



## **AGENDA**

### **FOR COMMUNITY WELLBEING AND SPORT COMMITTEE MEETING TO BE HELD ON**

**22 MARCH 2022 AT 6:30 PM**

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

#### **MEMBERS**

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

#### **REQUIRED STAFF**

Chief Executive Officer, Mr J Harry  
General Manager Community Development, Mrs A Pokoney Cramey  
General Manager Business Excellence, Mr C Mansueto  
Manager Governance, Mr R Deco  
Team Leader Corporate Governance, Mr B Kahland  
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 22 February 2022.

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## **REPORTS**

### *Administration*

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### *For Decision*

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## **QUESTIONS ON NOTICE**

There are no Questions on Notice.

## **QUESTIONS WITHOUT NOTICE**

## **MOTIONS ON NOTICE**

There are no Motions on Notice.

## **MOTIONS WITHOUT NOTICE**

## **OTHER BUSINESS**

## **CLOSE**



**MINUTES OF COMMUNITY WELLBEING AND SPORT COMMITTEE MEETING  
HELD IN LITTLE PARA CONFERENCE ROOMS, SALISBURY COMMUNITY HUB,  
34 CHURCH STREET, SALISBURY ON**

**22 FEBRUARY 2022**

**MEMBERS PRESENT**

Cr A Duncan (Chairman)  
Mayor G Aldridge (ex officio)  
Cr B Brug (*via Teams VC*)  
Deputy Mayor, Cr C Buchanan (Deputy Chairman)  
Cr D Hood  
Cr P Jensen (*from 6.40pm*)  
Cr S Ouk  
Cr J Woodman

**OBSERVERS**

Cr G Reynolds (*from 6.38pm*)  
Cr K Grenfell (*from 6.58pm*)

**STAFF**

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

The meeting commenced at 6.32 pm.

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

**APOLOGIES**

There were no apologies.

**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 18 January 2022, be taken as read and confirmed.

**CARRIED**

## REPORTS

### *Administration*

#### **5.0.1 Future Reports for the Community Wellbeing and Sport Committee**

Moved Cr S Ouk  
Seconded Cr B Brug

That Council:

1. Notes the report.

**CARRIED**

*Cr P Jensen entered the meeting at 6.40 pm.*

### *For Decision*

#### **5.1.1 Indoor Recreation Facilities**

Moved Cr C Buchanan  
Seconded Cr J Woodman

That Council:

1. Notes the current condition and functionality of the Ingle Farm and Gardens Recreational Centres.
2. Approves the development of an overarching strategic direction by December 2023 to partner with others to plan for a regional indoor facility for the north in the next ten years.
3. That staff bring back a report to Council by December 2022 with costings to upgrade the Parafield Gardens Recreation Centre to include a gym, additional court and design to accommodate district and state competitions to be held at the Gardens Recreation Centre and other recommendations as outlined in the BRM Preliminary Phase 1 Review.
4. Notes that the management of the current facilities and potential opportunities to partner with the private sector for capital improvements to these sites are subject to a further report at the Community Wellbeing and Sport Committee, 22 February 2022, titled Managed Recreational Assets – Future Management Options.

**CARRIED**



### 5.1.2 Minor Capital Works Grant Program - Brahma Lodge Sports Club Application

Moved Cr A Duncan  
Seconded Cr D Hood

That Council:

1. Approves the allocation of funding from the 2021/22 Minor Capital Works Grant Program budget as follows:
  - a. The Brahma Lodge Sports Club Incorporated in the amount of \$50,000 for the installation of an electronic scoreboard and erection of a storage shed to the facility at Brahma Lodge Oval, Harrow Road, Brahma Lodge with any additional costs to be funded by the Brahma Lodge Sports Club Incorporated as per the funding agreement.

**CARRIED**

### 5.1.3 Revised Sorry Day, Reconciliation Week and NAIDOC Week program for 2022

Moved Cr C Buchanan  
Seconded Mayor G Aldridge

That Council:

- 1.1 Approves a revised program to recognise Sorry Day, Reconciliation Week and NAIDOC Week, encompassing:
  - 1.1.1 Recognising Sorry Day by inviting Mr Alex Houthuysen (Hill) to make a presentation on the importance of Sorry Day and the Stolen Generation experience. This will be held at the Salisbury Community Hub and delivered through two sessions (to staff and the public).
  - 1.1.2 Supporting National Reconciliation Week (27 May to 3 June) by offering a range of 'cultural awareness' and 'cultural sensitivity and respect' sessions for free at the Hub to the community, elected members and staff.
  - 1.1.3 Supporting NAIDOC Week through the provision of five cultural bus tours with a Kaurna presenter tour guide which would be available free to the community.
  - 1.1.4 Request administration to include indigenous art and representation in the John and Church Street revitalisation project public artworks.

**CARRIED**

#### 5.1.4 Minor Capital Works Grant Program - Salisbury Football Club Application

Moved Cr D Hood

Seconded Cr C Buchanan

That Council:

1. Approves the allocation of funding from the 2021/22 Minor Capital Works Grant Program budget as follows:
  - a. The Salisbury Football Club Incorporated in the amount of \$15,240 with a contingency provision to be applied if necessary to a total value of \$18,288 for the installation of permanent football netting to the Salisbury Oval, Orange Avenue, Salisbury, noting that the quoted amount exceeds the maximum grant allocation, therefore any additional costs are to be funded by the Salisbury Football Club Incorporated as per the funding agreement.

**CARRIED**

#### 5.1.5 Grant No. 43/2021-22: Salisbury Business Association Community Grant Application

Moved Mayor G Aldridge

Seconded Cr S Ouk

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Notes the request for funding for the February 2022 round of Community Grants as follows:
  - a. Grant No. 43/2021-22 to the value of \$5,000: Salisbury Business Association Inc. to assist with hosting various events to showcase the Salisbury City Centre.
2. Approves the Committee defer this matter until further information is provided by the applicant.

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

That Council:

1. Notes the request for funding for the February 2022 round of Community Grants as follows:
  - a. Grant No. 43/2021-22 to the value of \$5,000: Salisbury Business Association Inc. to assist with hosting various events to showcase the Salisbury City Centre.
2. That the Grant be approved by the CEO or General Manager with delegation to approve \$5,000.00 to assist with hosting various events showcasing the Salisbury City Centre on receipt and approval of further information as requested by the CEO or delegate.

**CARRIED**

#### 5.1.6 **Grant No. 41/2021-22: Dheeyan Punjab Diyan South Australia Inc. Community Grant Application**

Moved Mayor G Aldridge  
Seconded Cr J Woodman

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves funding for the February 2022 round of Community Grants as follows:
  - a. Grant No. 41/2021-22 to the value of \$5,000: Dheeyan Punjab Diyan South Australia Inc. to assist with purchasing various materials and equipment to commence a project titled 'Soan Chirhi (The Golden Bird) - Keeping Culture Alive'.
2. That the Administration be advised of when the events are being held at the Mawson Lakes Library, and that the Elected Members of the City of Salisbury are invited to attend.

