credit, monitor credit worthiness and collect overdue accounts;
 - (c) disclose the contents of any credit report to any of their solicitors or mortgage agents.
- If the Client does not provide the information requested, TEB may be unable to process any application for credit.
- TEB complies with the privacy principles imposed by law in relation to the collection and disclosure of information regarding individuals. For further information on the way TEB manages personal information, contact TEB.
- 20.10 Governing Law**
- 20.10.1 The Client acknowledges and agrees that:
- (a) any contract for the supply of goods or services between TEB and the Client is formed at the address of TEB; and
 - (b) this Agreement is governed by the laws of South Australia and the Commonwealth of Australia and each party irrevocably submits to the non-exclusive jurisdiction of the Courts of South Australia.
- 21 Definitions**
- 21.1 In this Agreement, unless the context requires otherwise:
- 21.1.1 "Agreement" means these Terms including any Quotation, Order, credit application, schedule or annexure and any variation;
 - 21.1.2 "Australian Consumer Law" means Schedules 1 and 2 of the CCA and any other relevant provisions contained in that Act;
 - 21.1.3 "CCA" means the Competition and Consumer Act 2010 (Cth) as amended from time to time;
 - 21.1.4 "Client" means the customer as specified on any invoice, document or order and if no customer is named, the customer to whom this Agreement is addressed or Goods or Services are supplied;
 - 21.1.5 "Consequential loss" means loss of anticipated savings or business, loss of use, loss of opportunity, loss of profits, loss of revenue, increased financing costs, loss arising from delay, loss of data, loss of value of equipment (other than cost of repair), loss of opportunity or expectation loss and any form of consequential, special, indirect, punitive or exemplary loss or damages, whether or not the possibility or potential extent of the loss or damage was known or foreseeable, and whether arising from a claim under indemnity, contract, tort (including negligence), statute or otherwise;
 - 21.1.6 "Corporations Act" means the Corporations Act 2001 (Cth) as amended from time to time;
 - 21.1.7 "Default Event" means any of the following events:
 - (i) an insolvency event;
 - (ii) the Client ceases or threatens to cease conducting business in the normal manner, applies for deregistration or resolves a deregistration notice;
 - (iii) any cheque the Client provides to TEB is dishonoured for payment;
 - (iv) the Client fails to pay any invoice or demand for payment issued by TEB; or
 - (v) the Client breaches any terms of this Agreement or any other agreement between TEB and the Client.
 - 21.1.8 "Goods" means the goods supplied to or by supplied by TEB to the Client.
 - 21.1.9 "GST" has the meaning given to that term in the GST law.
 - 21.1.10 "GST law" has the meaning given to that term in the A New Tax System (Goods and Services Tax Act 1999 (Cth)) as amended from time to time.
 - 21.1.11 "Insolvency Event" means the happening of any of the following events in relation to the Client ("relevant party"):
 - (i) in the case of a corporation:
 - (A) the relevant party is unable to pay its debts or fails to comply with a statutory demand under section 459(1)(b) of the Corporations Act or it is deemed to be unable to pay its debts under section 588 of 588(3) of the Corporations Act;
 - (B) the relevant party enters a meeting of creditors or enters into or proposes to enter into any composition with creditors, including a deed of company arrangement;
 - (C) an application is made to the court that the relevant party be wound up;
 - (D) a liquidator, administrator or trustee is appointed in respect of the relevant party or a controller, as defined in the Corporations Act, is appointed in respect of any of the relevant party's assets; or
 - (E) the relevant party is wound up or dissolved; or
 - (ii) in the case of a natural person:
 - (A) he or she is unable to pay all his or her debts as and when they become due and payable; or
 - (B) he or she proposes to enter into or enters into any form of arrangement (formal or informal) with his or her creditors or any of them or he or she becomes bankrupt.
 - 21.1.12 "Intellectual Property" means all present and future rights throughout the world conferred by statute, common law or equity in relation to inventions, discoveries, innovations, know how, technical information and data, prototypes, processes, improvements, patent rights, copyright designs, plans, configurations, copyright, trade mark rights, design rights, and other results of intellectual activity in the industrial, commercial, scientific, literary or artistic fields, whether or not registrable, registered, or patentable. These include all rights in all applications to register those rights, all renewals and extensions of those rights and all rights in the nature of those rights.
 - 21.1.13 "Loss" means any liability, however it arises (including as a result of negligence) and includes any loss, claim, damage, demand, injury or death, Consequential loss, and a fine or penalty imposed by a statutory or other authority;
 - 21.1.14 "Order" means an order for Goods or Services submitted to TEB by the Client.
 - 21.1.15 "Payment Date" means the date specified on any quote, invoice or other form of communication as the date for payment by the Client and may be before delivery, on delivery, in accordance with a progress payment schedule, and falling within the seven (7) days following the date of any invoice given by TEB to the Client;
 - 21.1.16 "Price" means the amount shown on the face of the Quotation or otherwise used to calculate the price in the Quotation.
 - 21.1.17 "Quotation" means the document in writing provided by TEB to the Client confirming the Goods or Services to be supplied for the Price.
 - 21.1.18 "Real Property" means all real property interests held by the Client now or in the future.
 - 21.1.19 "Related Body Corporate" has the same meaning as in the Corporations Act.
 - 21.1.20 "Services" means any services provided by TEB being the supply of building or construction services, the supply of goods and all related or ancillary services.
 - 21.1.21 "Site" means the location for supply / performance of the Goods or Services specified on the face of the Quotation.
 - 21.1.22 "TEB" means TEB Contractors Pty Ltd (ABN 29 759 282 972) as trustee for The Bagers Sporting Services Trust trading as TEB Contractors.
 - 21.1.23 "Terms" means these Terms and Conditions of Trade.
- 22 Interpretation**
- 22.1 In this Agreement, the following rules of interpretation apply unless the context requires otherwise:
- 22.1.1 where a word or phrase is defined, its other grammatical forms have a corresponding meaning;
 - 22.1.2 a reference to any party to this Agreement or any other agreement or document includes that party's agents, sub-contractors, successors or permitted assigns;
 - 22.1.3 a reference to dollars or \$ is to Australian currency unless otherwise specified;
 - 22.1.4 a reference to a right or obligation of any two or more persons confers that right or imposes that obligation, as the case may be, jointly or severally;
 - 22.1.5 a reference to conduct includes any omission, statement or undertaking, whether or not in writing;
 - 22.1.6 a reference to includes means "includes without limitation".