**CARRIED**

#### 5.1.7 **Grant No. 44/2021-22: Licensed Club Darts Association Inc. Community Grant Application**

Moved Cr P Jensen  
Seconded Cr A Duncan

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves funding for the February 2022 round of Community Grants as follows:
  - a. Grant No. 43/2021-22 to the value of \$2,695: Licensed Club Darts Association Inc. to assist with purchasing a defibrillator and cabinet.

**CARRIED**

**5.1.8 Managed Recreation Assets - Future Management Options**

Moved Cr C Buchanan  
 Seconded Cr A Duncan

That Council:

1. Approves a procurement process facilitated through an Expression of Interest to capture market response and interest in managing the Little Para Golf Course, Salisbury Aquatic Centre, Ingle Farm Recreation Centre and the Parafield Gardens Recreation Centre and to incorporate in the EOI potential opportunities for third party capital investment to these sites.
2. Notes the Opportunity Study: Little Para Golf Course as included in Attachment 1, Community Wellbeing and Sport Committee, 22 February 2022, Item no 5.4.1.

**CARRIED***For Information***5.2.1 Youth Sponsorship Application - February 2022**

Moved Cr A Duncan  
 Seconded Cr D Hood

That Council:

1. Receives and notes the information.

**CARRIED****OTHER BUSINESS**

Nil

The meeting closed at 7.25 pm.

CHAIRMAN.....

DATE.....

<b>ITEM</b>	5.0.1
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	22 March 2022
<b>HEADING</b>	Future Reports for the Community Wellbeing and Sport Committee
<b>AUTHOR</b>	Sara Howley, PA to GM Community Development, Community Development
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	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.

**RECOMMENDATION**That Council:

1. Notes the report.

**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
27/07/2020 1.1.2  <b>Due:</b> <b>Deferred to:</b> <b>Reason:</b>	<b>Place Activation Strategy – Community Facilities</b> 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. March 2022 April 2022 Further investigation required.	Amy Pokoney Cramey
21/12/2020 2.4.1  <b>Due:</b>	<b>Operating Savings Initiatives – Library Services</b> Council has previously resolved this resolution to be confidential. August 2022	Amy Pokoney Cramey
25/01/2021 5.2.1  <b>Due:</b>	<b>Bridgestone Athletics Centre – Construction Update</b> 1. 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. April 2022	Andrew Hamilton
25/10/2021 5.1.6  <b>Due:</b>	<b>Age Friendly Strategy 2022-2027</b> 2. Notes that staff will report annually at the end of each financial year for the duration of the strategy. October 2022	Myfanwy Mogford
25/10/2021 5.1.1  <b>Due:</b>	<b>Review of the Community Recreational Facilities Signage Policy</b> 1. This item be deferred for further discussion at a workshop with the Chairman and Deputy Chairman of this Committee and relevant staff. April 2022	Lavinia Morcoase
25/10/2021 5.1.2  <b>Due:</b>	<b>Review of the Community Recreational Facilities Sponsorship Policy</b> 1. This item be deferred for further discussion at a workshop with the Chairman and Deputy Chairman of this Committee and relevant staff. April 2022	Lavinia Morcoase

22/11/2021 5.2.1	<b>Commonwealth Home Support Programme (CHSP) Payment In Arrears</b> Notes that the Administration will provide a future report to Council as more information on CHSP Payment in Arrears becomes available. <b>Due:</b> July 2022	Vesna Haracic
28/02/2022 5.1.1	<b>Indoor Recreation Facilities</b> 2. Approves the development of an overarching strategic direction by December 2023 to partner with others to plan for a regional indoor facility for the north in the next ten years. <b>Due:</b> December 2023	Andrew Hamilton
28/02/2022 5.1.1	<b>Indoor Recreation Facilities</b> 3. That staff bring back a report to Council by December 2022 with costings to upgrade the Parafield Gardens Recreation Centre to include a gym, additional court and design to accommodate district and state competitions to be held at the Gardens Recreation Centre and other recommendations as outlined in the BRM Preliminary Phase 1 Review. <b>Due:</b> December 2022	Andrew Hamilton

#### 4. CONCLUSION / PROPOSAL

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





<b>ITEM</b>	5.1.1
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	22 March 2022
<b>HEADING</b>	Community Grant Program 2021/2022 Budget
<b>AUTHOR</b>	Sara Howley, PA to GM Community Development, Community Development
<b>CITY PLAN LINKS</b>	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
<b>SUMMARY</b>	If the March 2022 Grant Applications are approved, the Community Grant Program 2021/2022 Budget will be fully expended. This report is seeking approval to transfer funds from the Youth Sponsorship Program to the Community Grant Program.

**RECOMMENDATION**

That the Community Wellbeing and Sport Committee:

1. Notes that the Community Grant Program 2021/22 budget is close to being fully expended.
2. Approves the non-discretionary transfer of \$40,000 from the Youth Sponsorship Program to the Community Grant Program 2021/22 at the Third Quarter Budget Review.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

- 1.1 The Community Grant Program 2021/2022 Budget is \$120,000.
- 1.2 There are 4 months remaining (end of financial year) until this budget is renewed.
- 1.3 To date, there have been 39 Grant Applications approved for various amounts up to \$5,000.

**2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 Manager Financial Services, Kate George

**3. REPORT**

- 3.1 At the time of preparing this report, the Community Grant Program 2021/2022 Budget of \$120,000 is almost fully expended. As a consequence, there are insufficient funds remaining to fund the 3 Grant Applications to be considered in

March, should they be approved. Further, there will be no funds remaining for the balance of the financial year to fund any further applications.

- 3.2 The Youth Sponsorship Program has a budget of \$65,200 with a spend to date of \$10,300, which reflects the low level of applications received due to COVID-19 impacting on youth travelling for sports and other qualifying activities. It is anticipated that this budget will have surplus funds of approximately \$40,000 at the end of financial year.
- 3.3 Rather than seeking additional funds for the Community Grants Program through a non-discretionary budget review bid, it is proposed to transfer \$40,000 from the Youth Sponsorship Program to the Community Grant Program 2021//22.

#### **4. CONCLUSION / PROPOSAL**

- 4.1 To ensure sufficient funds are available to continue to approve grants through the Community Grant Program for 2021/22, it is recommended to include a non-discretionary transfer from the Youth Sponsorship Program to the Community Grant Program 2021/22, in the amount of \$40,000 at the Third Quarter Budget Review.

<b>ITEM</b>	5.1.2
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	22 March 2022
<b>HEADING</b>	Grant No. 46/2021-22: Rowe Park United Community Grant Application
<b>AUTHOR</b>	Sara Howley, PA to GM Community Development, Community Development
<b>CITY PLAN LINKS</b>	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
<b>SUMMARY</b>	The Rowe Park United Inc. Community Grant Application is submitted to the Community Wellbeing and Sport Committee for consideration.

**RECOMMENDATION**

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves the request for funding for the March 2022 round of Community Grants as follows:
  - a. Grant No. 46/2021-22 to the value of \$5,000: Rowe Park United Inc. to assist with purchasing jerseys and soccer equipment including match balls, bibs and target nets subject to the additional funding as per report 5.1.1 (Community Wellbeing and Sport Committee; 22/03/2022) being approved.

**ATTACHMENTS**

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

1. Grant No. 46/2022: Rowe Park United Inc. Community Grant Application
2. Community Grant Guidelines & Eligibility Criteria

**1. BACKGROUND**

- 1.1 Rowe Park United Inc. have applied for the March 2022 round of Community Grants to assist with purchasing jerseys and soccer equipment including match balls, bibs and target nets.
- 1.2 Rowe Park United Inc. have received prior Community Grant funding. In 2018, Rowe Park United Inc. was provided \$2,500 to assist with purchasing uniforms. These grant funds have been acquitted and Rowe Park United Inc. are eligible to apply for the March 2022 Round of Community Grant Funding.

## **2. REPORT**

- 2.1 Incorporated in 2016, Rowe Park United Inc. is not-for-profit soccer club located in Ingle Farm. Rowe Park United Inc. has approximately 110 members and has both senior men's and women's teams.
- 2.2 This grant application is requesting funds to assist with purchasing jerseys for senior men's squad and soccer equipment including match balls, bibs and target nets.
- 2.3 The main purpose of this grant funding request is to keep memberships affordable for new members.
- 2.4 The Community Grants Program funding budget allocation for 2021/2022 is \$120,000 with \$6,575 remaining to date.
- 2.5 As outlined in report 5.1.1, subject to the additional funding being approved, the Community Grants Program funding budget allocation for 2021/2022 would be increased by \$40,000.
- 2.6 The money committed to this application for the March 2022 round, if approved, is \$5,000.
- 2.7 The remaining balance of the grant funding if all grant applications received (3 in total) for the March round are approved, subject to the increase to the budget being approved, is \$31,930.

## **3. CONCLUSION / PROPOSAL**

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Rowe Park United Inc. for \$5,000 to assist with purchasing jerseys and soccer equipment including match balls, bibs and target nets.

**From:** Chris Grist  
**Sent:** Fri, 25 Feb 2022 09:22:15 +1030  
**To:** City of Salisbury  
**Subject:** Rowe Park Community Grant App  
**Attachments:** current\_community\_grant\_application\_fillable\_form\_-\_effective\_24\_november\_2020.pdf, QUO00002017.pdf, INV00122258.pdf, Shopping Cart \_ HART Sport.pdf

Please find grant application attached along with quotes as requested.

Chris Grist  
Rowe Park United

This form can be completed, printed, signed and posted, OR completed, signed (p12/13 by hand) then submitted via the email button along with the signed, scanned page(s) & relevant attachments.



*check the application before printing or submitting*

# Community Grants Program Application Form

Applications for Community Grants must be received by the 15<sup>th</sup> 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.**



*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 <b>or</b> 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 <b>NOT</b> 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 ( <i>with the exception of Defibrillator funding</i> ).	<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	
<b>1. GROUP / ORGANISATION DETAILS</b>	
Name:	Rowe Park United
Address:	30 Belalie Rd
Suburb:	Ingle Farm Postcode: 5098
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>	
Name:	Mr Christopher Grist
Title (your role with the group/organisation):	Registrar
Address:	[REDACTED]
Phone:	Landline: [REDACTED] Mobile: [REDACTED]
Email:	[REDACTED]
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>	
Name of Person Responsible for the Grant:	Mr Christopher Grist
Title (role with the group/organisation):	Registrar
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>	
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	Committee
<b>Is your organisation:</b>	
a) Incorporated:	<div>Yes <input checked="" type="checkbox"/></div> <div>(go to question c)</div> <div>No <input type="checkbox"/></div> <div>(go to question b)</div>
ASIC Registration Number:	A43157
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<div>Yes <input type="checkbox"/></div> <div>(go to question c)</div> <div>No <input checked="" type="checkbox"/></div> <div>(go to question c)</div>
<b>Parent Organisation</b>	
Name:	
ASIC Registration Number:	

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



Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not-for-profits Commission?	Yes <input 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 &amp; f)</i>	Yes <input type="checkbox"/>  (go to question e & f)	No <input checked="" type="checkbox"/>
e) Funding source/s:	<i>Members</i>	
f) Purpose:	<i>Community Soccer Club</i>	
g) Other (please specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>5. BANKING INFORMATION</b>		
<i>Your organisation must have its own Bank/Credit Union Account or similar</i>		
Full Account Name: <i>Rowe Park United</i> <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: <i>Bank SA</i> Branch Location: <i>Ingle Farm</i>	
<b>6. REFEREE INFORMATION</b>		
<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:	<div style="background-color: black; width: 100%; height: 1.2em;"></div>	
Referee's Contact Information:	<div style="background-color: black; width: 100%; height: 1.2em;"></div>	

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

GST Declaration		
I agree upon signing of this document that I will provide Council with the following information in regards to my Australian Business Number and Goods and Services Tax registration status.		
Does your group/organisation have an ABN  <i>(If Yes - Please Quote ABN:)</i>  4 6 9 5 2 0 4 8 3 4 9 <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"/>
<b>NB: GST Registration</b> <i>If your group IS registered for GST you are required to provide a Tax Invoice to Council before an approved grant amount can be provided to your organisation. The invoice must clearly state the words TAX INVOICE, Business Name, ABN and the approved grant amount including GST.</i>		

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

Community Grant Application - Page 5 of 13

Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>(enter '0' dollar amounts below)</i>
If Yes, provide details:	
<b>INCOME</b>	<b>\$ AMOUNT</b>
Project or event generated income:	\$ 0
Organisation's contribution:	\$ 5,000
Income received from other Grants: <i>(list organisation(s) providing Grant funding and their contribution)</i>	\$ 0
Income received from sponsors: <i>(list sponsor(s) and their contribution)</i>	\$ 0
Donations: <i>(please specify the source, product or service and estimated amount of funding requested)</i>	\$ 0
Have you sought any other funding for the project/event: <i>(please specify the source and amount of funding requested)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>TOTAL (including GST):</b>	<b>\$ 5,000</b>
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	Half the cost
<b>EXPENSES</b> <i>(specify the proposed expense budget by item:)</i>	<b>\$ AMOUNT</b>
Playing Strips	\$ 7,502
Match Balls	\$ 1,200
Other Equipment (Cones, Poles etc.)	\$ 1,500
<b>TOTAL (including GST):</b>	<b>\$ 10,202</b>

*to avoid delays 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: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<b>Club Equipment</b>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<b>ongoing</b>
Total cost of Project/Event	<b>\$ 10,202</b>
Amount of Community Grant Funding Requested	<b>\$ 5,000</b>
Is there any other information that you may feel is relevant to your application?	<i>After being established 6 years ago the clubs jerseys are getting tied, torn or lost. For the 2023 season we would like to replace the home and away jerseys for the senior men's squads to ensure membership fees can be affordable for our members.</i>
<input checked="" type="checkbox"/> There are no relevant attachments.	<input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. . 2. .
<b>Which category best describes your project/event?</b> <i>(please check 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 checked="" 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*