TEB CONTRACTORS | QUOTATION | TERMS AND CONDITION OF TRADE (Continued)

12.1.7 The Sale of Goods (Venda Convention) Act 1996 (SA) is excluded.

12.1.8 If there is any conflict between this Agreement and an Annexure, this Agreement shall prevail to the extent of any inconsistency.

ACCEPTANCE

I accept this Quotation and I certify that the above information is true and correct and I agree to be bound by this Quotation and the Terms and Conditions of Trade. I agree that if I am a director/shareholder (owning at least 25% of the shares) of the Client I shall be personally liable for the performance of the Client's obligations under this Agreement.

Who must sign this Agreement on behalf of the Client:

For Companies: Where there is only one director for the company then that person must sign; where there are two or more directors for the company then 2 Directors or a Director + Company Secretary must sign. Sole Traders operating under their own name or under a business name: The Individual. Partnerships: All Partners of the Partnership. Where this is not possible please contact TEB.

Signatory		Witness	
		Executed by independent witnesses	
Print Name (in block letters)		Print Name (in block letters)	
Position		Position	
Signature		Signature	
Date	/ /	Date	/ /

Mailing Instructions

For your application to be processed please ensure that you have completed and signed the Quotation | Terms and Condition of Trade form. Please return all original signed and witnessed documents to our office below

TEB Contractors

ASN 29 759 282 971 • ACN 245 063 589
 47 Conservatory Grove, Graham SA 5065
 P.O. Box 3345 3328
 Mobile: 0419 632 242
 Email: accounts@tebcontractors.com.au
 Web: www.tebcontractors.com.au

PRESTIGE
ABN 54 007 960 710
SPORTS AND EARTHMOVING
CONSTRUCTIONS PTY LTD

37 CONNOR AVENUE
 EDWARDSTOWN 5039
 SOUTH AUSTRALIA
 TELEPHONE (08) 8374 4885
 FACSIMILE (08) 8374 4882
 MOBILE 0418 449 122
 EMAIL PAUL.WRIGHT@PRESTIGESPORTS.COM.AU

PWQ7306

17 March 2021

City of Salisbury
 34 Church Street
 Salisbury SA 5108

Attention: Jillian Campbell
 Email: jeampbell@salisbury.sa.gov.au

Re: Valley View Tennis Court Re-Surfacing

Dear Jillian

We have pleasure in submitting our **Quotation**, as requested, for the works on the above Tennis Courts, as detailed hereunder.

Total Area of Six (6) Courts 3731m²

Quotation

1. **Pressure clean** existing surface in preparation for re-surfacing.
2. Using a **Plexipave filler product**, fill cracks and grind smooth.
 (approximately 150 linear metres).
3. **Flush out three (3) sunken areas**, using a **Plexipave Court Patch Binder product**.
 (approximately 43m²).
4. Apply to complete area, a two (2) coat system of **Acrylic Plexipave surfacing material**, in **two-tone blue** (Australian Open colours).
5. Using **Plexipave Line Paint**, mark for six (6) Tennis in white.
6. Using **Plexipave Line Paint**, mark for six (6) Orange Ball in blue.

Quotation Excluding GST	\$ 63,820.00
GST	\$ 6,382.00
Quotation Including GST	\$ 70,202.00

*PLEXIPAVE ACRYLIC COATINGS *CIVIL CONSTRUCTION *SPORTING FIELD DESIGN & CONSTRUCTION
 *ENVIRONMENTAL LIGHTING *BITUMEN PAVING *SUPERGRASSE SYNTHETIC TURF
 *EARTHMOVING *FENCING & ACCESSORIES

1

Rates as required:

A. Crack repairs and grinding.

Per linear metre**\$ 57.60 Excluding GST**

B. Patch and grinding of sunken area.

Per m²**\$ 46.00 Excluding GST**


With the above method of resurfacing, we could offer no guarantee against future surface cracking caused by tree roots, ground movement due to seasonal changes, ponding of water due to insufficient surface falls on existing Courts or future problems resulting from fungal growths, all of which are beyond our control.

We trust that the above information is as you requested. Please do not hesitate to contact me should you wish to discuss any of the above.

Should the above offer be accepted, our **Payment Terms** are **In Full On Receipt of Invoice, once all works have been completed.**

Yours faithfully

Prestige Sports & Earthmoving Constructions Pty Ltd



Paul Wright
Director

2.