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	September 2018
What amount of Grant funding was provided:	\$ 2,500
When was the previous Grant acquitted (month & year):	2018
Group/Organisation Information	
Group/Organisation Name	Rowe Park United
Group/Organisation Description	Community Soccer Club
Group/Organisation Registered Address	Number/Street: 30 Belalie Road Suburb: Ingle Farm <span style="float: right;">Postcode: 5098</span>
Is the Club Incorporated?	Yes
Number of Members	110
% of Membership that reside in the City of Salisbury	80 %
Project/Event Details	
Project/Event Name	Ongoing Equipment
Project/Event Summary	To assist with the some of the cost of equipment for 2023
Date(s) of Project/Event	August 2022
Location of Project/Event:	Number/Street: 30 Belalie Road Suburb: Ingle Farm <span style="float: right;">Postcode: 5098</span>
How will the Project/Event benefit the residents of the City of Salisbury?	Continuing to keep membership affordable for new members
How many individuals will benefit from the Project/Event?	110
% of project/event participants that reside in the City of Salisbury	80 %
If it is an Event, is it open to the public?	No
How will the Project/Event be promoted?	N/A ongoing equipment

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

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>		
Playing Strips	\$ 3,500	
Match Balls	\$ 1,000	
Other Equipment (Cones, Poles etc.)	\$ 500	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
TOTAL (including GST):	\$ 5,000	
Quote Attached:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>A detailed, current quote <u>must</u> be provided with the application.</i>		<i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

### Project or Event Scope

*Provide a description of the proposed project or event:*

*Ongoing project of assisting to purchase new equipment for 2023.*

## 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.

### 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 club provides affordable membership to all residents of South Australia, but being based in the City of Salisbury the majority of the members are based in the City of Salisbury. By being a welcoming and affordable club, Rowe Park has grown from 40 members to over 110 with a new Senior Women's team launching in 2022.*

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

### Support for the Project or Event

*Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:*

*(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.*

N/A

### Attachments

- ☒ There are no attachments relating to Support for the Project or Event.
- ☐ The following documents are attached relating to Support for the Project or Event:
- 1.
  - 2.
  - 3.

### Project or Event Management

#### Ongoing Projects or Events

*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)*

#### One-off Projects or Events

*Describe how the proposed project or event will be managed:  
(outline how you will achieve outcomes for the project or activity)*

*Purchases will be made by the equipment officer.*

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

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

**S1**   **S2**

- ☒ ☒ I acknowledge that I am authorised to make this application on behalf of the Organisation.
- ☒ ☒ I acknowledge that the information provided in this application is true and correct.
- ☒ ☒ I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.
- ☒ ☒ I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.
- ☒ ☒ I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.

On behalf of Rowe Park United (Group/Organisation)

**Chris Grist / Registrar**  
(Name/Position)

and

**Neville Binyon / Chairman**  
(Name/Position)

  
(Signature 1)


N. Binyon  
(Signature 2)

15 February 2022  
(Date)

15 February 2022  
(Date)

Contact (phone number): 01432 898500

Contact (phone number): 01300 251466

 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



## 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 <b>individual</b> without a reasonable expectation of profit or gain	<input type="checkbox"/>	<input type="checkbox"/>

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

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

\_\_\_\_\_  
(Group/Organisation)

\_\_\_\_\_  
(Name/Position)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

[Click Here to Complete Application](#)

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

Community Grant Application - Page 13 of 13



## Prosport Apparel and Equipment

7/39 David Terrace  
Woodville Park 5011  
Phone: 0402 222 060  
theo@prosportaustralia.com.au  
ABN: 53 823 623 497

### Quote

Quote number	Issue date	Expiry date
00002017	24/02/2022	26/03/2022

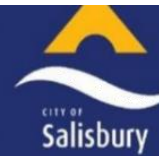
#### Bill to

Samantha Binyon  
Rowe Park United  
P.O Box 31  
Angle Farm 5096  
Australia

Item ID	Description	Units	Unit price (\$) <i>including tax</i>	Disc. (%)	Tax	Amount (\$) <i>including tax</i>
CU8047	Nike Academy Team Ball	Each	40	30.00	0.00 GST	1,200.00
Tax						\$109.09
<b>Total amount</b> <i>including tax</i>						<b>\$1,200.00</b>



Effective 23 August 2021



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

Faxed to:	8281 5466
Posted to:	City of Salisbury Community Grants Program PO Box 8 SALISBURY SA 5108
Delivered in Person to:	City of Salisbury 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 are encouraged to apply for defibrillator funding through The Office of Recreation, Sport and Racing's Active Club Program – Program and Equipment funding category;
- 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 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 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.

**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 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.



<b>ITEM</b>	5.1.3
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	22 March 2022
<b>HEADING</b>	Grant No. 47/2021-22: Australian Air League - Parafield Squadron Community Grant Application
<b>AUTHOR</b>	Sara Howley, PA to GM Community Development, Community Development
<b>CITY PLAN LINKS</b>	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
<b>SUMMARY</b>	The Australian Air League, Parafield Squadron Community Grant Application is submitted to the Community Wellbeing and Sport Committee for consideration.

### RECOMMENDATION

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves the request for funding for the March 2022 round of Community Grants as follows:
  - a. Grant No. 47/2021-22 to the value of \$4,645: Australian Air League, Parafield Squadron to assist with purchasing five computers to digitise the learning programs utilised by the Cadets of Australian Air League, Parafield Squadron subject to the additional funding as per report 5.1.1 (Community Wellbeing and Sport Committee; 22/03/2022) being approved.

### ATTACHMENTS

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

1. Australian Air League - 47/2022: Parafield Squadron Community Grant Application

### 1. BACKGROUND

- 1.1 Australian Air League, Parafield Squadron have applied for the March 2022 round of Community Grants to assist with purchasing five computers to digitise the learning programs utilised by the Cadets of Australian Air League, Parafield Squadron.
- 1.2 Australian Air League, Parafield Squadron have not received prior Community Grant funding.

### 2. REPORT

- 2.1 The Australian Air League is a youth organisation for young men and women aged from 8 –18 years which encourages an interest in aviation as a career or as a hobby.



- 2.2 The Australia Air League is entirely self-funded and is staffed by volunteers. The Australian Air League has no political, racial or religious connections.
- 2.3 The Australian Air League has multiple Squadrons across Australia. In Adelaide, there is the Parafield, Port Adelaide and Gawler Squadrons.
- 2.4 The Australian Air League – Parafield Squadron is located at Parafield Airport.
- 2.5 The main purpose of this grant funding request is to digitise the learning materials provided to the cadets so they can learn various subjects including; theory of flight, navigation, meteorology, aircraft radio and field craft.
- 2.6 Through the provision of five computers, the cadets will be able to have both audio and visual stimuli to assist them in understanding the learning materials.
- 2.7 The Community Grants Program funding budget allocation for 2021/2022 is \$120,000 with \$6,575 remaining to date.
- 2.8 As outlined in report 5.1.1, subject to the additional funding being approved, the Community Grants Program funding budget allocation for 2021/2022 would be increased by \$40,000.
- 2.9 The money committed to this application for the March 2022 round, if approved, is \$4,645.
- 2.10 The remaining balance of the grant funding if all grant applications received (3 in total) for the March round are approved, subject to the increase to the budget being approved, is \$31,930.

### **3. CONCLUSION / PROPOSAL**

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Australian Air League, Parafield Squadron for \$4,645 to assist with purchasing five computers to digitise the learning programs utilised by the Cadets of Australian Air League, Parafield Squadron.



Applicant Organisation Information		
1. GROUP / ORGANISATION DETAILS		
Name:	Australian Air league, Parafield Squadron	
Address:	32 Kittyhawk Lane, Parafield Airport	
Suburb:	Parafield Airport	Postcode: 5108
2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)		
Name:	Mr Marc Lelliott	
Title (your role with the group/organisation):	officer Commanding Parafield Squadron	
Address:	43 Frances Ave, Parahills	
Phone:	Landline:	
	Mobile:	
Email:		
3. COMMUNITY GRANT RESPONSIBILITY		
Name of Person Responsible for the Grant:	Mr Marc Lelliott	
Title (role with the group/organisation):	Officer Commanding Parafield Squadron	
4. GROUP / ORGANISATION MANAGEMENT DETAILS		
How is your group/organisation managed:	(ensure Committee/Board Meeting Minutes are attached)	
Is your organisation:		
a) Incorporated:	Yes <input checked="" type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question b)
ASIC Registration Number:		
b) Operated under a Parent Organisation: (please state which parent organisation you operate under below AND attach a supporting letter from the organisation)	Yes <input type="checkbox"/> (go to question c)	No <input type="checkbox"/> (go to question c)
Parent Organisation		
Name:		
ASIC Registration Number:		

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

Organisation Information (continued)		
c) Community/Non-Profit:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is your organisation endorsed with Deductible Gift Recipient (DGR) status by the Australian Taxation Office or Australian Charities and Not- for-profits Commission?	Yes <input 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 &amp; f)</i>	Yes <input type="checkbox"/>  (go to question e & f)	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		
<i>Your organisation must have its own Bank/Credit Union Account or similar</i>		
Full Account Name:  <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: <i>Westpac bank</i>  Branch Location: <i>Royal exchange branch NSW</i>	
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:	<div></div>	
Referee's Contact Information:	<div></div>	

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



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"/> <small>(enter '0' dollar amounts below)</small>
If Yes, provide details:	
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 source, 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.?	labour and time
EXPENSES <small>(specify the proposed expense budget by item:)</small>	\$ AMOUNT
5x HP 519H5PA computers	\$ 4,645
TOTAL (including GST):	\$ 4,645

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

*to avoid delays 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: <small>(please tick which is applicable)</small>	<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	Upgrading of Education Facilities
Date(s) of Project/Event <small>(if ongoing or one-off please state "ongoing"/"one-off")</small>	May 2022, One-off
Total cost of Project/Event	\$ 4,645
Amount of Community Grant Funding Requested	\$ 4,645
Is there any other information that you may feel is relevant to your application?	<a href="https://www.airleague.com.au/">https://www.airleague.com.au/</a>  <i>The Australian Air League is a youth organisation for boys and girls aged from 8 years which encourages an interest in aviation as a career or as a hobby for the youth of Australia. The organisation is entirely self-funding and is staffed by volunteers who give their time generously to achieve its goals. The Australian Air League has no political, racial or religious connections.</i>
<input checked="" type="checkbox"/> There are no relevant attachments.	<input type="checkbox"/> There are relevant attachments and the following documents are attached:  1. 2.
Which category best describes your project/event? <small>(please check all that apply)</small>	
Health	<input type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input checked="" type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input checked="" 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

Project or Event Scope
<p>Provide a description of the proposed project or event:</p> <p><i>The cadets attend the hall on Friday night during school term. They are given printed workbooks with subjects ranging from theory of flight, navigation, meteorology, aircraft radio and field craft. Currently they read the workbooks but have no audio or visual references which would assist them with learning. This is a slow and outdated method of learning.</i></p> <p><i>The project is to upgrade the education programs utilizing the workbooks available online which have both audio and visual stimuli that would help the cadets absorb more knowledge in a more interesting and entraining environment.</i></p>
<p><b>Attachments</b></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> <p>1.</p> <p>2.</p> <p>3.</p>
Benefits and Outcomes of the Project or Event
<p>Provide a description of the benefits and outcomes of the proposed project or event to the residents of the City of Salisbury and/or the wider community:</p> <p><i>95% of cadets are living in Salisbury area. The benefit to them is we could provide an updated education syllabus that allows them to grow and learn in a fun, friendly and interesting environment.</i></p>

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



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>	<div><input type="checkbox"/> Yes</div> <div><input checked="" type="checkbox"/> No <i>(go to Group/Organisation Information)</i></div>
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	Australian Air League
Group/Organisation Description	The Australian Air League is a youth organisation for boys and girls ag
Group/Organisation Registered Address	Number/Street: 32 Kittyhawk Lane Suburb: Parafield Airport Postcode: 5108
Is the Club Incorporated?	yes
Number of Members	50
% of Membership that reside in the City of Salisbury	98 %
Project/Event Details	
Project/Event Name	Upgrading of Education Facilities
Project/Event Summary	To improve the quality and quantity education for AAL Parafield
Date(s) of Project/Event	May 2022
Location of Project/Event:	Number/Street: 32 Kttyhawk Lane Suburb: Parafield Airport Postcode: 5108
How will the Project/Event benefit the residents of the City of Salisbury?	To improve the learning experience of the youth in Salisbury area
How many individuals will benefit from the Project/Event?	47
% of project/event participants that reside in the City of Salisbury	100 %
If it is an Event, is it open to the public?	No
How will the Project/Event be promoted?	to be promoted in the AAL community online and onsite

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

Support for the Project or Event
<p><i>Demonstrate how the proposed project or event is supported by residents of the City of Salisbury and/or the wider community:</i></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>The parents of cadets living in Salisbury area fully support Australian Air League Parafield Squadron and they all appreciate what we are teaching their children.</i></p> <p><i>During the annual general meeting, the parents discussed about the possibility of the upgraded learning method/environment for their children.</i></p>
<p><b>Attachments</b></p> <p><input type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input checked="" type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ul style="list-style-type: none"><li>1. <i>meeting minute</i></li><li>2.</li><li>3.</li></ul>
Project or Event Management
<p><u><i>Ongoing Projects or Events</i></u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i></p> <p><i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u><i>One-off Projects or Events</i></u></p> <p><i>Describe how the proposed project or event will be managed:</i></p> <p><i>(outline how you will achieve outcomes for the project or activity)</i></p> <p><i>Five committee member volunteers will take two weekends to purchase the equipment and install in the classrooms. This will include the re-structure of the furniture to maximize the impact of the equipment.</i></p>

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



Application Declaration

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

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

S1 S2

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

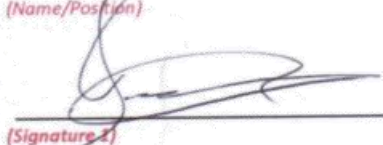
☒ ☒ I acknowledge that the information provided in this application is true and correct.