*PLEXIPAVE ACRYLIC COATINGS *CIVIL CONSTRUCTION *SPORTING FIELD DESIGN & CONSTRUCTION
*ENVIRONMENTAL LIGHTING *BITUMEN PAVING *SUPERGRASSE SYNTHETIC TURF
*EARTHMOVING *FENCING & ACCESSORIES

CONDITIONS OF QUOTATION

Terms of Payment - Net cash on receipt of invoice unless alternative arrangements are agreed in writing.

- We reserve the right to apply for one or more progress payments during the course of the contract which are payable on receipt of invoice.
- We have made no allowance to alter or remove any services in the area of the works unless specifically mentioned in our quotation.
- Unless specifically mentioned in our quotation no responsibility can be accepted for damage caused by trucks or construction equipment in gaining access to the site.
- Should rock or any underground obstacle such as house foundations or tree stumps be encountered an additional charge may be made.
- We cannot accept responsibility for any damage to underground services unless we have been specifically advised of the exact depth, location and age of services.
- If the ground being excavated or worked on is found to be unstable joint discussions will take place to determine whether the base is to be left to dry out or the unstable material replaced as a variation to the contract. If the site is left to dry out for a considerable period any increases in costs of materials, equipment and labour will form a variation to the contract.
- We reserve the right to request and be supplied with written confirmation of any variation to the scope of the works prior to commencement of those variations.
- This quotation is based on the current cost of labour and materials. We will hold the quotation firm for thirty days. In the event of such rates increasing subsequent to this date some adjustment may have to be made to cover this increase unless prior arrangements have been made to hold the quotation firm.
- In circumstances where we apply a new surface over an existing pavement we cannot accept responsibility for any deformation or cracking or other defects which may subsequently appear in the new surface and which can be reasonably deemed to have been caused by any settlement, shrinkage, cracking, vegetation growth, failure, distortion or other deterioration in the underlying pavement.

Client: City of Salisbury

Attention: Jillian Campbell

Project Name: Valley View Tennis Courts

Date: 19.03.2021

Quotation Ref: 5222B-sat



1 River Street
Hindmarsh SA 5007
1300 682 772
estimating.sa@surfcon.com.au

PREPARED BY
Adrian Tanner
08 8248 7486
adrian@surfcon.com.au

The Synthetic Surfacing Specialists
Wet-pour Rubber
Acrylic Sports Coatings
Synthetic Grass
IAAF Track Systems
Surface Maintenance
Commercial Solutions

www.surfcon.com.au

Surfacing Contractors Australia thank you for the opportunity to provide a quotation for your project. The following is a summary of works and or items included in the quote. Please note all exclusions and qualifications that follow below.

1. Scope of works

- Pressure wash courts
- Prepare and fill cracks up to 150Lm
- Prepare and fill sunken areas up to 43m2
- Supply and install Greenset GP Acrylic 3 coat system
- Colour – True Blue and Velocity Blue [official Australian Open colours]
- Supply and install white line marking to six [6] tennis courts
- Supply and install orange line marking to six [6] hotshot courts

2. Price Schedule

Description	unit	qty	unit price	total
Preliminaries	item	1	1432.00	\$ 1,432.00
Crack repairs	Lm	150	10.40	\$ 1,560.00
Fill sunken areas	m2	43	39.00	\$ 1,677.00
Supply and install Greenset GP acrylic system	m2	3731	20.25	\$ 75,552.75
Supply and install line marking to tennis courts	each	6	455.00	\$ 2,730.00
Supply and install line marking to orange ball courts	each	6	455.00	\$ 2,730.00
			Sub	\$ 85,681.75
			GST	\$ 8,568.18
			Total	\$ 94,249.93

3. Client supplied documents

Drawings

- As per RFQ document

Specification / Schedule

- As per RFQ document

4. Quote Exclusions

The following qualifications are applicable to this quotation:

- Quotation based on area available within 10m of site works for SCA materials to be stored for project period
- Quotation is based on easy and unobstructed access for SCA Materials delivery and construction teams
- Surfacing Contractors take no responsibility for any damage or vandalism encountered to the surfacing works during the curing period, curing period of product can take up to 24 hours

Surfacing Contractors Australia

1 River Street
Hindmarsh SA 5007

PO Box 76, Mitcham SC
Torrens Park SA 5002

1300 682 772
admin@surfcon.com.au
www.surfcon.com.au

ABN 41 718 779 645
ACN 133 880 583

- No allowances have been made to supply temporary fencing or bunting
- We have made no allowances for council fees.
- It is assumed water is available on site.
- It is assumed we can utilise existing facilities such as bathrooms.
- Quote is based upon the presumption of clear and easy access to the site
- While all care will be taken no allowances have been made to make good any surfaces that may be marked or damaged during the works.
- Normal working Hours are between 7am – 5pm Monday to Friday
- We will not be commencing works until the site has been inspected to ensure it is ready for our works to proceed. The quoted price is based upon continuous works not staged works. Costs will be associated with staged works.
- Surfacing cannot be installed in times of inclement weather.

5. Payment Terms

Terms of payment are strictly 30 days EOM from date of invoice unless otherwise stated or agreed prior to works commencing.

Our Quoted price to carry out the work is valid for a period of 60 days from the date quoted and is subject to the acceptance of the terms and conditions as stated in this quotation.

If you require further information in relation to this quote, please contact us during business hours on 1300 682 772 or by email at estimating.sa@surfcon.com.au

Surfacing Contractors Australia Pty Ltd is a long-established sports and recreational surfacing contractor with the resources and expertise to deliver on time, on budget projects tailored to meet individual requirements. We look forward to working with you on this project.