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

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

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

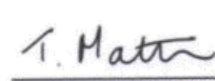
On behalf of Australian Air League (Group/Organisation)  
JOE VAN NUNEN PRESIDENT  
(Name/Position)  



14/2/2022

(Date)  
Contact (phone number):

and  
TRENT MATTNERY SECRETARY  
(Name/Position)  



13/2/2022

(Date)  
Contact (phone number):

Both signatories will be contacted to verify the application - a contact phone number must be provided for each.  
Your Application will **not** be submitted 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



<b>ITEM</b>	5.1.4
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	22 March 2022
<b>HEADING</b>	Grant No. 48/2021-22: South Australian Tennis Cricket Association Inc. Community Grant Application
<b>AUTHOR</b>	Sara Howley, PA to GM Community Development, Community Development
<b>CITY PLAN LINKS</b>	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
<b>SUMMARY</b>	The South Australian Tennis Cricket Association Inc. Community Grant Application is submitted to the Community Wellbeing and Sport Committee for consideration.

### RECOMMENDATION

That the Community Wellbeing and Sport Committee, in accordance with its delegated powers set out in the adopted Terms of Reference:

1. Approves the request for funding for the March 2022 round of Community Grants as follows:
  - a. Grant No. 48/2021-22 to the value of \$5,000: The South Australian Tennis Cricket Association Inc. to assist with purchasing cricket equipment including balls, stumps, cones and first aid kits subject to the additional funding as per report 5.1.1 (Community Wellbeing and Sport Committee; 22/03/2022) being approved.

### ATTACHMENTS

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

1. Grant No. 48/2022: The South Australian Tennis Cricket Association Inc. Community Grant Application
2. Acrux Sports Pty. Ltd. Quote for Cricket Equipment

### 1. BACKGROUND

- 1.1 The South Australian Tennis Cricket Association Inc. (SATCA) have applied for the March 2022 round of Community Grants to assist with purchasing cricket equipment including balls, stumps, cones and first aid kits.
- 1.2 SATCA have not received prior Community Grant funding.

### 2. REPORT

- 2.1 SATCA is based in Parafield Gardens and has 12-14 teams playing cricket tournaments throughout the year at different locations.

- 2.2 SATCA encourages the use of a tennis ball rather than a cricket ball in their matches to lessen the risk of injury and currently has approximately 250 members, stating in its grant application that a majority of these members reside within the City of Salisbury.
- 2.3 The Community Grants Program funding budget allocation for 2021/2022 is \$120,000 with \$6,575 remaining to date.
- 2.4 As outlined in report 5.1.1, subject to the additional funding being approved, the Community Grants Program funding budget allocation for 2021/2022 would be increased by \$40,000.
- 2.5 The money committed to this application for the March 2022 round, if approved, is \$5,000.
- 2.6 The remaining balance of the grant funding if all grant applications received (3 in total) for the March round are approved, subject to the increase to the budget being approved, is \$31,930.

### **3. CONCLUSION / PROPOSAL**

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the SATCA for \$5,000 to assist with purchasing cricket equipment including balls, stumps, cones and first aid kits.



# Community Grants Program Application Form

Applications for Community Grants must be received by the 15<sup>th</sup> 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 <b>or</b> 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 <b>NOT</b> 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.*


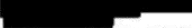
*to avoid delays please ensure that your application form is completed in its entirety - all questions must be answered*

Community Grant Application - Page 2 of 13

Applicant Organisation Information	
<b>1. GROUP / ORGANISATION DETAILS</b>	
Name:	SOUTH AUSTRALIA TENNIS CRICKET ASSOCIATION INCORPRA
Address:	286 MARTINS RD
Suburb:	PARAFIELD GARDENS Postcode: 5107
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>	
Name:	Mr DHARUV KUMAR
Title (your role with the group/organisation):	CHAIRMAN
Address:	[REDACTED]
Phone:	Landline: [REDACTED] Mobile: [REDACTED]
Email:	[REDACTED]
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>	
Name of Person Responsible for the Grant:	Other: RAKESH SINGH
Title (role with the group/organisation):	TRASURER
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>	
How is your group/organisation managed: <i>(ensure Committee/Board Meeting Minutes are attached)</i>	5 MEMBERS COMMITTEE
<b>Is your organisation:</b>	
a) Incorporated:	<div> <div>Yes <input checked="" type="checkbox"/> (go to question c)</div> <div>No <input type="checkbox"/> (go to question b)</div> </div>
ASIC Registration Number:	A44620
b) Operated under a Parent Organisation: <i>(please state which parent organisation you operate under below AND attach a supporting letter from the organisation)</i>	<div> <div>Yes <input type="checkbox"/> (go to question c)</div> <div>No <input checked="" type="checkbox"/> (go to question c)</div> </div>
<b>Parent Organisation</b>	
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 &amp; f)</i>	Yes <input type="checkbox"/>  (go to question e & f)	No <input checked="" type="checkbox"/>
e) Funding source/s:		
f) Purpose:		
g) Other (please specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>5. BANKING INFORMATION</b>		
<i>Your organisation must have its own Bank/Credit Union Account or similar</i>		
Full Account Name: <b>BUSINESS</b> <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: <b>SATCA</b>  Branch Location: <b>ARNDAL</b>	
<b>6. REFEREE INFORMATION</b>		
<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:		
Referee's Contact Information:		

*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>  ----- <small>(If No, the ABN Declaration Form attached must be signed)</small>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is your group/organisation registered for GST	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<b>NB: GST Registration</b> <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.)? <i>If Yes, provide details:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>(enter '0' dollar amounts below)</i>
<b>INCOME</b>	<b>\$ AMOUNT</b>
Project or event generated income:	\$ 0
Organisation's contribution:	
Income received from other Grants: <i>(list organisation(s) providing Grant funding and their contribution)</i>	
Income received from sponsors: <i>(list sponsor(s) and their contribution)</i>	
Donations: <i>(please specify the source, product or service and estimated amount of funding requested)</i>	
Have you sought any other funding for the project/event: <i>(please specify the source and amount of funding requested)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>TOTAL (including GST):</b>	<b>\$ 0</b>
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	
<b>EXPENSES</b> <i>(specify the proposed expense budget by item:)</i>	<b>\$ AMOUNT</b>
<b>TROPHIES</b>	\$ 2,000
<b>EQUIPMENTS</b>	\$ 8,000
<b>TOTAL (including GST):</b>	<b>\$ 10,000</b>

*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 checked="" type="checkbox"/> Event <input type="checkbox"/> Project <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<b>SATCA CRICKET LEAGUE TOURNAMENTS</b>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<b>ONGOING</b>
Total cost of Project/Event	<b>\$ 10,000</b>
Amount of Community Grant Funding Requested	
Is there any other information that you may feel is relevant to your application?	<p><i>We have 12 teams playing cricket tournamnets through out the year, around 250 players. As you know people mental health effecting beacuse of COVID 19, WE ENCOURGED POEPL to play cricket with hard tennis ball. its safer than real hard ball of cricket. less injuries chances. we are wekk manageable responisble team who is orgnising these ongoing events.</i></p>
<input checked="" type="checkbox"/> There are no relevant attachments.	<input type="checkbox"/> There are relevant attachments and the following documents are attached: 1. 2.
<b>Which category best describes your project/event?</b> <i>(please check all that apply)</i>	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input checked="" type="checkbox"/>
Education and Training	<input type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Youth	<input checked="" 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*