Please contact me on 1300 682 772 should you have any queries with respect to the above quotation or would like to negotiate the scope of works.

Kind regards,



Adrian Tanner

Surfacing Contractors Australia

1 River Street
Windmarsh SA 5007
PO Box 76, Mitcham SC
Torrens Park SA 5002

1300 682 772
adrian@surfcon.com.au
www.surfcon.com.au
ABN 41 718 779 645
ACN 132 890 983

HALF COURT TENNIS

6 Amethyst Crescent, Hope Valley
Phone/Fax (08) 8396 5386 Jim Mobile 0425 538 593

18/12/2020

Valley View Tennis Club

Attention J Zissopoulos

Dear Sir

Thank you for extending Half Court Tennis the opportunity to quote on the resurfacing of your courts in Valley View. As requested we have priced up painting your courts in two sections

- Areas of 2511 & 1220 square metres*
- Crack repair 100 & 50 lineal metres*
- Puddle repairs of 7 x 5 M and 2 @ 2 x 2M*
- Courts painted in two tone blue*
- Line mark four & 6 tennis courts in white*
- Line mark four & 6 Orange ball courts in blue*

We have assumed

- crack repair to be charged as actually performed*
- puddle repair to be charged as actually performed*
- storage of tools and paint on site as in the past*
- Power and water available*
- Access to the area at all times*

PREPARATION

Repair and repaint the existing surface. The first step in getting your courts prepared for painting will be pressure clean the courts.

Then we will flat grind around the existing cracks to make them suitable for repair and painting. The cracks will be ground out and filled with polyurethane adhesive. Minor cracking may reappear as the bitumen moves because of usual seasonal stresses. We have estimated 100 lineal metres for court 1-4 and 50 lineal metres for the other 2 courts. Variations on this would be at \$12/lineal metre and are likely to occur given the expected project date is 9-12 months away.

We have allowed for filling a 20mm deep hollow covering 7x5M on court 4. We have allowed for filling a 2 x 10mm deep hollows covering 2x2M each on court 6. Multiple coats of a levelling mix made by the paint manufacturer will be used to achieve this. Thus all products used will come from the same company reducing warranty and incompatibility risks.

SURFACE

Over existing paint the logical option is two topcoats. This will be two coats of Rebound Ace Synpave Acrylic top coat in the blues previously used on the courts. We propose the courts have a squeegee finish as currently used on your courts. Our paint is a nonslip, long wearing product with low glare.

Half Court Tennis use Synpave made by Rebound Ace Sports. Synpave is a premier product endorsed by Tennis Australia which provides excellent grip. It was used for the Australian Open for many years.

Line marking

Line marking of the court would be performed using two (as opposed to our competitors one coat) coats of a specialist product made by Rebound Ace Sports to match the properties of the playing surface.

Orange Ball lines (only a single coat as it will be blue on blue) for all courts are included.

Prices

Item	Quantity	Top 4	Quantity	Low 2
Pressure cleaning, Surface grind, crack repair & puddle fill	2510 M ² 100 lm 140 M ²	9428	1220 M ² 50 lm	4364
Synpave painting including lines	2510 M ²	28846	1220 M ²	15408
Total		38274		19773
Total all courts	58047			

Prices include GST. We have assumed a 3% materials price rise will occur in the 9 months prior to the work commencing (repairs and paint cannot be performed in winter)

Yours faithfully,

Jim Deer

Standard assumptions (Painting)

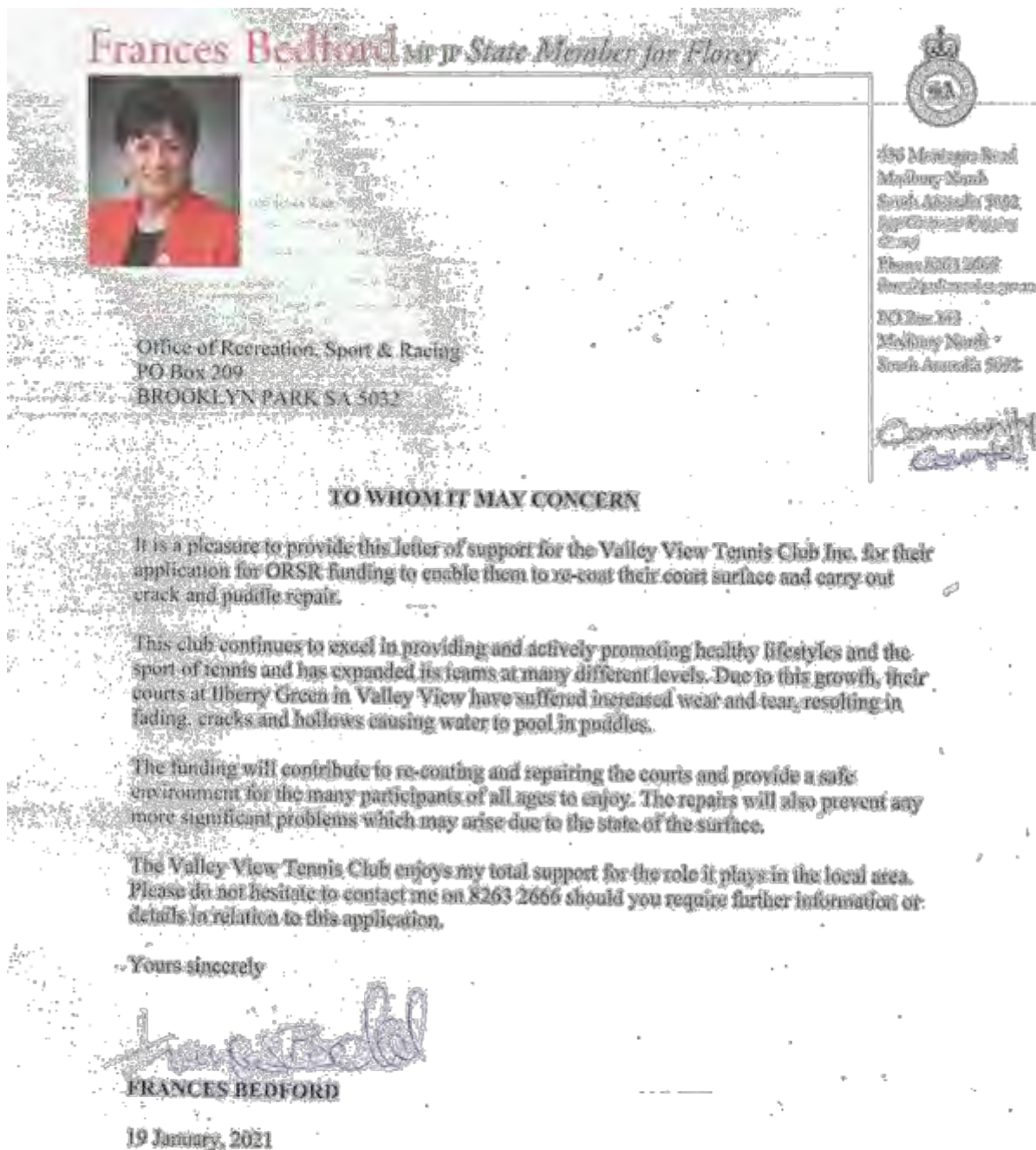
- Access for delivery of paint
- Secure storage location for paint
- Water and power available
- Access to courts available pre dawn
- The paint will not bridge over cracks that develop in the hotmix asphalt surface.
- Faults in the surface are not remedied by the painting process. Special fillers can be applied at an additional cost if required.

Conditions

1. Weather delays can cause us to arrive late at your site, or extend beyond the requested finish date. **We cannot paint in winter as the paint will not cure in cold, high humidity weather.** September to April is the standard 'painting weather' window.
2. Payment requests may be progressive based on the work completed to cover wages and sundry materials. We do not ask for payment for work and materials not yet provided
3. Power, water and on site security costs are not included in quote unless specifically mentioned. We assume the client can supply. If we are to supply these items additional costs will be charged.
4. Our working day could commence 1 hour before sunrise and we assume access to all facilities at that time
5. New asphalt requires a curing time of at least 3 weeks before any work can commence.

Guarantees

1. 3 yr on labour and materials for full 3 coat system
2. Material consumption variations will not affect contract price.
3. Material quantities used will not be less than 90% of the manufacturer's application rates.





16 January 2021

Funding Services
Office for Recreation, Sport and Racing
PO Box 219
Brooklyn Park SA 5032

Tennis SA
Wes Memorial Drive
North Adelaide SA
PO Box 48
North Adelaide SA 5006
T +61 8 7224 8100
F +61 8 4212 6519
www.tennis.com.au

**Re: Letter of Support - ORSR 2020/21 Community Recreation and Sport Facilities Program
Valley View Tennis Club, Elizabeth Crescent, Valley View**

This is a letter of support for the Valley View Tennis Club, an affiliated club of Tennis SA, which requires funding support from the Office for Recreation, Sport and Racing (ORSR) through the 2020/21 Community Recreation and Sport Facilities Program to **refurbish 6 tennis hardcourts**.

Tennis clubs service local communities by offering tennis opportunities across the entire population spectrum, including male and female juniors and seniors, as well as competitive and social levels of participation.

The poor condition and vast community usage of the facility has led the club to undergo a facility upgrade in order to provide a safe, quality playing environment to service the membership base and the local community. Tennis SA support tennis participation, sustainability and growth through a network of welcoming tennis venues and providers. This project will ensure existing facilities are brought up to a higher quality, will meet minimum standards in playing surface, lighting and amenities.

Tennis SA's service is to deliver the best possible venues! Every dollar invested into community tennis delivers up to \$5.16 in economic, health and social benefits.

On behalf of Tennis SA I would like to extend our support for this project and will assist the Valley View Tennis Club and the ORSR where necessary as we recognise the significance of the project and the role the club plays within servicing their community.

Yours sincerely

Brett Hidson
Head of Operations and Venues

cc Jim Zissopoulos, Junior Tennis Coordinator, Valley View Tennis Club

Tennis SA
AM 115 149 033 147

City of Salisbury - Minor Capital Works Grant Program Application

City of Salisbury - Minor Capital Works Grant Program



Submission date: [REDACTED]
 Receipt number: MCWGP34
 Related form version: 25

Organisation Information

Name of the Club / Organisation:	Mawson Lakes Golf Club Inc
Club Incorporation Number OR ASIC Registration Number:	A18776
Australian Business Number (ABN):	88101900191
Facility Name:	Mawson Lakes Golf Club
Facility Address:	Mawson Lakes Boulevard
Postal Address:	PO Box 4 Salisbury South SA 5106
Person Responsible for the Grant:	Shaun Ryan
Role/Position within Club:	Grants Officer
Contact Email:	[REDACTED]
Contact Mobile:	[REDACTED]

Club Membership

Male - Junior	2
Female - Junior	2
Social - Junior	0
Male - Senior	132

1 of 5

City of Salisbury - Major Capital Works Grant Program Application

Fentale - Senior	31
Social - Senior	0
Total Membership	168

Please provide membership numbers for the previous 3 seasons: 18/19 - 202, 19/20 - 209, 20/21 - 213

Funding Category

Category A – up to \$50,000 Clubs that meet one of the following may apply for Category A funding:

Category B – up to \$25,000

Not-for-profit associations that own their own facilities that are used to deliver sport and recreation outcomes to the community may apply for Category B funding.