----- Quote -----  
-----

10-18 Albert Street  
windsor Gardens SA 5087  
0414668721  
ABN : 63 633 939 723

Quote No.: 1021  
Date: 09/03/2022  
Exp. Date:  
A\$5,000.00

-----  
-----  
Address:

Mr Dharuv Kumar

Date	Activity Description	GST	Qty
Rate	Amount		
09/03/2022	balls	GST	460
7.2727174	3,345.45		
09/03/2022	stumps	GST	6
63.6366667	381.82		
09/03/2022	saucer con	GST	6
36.3633333	218.18		
09/03/2022	first aid	GST	4
59.09	236.36		
09/03/2022	equipment	GST	4
90.91	363.64		

SubTotal:  
4,545.45

GST Total  
454.55

-----  
Total:  
A\$5,000.00

\*\*\*\*\* BAS Summary  
\*\*\*\*\*

Rate	GST	
Net		
GST @ 10%	454.55	4,545.45
*****		
*****		





<b>ITEM</b>	5.2.1
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	22 March 2022
<b>HEADING</b>	Bridgestone Athletics Centre - Review March 2022
<b>AUTHOR</b>	Benjamin Hopkins, Team Leader Sport, Recreation and Cemeteries, Community Development
<b>CITY PLAN LINKS</b>	1.2 The health and wellbeing of our community is a priority 4.1 Members of our community receive an exceptional experience when interacting with Council 4.4 We plan effectively to address community needs and identify new opportunities
<b>SUMMARY</b>	Council has requested a periodic report regarding the performance of the Bridgestone Athletics Centre. Since the Centre has been in operation, staff have focused on transitioning the licence holder clubs from their previous facilities into the new facility, along with activating the Centre through school events and carnivals. Event bookings to date have been strong and further opportunities exist later in 2022, particularly given the Mile End athletics facility will be closed temporarily for track maintenance.

## RECOMMENDATION

### That Council:

1. Notes the following highlights of the Bridgestone Athletics Centre's first period of operation:
  - a. Three clubs taking up residency and running a successful athletics season
  - b. Increased participation amongst the athletics clubs with an average growth of 35%
  - c. A positive and growing level of interest amongst schools hosting carnivals etc.
  - d. Stronger than anticipated canteen operation
  - e. Announced as a finalist in the LG Professionals Awards – Excellence in Infrastructure Delivery category 2022
  - f. High level of community use over the summer period
  - g. Interest from Athletics SA to utilise the Centre later in the year whilst the State Athletics Facility is re-surfaced.
2. Authorises the CEO or delegate to negotiate and enter into mutually beneficial agreement for Athletics SA to utilise Bridgestone Athletics Centre during the period that Mile End is closed for track maintenance.

## ATTACHMENTS

There are no attachments to this report.

## 1. BACKGROUND

- 1.1 At its meeting held 28 January 2020, Council resolved (Resolution 0387/2020) that:
  - 1.1.1 *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;*
  - 1.1.2 *A Bridgestone Athletics Facility Reference Group be established, including membership from Presidents from tenant clubs, the CEO's of Athletics SA and Little Athletics SA, and a representative from SA Athletics Stadium,*
  - 1.1.3 *A periodic report be provided on a six (6) monthly basis to Works and Services Committee regarding the performance of, and recommendations for, the management of Bridgestone Athletics Centre; and*
  - 1.1.4 *A further report to be brought back to Council in April 2020 providing recommendations regarding operational and management guideline fees and charges, budget, and any license/lease arrangements for Bridgestone Athletics Centre.*
- 1.2 At its meeting held 27 April 2020, Council resolved (Resolution 0502/2020)
  - 1.1.1 *The Fees and Charges for Bridgestone Athletics Centre 2020/21 as shown in Attachment 1 to this report (Item No. 2.5.4, Works and Services Committee, 20 April 2020).*
  - 1.1.2 *A late budget bid of \$125,000 operating expenditure and \$15,000 income for Bridgestone Athletics Centre to be prepared by staff for inclusion in the 2020/21 budget process.*
- 1.3 At its meeting held 27 April 2021, Council resolved (Resolution 0912/2021) that:
  2. *Bid BB000737 Bridgestone Athletics Centre Bid 2022 totaling \$270,000 be incorporated into the 2021/22 budget and also into the 2021/22 draft Annual Plan for public consultation.*
  3. *The funding required for works in 2020/21, including fencing: \$100,000, smart access: \$40,000 and swipe access: \$25,000, precinct directional signage: \$50,000, window treatment: \$10,000, furniture: \$20,000, totaling \$245,000 be transferred from various existing projects as part of the 2021 Third Quarter Budget Review:*
    - 3.1 *Include the installation of new fencing at Bridgestone Reserve, Salisbury South, within the 2020/21 PR22120 Reserve Fencing Program of \$100,000 as a non-discretionary 2020/21 third quarter budget review bid.*
    - 3.2 *Include the installation of new swipe access to the Bridgestone Athletics Facility, Bridgestone Reserve, Salisbury South, within the 2020/21 PR18097 Building Renewal Program.*
    - 3.3 *Include the installation of fencing smart access at Bridgestone Reserve, Salisbury South, within PR25017 Smart City Projects Program.*



3.4 *Include the installation of signage, window treatment, and furniture at Bridgestone Reserve, Salisbury South, within the 2020/21 PR25956 Bridgestone Reserve Public WiFi.*

4. *The activation principles be amended and prioritised as:*

4.1 *Community benefit comes first*

4.2 *Maximise utilisation of all of the spaces where possible*

4.3 *Providing a new state-of-the art home for athletics in the City of Salisbury whereby planned/scheduled club/State/National based athletics activity has priority access to the Centre*

4.4 *Fair and equitable access to the Centre by the community noting proportional priority access for planned/scheduled club-based athletics activities*

4.5 *Shared spaces which are used as a meeting place for the community, not just structured activities – a safe place for all*

4.6 *Non-exclusive access for clubs/ but shared and scheduled in a fair and equitable way*

1.2 4.7 *A financially viable model for clubs and the facility.*

## **2. CITY PLAN CRITICAL ACTION**

2.1 Complete the Bridgestone Athletics Facility and maximise its use

## **3. CONSULTATION / COMMUNICATION**

3.1 Internal

3.1.1 Finance

3.1.2 Field Services

3.1.3 Property & Buildings

3.1.4 Urban Built Assets

3.2 External

3.2.1 Licence holder clubs

3.2.2 Athletics SA

## **4. REPORT**

*Completion of Capital Works*

4.1 The Bridgestone Athletics Centre was opened mid 2021 with regular club activities commencing in October of 2021. Upon activation of the Centre it became evident that additional capital items were required to meet the needs of licence holder clubs and external user groups (Resolution 0912/2021).

## 4.2 The additional capital items included;

- a public address system
- smart access technology
- shade structures
- bins
- water supply to the long jump pits.