Which category of funding is being applied for? Category B – up to \$25,000

Have you sought, or intend to seek funds from another source for this project? No

If yes, please list the source/s and amount/s requested.

About the Project

Name of Project: Shed Extension

What does the project involve? Extending the existing shed and including new electronic roller doors

Are there any time constraints for the project? Project will commence once funding is secured

Why is the project needed? The extension is required to house the expanding number of members who have golf carts so that they can leave on site as well as the club's need to purchase more golf carts so that it encourages those who struggle to walk an opportunity to still play golf.

2 of 5

City of Salisbury - Minor Capital Works Grant Program Application

How will the project increase participation opportunities for sport and recreation?	It is anticipated that this will allow the club to advertise through the community to having more golf carts and the ability for members to store their own golf carts instead of having to load them up each time they wish to play
How will the project increase inclusive opportunities for diverse people in the community and how does the project address Universal Design Principles?	It is envisaged that the more elderly will still continue to play golf as they have access to golf carts as the main reason for members and social players not continuing to play is around the inability to walk the course.
Apart from your organisation and its members, are there any other groups within the community that will benefit from the project?	Yes
Please indicate which groups and how they will benefit:	The Club has around 2000 social visitors play over the year and it is envisaged that this will increase with access to more golf carts

Budget Information

Total Project Cost:	25729
Club/Organisation's Contribution	729
Other grants / funds secured	0
MCWGP Amount Requested:	24999
Can the proposed works proceed if the full amount requested is not provided?	No
Please upload a copy of the completed MCWGP Project Budget Form:	
Quote 1	
Quote 2	
Quote 3	

3 of 5

City of Salisbury - Mawson Lakes Water Grant Program Application

Essential Documentation

Provide a Certificate of Incorporation demonstrating not-for-profit status

Provide a signed copy of committee minutes endorsing the project, authorising an application to the MCW Grants Program and documenting the authorised project contact

Club/organisation's most recent annual financial statement certified by the President /Treasurer or audited by a qualified accountant as presented at an AGM

Where applicable supply evidence of cash support (e.g. recent bank statement)

A copy of building works drawings or concept plans for the project

Provide photos that clearly demonstrate why the works are needed

Where applicable provide letters of support for the project from each of the user groups

Where applicable provide a letter/email from the head lessee supporting the application

Please upload any further information / documentation

Application Declaration

On behalf of (Club/Organisation)

Mawson Lakes Golf Club Inc.

Name & Position (President/Chairperson)

Peter Thomson

Date of Signature

31/05/2021

4 of 5

City of Salisbury - Minor Capital Works Grant Program Application

Signature 1

P. THOMPSON

[Link to signature](#)

Name & Position (Representative 2)	Shaun Ryan
------------------------------------	------------

Date of application

31/05/2021

Signature 2

[Link to signature](#)

We agree to abide by the terms and conditions of funding

I declare that I am authorised to complete this application on behalf of the applying community organisation and that the information contained in this application to the City of Salisbury's Minor Capital Works Grant Program is accurate at the date of submission, and that the application is eligible for consideration under the guidelines and specifications of the program. Further we accept the terms and conditions upon which funding for this project is offered.

5 of 5



SOUTH AUSTRALIA
Associations Incorporation Act 1985
Section 24(5)(b)

Incorporation Number: A18776

**Certificate of Incorporation
on Change of Name**

This is to certify that


**THE PALMS MAWSON LAKES GOLF CLUB
INCORPORATED**

an association which was on the twenty-ninth day of November 1989
incorporated under the Associations Incorporation Act 1985
resolved on the fourteenth day of June 2013
to change its name to


MAWSON LAKES GOLF CLUB INCORPORATED

Given under the seal of the Corporate Affairs Commission at Adelaide on this
fourteenth day of June 2013





Landowner Consent Form



Government of South Australia
Office of Recreation, Culture and Racing

This property is owned by
(Organisation legal name)

University of South Australia

Land Title Status
(Local Councils Only)

☐ Operational ☒ Community

Brief description of the project that consent is been given for
(E.g. New sports flood lighting at venue)

Extension of Buggy Shed for storage of Additional buggies for the Public Golfers to use.

The applicant's arrangement with the landowner is:

☒ Leaseholder Expiry date of lease: 30/09/2022

☐ Permanent Seasonal Permit Holder Expiry date of permit:

☐ Seasonal Permit Holder (re-negotiated annually)

How long (years) has the applicant operated at this location 10


As landowner we have the following requirements for any work undertaken.


- Approval subject to development application consent and further approvals from the City of Salisbury
- All works to be completed to Australian Standards and compliant with the National Construction Code
- Contractors to be suitably qualified and abide by relevant laws and regulations
- As built drawings/manual to be provided to UniSA

Authorisation

I am authorised to complete this document on behalf of the landowner.

As landowner, consent for the project to occur is given.

Signed			
Name of signatory	Justin Faggotter	Position held	Campus Facilities Manager
Date signed	27/01/2021	Expiry date of consent	
Contact Details	Phone	+61 8 8302 3347	Email justin.faggotter@unisa.edu.au



Game On
Creating better communities



27th of April 2021

Mawson Lakes Golf Club
PO Box 4
Salisbury South SA 5016

Attention Herb Clark

RE: QUOTE TO EXTEND SHED ON THE SOUTHERN SIDE

Thank you for giving us the opportunity to provide our Quotation for the Extension of the Shed at your facility of approximately 50 m2 as detailed below:

SCOPE OF WORK TO INCLUDE

- Provide documentation & lodge to council for full development approval
- Excavate full length of the shed by approx. 3.0metre wide, including dial before you dig to locate services
- Relocate excess soil to area near the second fairway as discussed
- Construct new shed to the entire length of existing shed by 2.65 metres wide as a lean-to style Structure in steel frame to match existing shed & line with Colorbond sheeting to match existing colour
- Install 2 Roller doors (one each end) as manual operation
- Remove existing wall sheets to open area up to new extension
- Concrete Shed area plus an additional 3.0 metres in front to match existing concrete work with 100mm Slab with SL72 mesh in standard 25MPA gray concrete
- Electrical work to include the following
 - New Light Points 5 off with 1200mm LED Batten slimline fittings
 - New Double Power Points 10 off
 - Note all work to be concealed in conduit as required
 - Switch plates to match existing
- Install agricultural drain alongside south side of shed to drain to existing drainage sumps, along with stormwater connection of downpipes back to adjacent sump
- Clean & remove all debris from site

OUR QUOTATION - \$31,650.00 INCL. GST

Our quote is subject to acceptance within 60 days & starting on site within 90 days of acceptance, we also require a letter from UNISA granting permission to build on their site.

A: 300 Glen Osmond Road, Fullarton, SA 5063 T: (08) 8438 2026 F: (08) 8433 2089 W: www.adelaideprestigehomes.com.au
Adelaide Prestige Homes is a Division of Riverside Homes Pty. Ltd. ABN 81 010 215 700 Builders License No. 06164



The following work is excluded from our quote:

- Replacement of any pipework/services that may be encountered during excavation
- Asbestos we have excluded the cost of asbestos removal unless otherwise noted as it is not always obvious at the time of pricing your project, if we need to remove any material that we suspect has asbestos contained in it we will advise you, have it tested for asbestos and notify you of additional cost to remove.
- Soil we have not included the cost of testing and removal of contaminated soil from your project if we suspect the soil is contaminated, we will have it tested and advise you.

Once you have had a chance to go through our Quotation, please call me if you have any queries or if you would like to make a further appointment.

The price quoted is based on current construction material prices and will be assessed once final Plans and engineering are approved and we are ready to start on site.

We thank you for the opportunity of Quoting on your project and look forward to your favourable consideration, if you require any clarification or would like to discuss our pricing, I am happy to make a time to meet & run through with you.

Yours faithfully,

A handwritten signature in black ink that reads 'Ken Nykiel'.

KEN NYKIEL
MANAGER CUSTOM PROJECTS

WELDMET FABRICATIONS PTY LTD
ACN 550 681 118 ABN 60 014 820 733
 Builders Licence No. 11146144
NO. 2 UNIT 2 FERRY AVE, MELROSE PARK 5039
PH: (08) 8277 1653 FAX: (08) 8276 1802 MOBILE: 0412 841 240

To Mawson Lakes Golf Club
 1-75 Mawson Lakes Boulevard
 Mawson Lakes SA 5095

18th of May 2021

Attention Herb Clark
 Quote for Extension of Shed

We have pleasure in submitting our quote for the extension to the existing shed as discussed on site as detailed below:

- Excavation to the area as directed incl. remove soil to area nominated
- Concrete work to shed & apron in front to match existing
- Extend shed out on the South side 2.65m for the full length
- To be constructed as a lean to approx. 2.4m high to the low end
- Install 2 roller doors at each end with manual controls
- Construction to be similar to the existing structure as discussed
- Sheeting to match existing profile & colour
- Gutters to match existing with 2 Downpipes included
- Electrical connections to include lighting with batten fixings & 10 Power Points
- Stormwater or drainage back to existing pit connection
- All documentation & Engineering to obtain council approval
- Council fees included, note standard fees only TBC once submitted

OUR QUOTE- \$33,755.00 (incl. GST)

The following work is Excluded from our quote:

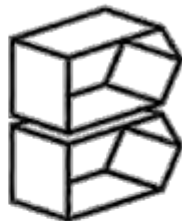
- Relocation of any underground services
- Removal of spoil from site

Our quote is fixed subject to acceptance within 45 days & starting on site within 60 days of acceptance (subject to council approval)

If you have any questions please call or email

Kind Regards Weldmet Fabrications

• STEEL SALES & FABRICATION •



**BARGAIN
STEEL
CENTRE
.COM.AU**

LOT 10 HEASLIP ROAD BURTON, SA 5110 Phone: 8280 6000 Fax: 8280 5689 Email: sales@bargainsteelcentre.com
Postal Address: PO Box 264 BROMPTON, SA 5007 ABN: 65 119 942 497
Adelaide Fencing & Steel Supplies Pty Ltd.

29/04/2021

*** QUOTE NO: 852239 ***

Account Code ZZJOBQUOTE

Deliver to

JOB QUOTING ACCOUNT

MAWSON LAKES GOLF CLUB
TBA
MAWSON LAKES

Contact : Brett -

Required : 29/04/2021

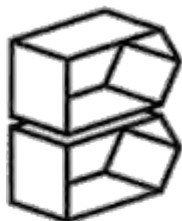
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Page 1

Cust. Ref. :

Items	Description	Quan	Length	Per	Weight	Rate	Amount
MANUFSHEDQ	Attached enclosed awning Made to Order	1.00		EACH		\$0.00	\$0.00
	Wind Region - A						
	Terrain Category - 2						
	Shed Size - 18.3m x 2.625m x 2.75x2.45m High						
	Degree Roof Pitch - 6°						
	Gutters Profile - D gutter						
	Footings - Hold down bolts						
	Roller door openings - 2 end manual						
	Roller door sizes - 2 x 1.8m wide x 2.0m high						
	Colour of Shed - Colour TBA						
	Framing - Colour TBA						
	Roof Sheet Profile - Corrugated						
	Wall Sheet Profile - Trim Deck						
	PVC Down Pipes Included						
	Inc Delivery						
	Supply Price - \$ 12800 inc GST						
	Council Approval - \$ 680 (Optional)						

	Total \$ 13880 inc GST Kit Form						

	Installation Cost - \$ 2860 (Paid direct to Contractor)						
	Council Fees Do not include the following :						
	\$116 Public Notification (if required by council)						
	DPTI,CFS, STATE HERITAGE, EPA \$406						
	Payment Terms:						
	Deposit - \$ 2600						
	Council Approval Progress Payment - \$ 6840						
	Prior to delivery Payment - \$ 4340						
	Installation Payment - \$ 2860 (Paid direct to Contractor)						
	Galv Purlins & Girts Using BlueScope Galvaspan						
	Frame Work						
	Galv Columns & Trusses						
	Fully Welded Frames						
	Wall Sheets Manufactured from BHP Materials						



**BARGAIN
STEEL
CENTRE
.COM.AU**

LOT 10 HEASLIP ROAD BURTON, SA 5110 Phone: 8280 6000 Fax: 8280 5689 Email: sales@bargainsteelcentre.com
Postal Address: PO Box 264 BROMPTON, SA 5007 ABN: 65 119 942 497
Adelaide Fencing & Steel Supplies Pty Ltd.

29/04/2021

*** QUOTE NO: 852239 ***

Account Code ZZJOBQUOTE

Deliver to

JOB QUOTING ACCOUNT
-
-

MAWSON LAKES GOLF CLUB
TBA
MAWSON LAKES

Contact: Brett -

Required: 29/04/2021

DM
Page 2

Cust. Ref.:

Items	Description	Quan	Length	Per	Weight	Rate	Amount
	** Price subject to change upon site inspection ** ** Price subject to Council Requirements ** No Allowances for the following: Concrete Floor Site Works Hand digging Cutting of Concrete Underground services Internal works Electrical works Plumbing works Connection to stormwater Removal of spoil from hole being						
MARKUP	Job Markup	1.00		EACH		\$0.00	- \$0.00
EFT Payment is to be made to "Adelaide Fencing & Steel Supplies" Reference No. - Q852239 BSB: 065 139 Account Number: 1034 2388							TOTAL inc GST: \$0.00

For conditions of sale refer to the Bargain Steel Centre website at www.bargainsteelcentre.com

QUOTE

Mawson Lakes Golf Course

Date
15 Jan 2021

Quote Number
QU-0068

ABN
95 656 097 163

McMillan Concrete
Constructions Pty Ltd
Ph: 0428 514 073
Email:
McMillan-concrete-
constructions@hotmail.com

Description	Quantity	Unit Price	GST	Amount AUD
Pouring off concrete strip along side of the shed 2.4m wide by 23.5m long including dowels into old shed to stop movement	57.00	70.00	10%	3,990.00
Subtotal				3,990.00
TOTAL GST 10%				399.00
TOTAL AUD				4,389.00

Terms

Quote will expire 3 months from date of quote.

Justin Hill
69 Merrett Drive
Ingle Farm SA 5096

Date: 22-2-2021
0488771801
jdohill@gmail.com

ABN: 43 924 790 475

Trade: Electrician

Site: Mawson Lakes Golf Club

Wire new shed as discussed including the following work:

- Power Points – 10 off
- Light Points – 5 off
- Supply standard switch plates
- Supply & Fix 5 LED Batten Lights
- All conduit work included as required

Exclusions:

- Upgrade power board (note current board should be adequate)

Quote: \$2,500.00 +GST = \$2,750.00

Note on completion of the works & payment a Certificate of Compliance will be issued.

Kind Regards

Justin Hill





ABN 3100780622
PO BOX 674, St Agnes, SA 5097
Ph 08 8376 9250
Mobile 0418 820 512

20/04/2021

Mawson Lakes Golf Club Inc
P.O. Box 4
Salisbury South SA 5016

Attention: Mr H Clark (Treasurer)

Please find below our quotation for earthworks for the excavation for your shed extension.

Inclusions:

- To excavate area south of existing shed, approximately 3.0m and prepare base to match existing shed height.
- Allowance for Dial Before you Dig prior to commencement.
- Cart soil to area of golf course as agreed

Total	\$1845.00
Gst	\$ 205.00
Total sum	\$ 2050.00

Please do not hesitate to contact me if you require any further information.

Yours faithfully,

Roger Vos
Vos Earthmovers Pty Ltd

Please note this quote is valid for 30 days

BLD 41607