These works are now completed, with the exception of the PA system and the smart access technology. The PA system was ordered in October 2021 but significant delays have been experienced as the equipment is sourced from overseas. Delivery is currently expected mid-2022, with the supplier unable to identify an exact date. The smart access technology is currently in the procurement process, with installation also expected mid-2022 (note that security open/close the Centre's gate at sunrise/sunset).

- 4.3 Additional athletics equipment was also purchased for use by the licence holders clubs and school events hosted by Council. All equipment, with the exception of pole vault mats and high jump mats, has now been received and subsequently certified by Athletics SA for use in official competitions. The mats are specialised items with components produced in Europe and Melbourne and have also been delayed due to the complications of global supply chains.
- 4.4 Licence holder clubs were also provided the opportunity to apply for a combined community development grant to contribute to the purchase of electronic timing gates. This equipment is a valuable addition to their competitions.

*Licence Holder Clubs*

- 4.5 The three clubs taking up licences at Bridgestone signed their licence agreements in November of 2021. Salisbury Little Athletics Club has also relinquished the lease on their previous site (Creaser Park). Northern Districts Athletics Club has not yet relinquished their lease as they are dependent upon the pole vault mats for their athletes to be able to train. A short-term agreement has been struck to allow them to continue to use their previously leased site until the new equipment is received at which time they will relinquish this site.
- 4.6 Each club has advised that participation/member numbers for season 2021/2022 have exceeded those previously seen at the club. As seen in the Figure 1, Northern Districts Athletics Club has experienced the most significant growth with 130 new members or 44.2% growth.
- 4.7 Average growth across the three clubs from season 2020/21 to season 2021/22 is 35%. Average growth for the clubs over the previous three years was 19%, indicating that the move to Bridgestone Athletics Centre has had a strong positive influence on participation and member numbers.

Figure 1: Licence Holder Clubs – Member Growth

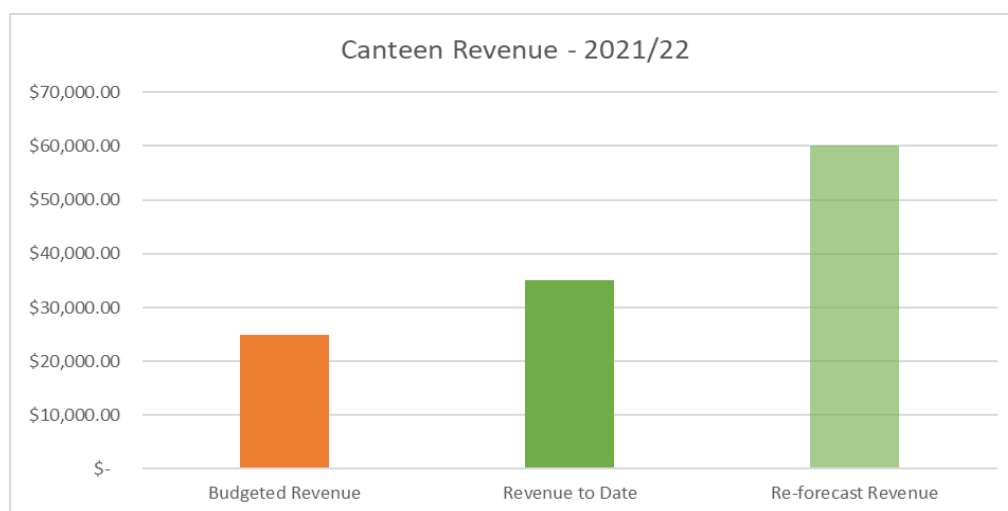
	2020/21	2021/22	Growth #	Growth %
Ingle Farm LAC	68	89	21	30.8%
Northern Districts AC	294	424	130	44.2%
Salisbury LAC	156	203	47	30.1%

- 4.8 Salisbury Little Athletics Club have utilised this strong participation and their access to a first-class facility to seek expansion into senior athletics. An application for membership is to be considered by Athletics SA at their upcoming Annual General Meeting.
- 4.9 Council have continued to engage with the clubs regularly through Advisory Group meetings; a forum which has allowed positive discussion and collaboration between the clubs and Council staff.
- 4.10 This collaboration has allowed a sponsorship strategy to be agreed amongst the clubs and the City. This strategy supports clubs to have clarity about the sponsorship areas available to them (equal distribution), the size of advertisements and pre-arranged processes for acquiring the signs. To date, only one club has utilised this opportunity, selling five signs in the first season. Uptake by the other clubs is expected once they have bedded down operations at the Centre.
- 4.11 Programming has been an area of challenge for clubs as they have had to build relationships and negotiate with one another. Busy training periods leading up to major competitions have led to some occasional overlaps which have largely been managed without incident through club-to-club conversations. Whilst this has been working relatively well, negotiating programming is something new for all clubs as they share the facility (as opposed to having their own facility).

#### *Centre Operations*

- 4.12 The Centre has already proved to be popular for school events with 19 bookings received to date, nine of which have come from schools within the City of Salisbury. Unfortunately, five of these events have had to be cancelled due to COVID restrictions placed on school excursions. A number of others have also been re-scheduled for the same reason.
- 4.13 Should all events proceed as planned, the Centre will host activities for around 8,000 school children (primary and secondary) before the end of June 2022. Many of these bookings have been from large schools and it is not uncommon for the site to host 750-850 students at one time. The largest of these bookings often also utilise Bridgestone Reserve (adjacent to the Athletics Centre) for the day to assist with programming.
- 4.14 Events of this nature produce a high level of trade in the canteen on-site as many students prefer to purchase lunch and food throughout the day over bringing food with them. As shown in Figure 2, Canteen revenue has exceeded the full-year budgeted amount by approximately \$9,000 (by the end of February). With several large events still to be conducted before the end of the financial year, a significant amount of revenue is still to be realised providing further cancellations can be avoided.

Figure 2: Bridgestone Athletics Centre Canteen Revenue



4.14.1

4.14.2

4.14.3

4.14.4

- 4.15 While the athletics activities are overseen by the clubs or schools, coordination of the canteen function and staff required to operate has required more staff resources than was originally expected in the planning phase of the Centre. This has led to the role associated with supporting the Centre to be proposed to be increased to full-time (from 0.8FTE) until the end of 2022. The additional costs associated with this are included in Budget Bid OPN000895 in the 2022/23 budget process.
- 4.16 Other impacts on the resourcing of this role include the increased levels of trade in the canteen and high number of school bookings. This need has also been heightened due to the hours of operation spanning seven days with both day and night time activity. This additional capacity will assist the role to be available to receive goods, co-ordinate events and support kiosk operations. The flexibility of the current incumbent is recognised as a key contributor to responding to the diverse needs of the Centre at short notice and across a broad spectrum of time.
- 4.17 While the trade in the canteen has been strong, there has been some challenges in coordinating the operation and ensuring stock is in place each week for clubs. To date, this has been navigated by Council staff being present at the Centre regularly to receive deliveries and manage the canteen operations (i.e. stock-takes, banking, stock preparation). As we continue to operate the Centre, these processes will need continual refinement to find the most efficient and effective ways of delivering a quality service.

### *Community Use*

- 4.18 Prior to the Centre opening, it was envisaged that there would be a demand from athletics coaches to use the Centre for training under paid permits/season passes. As such, a set of fees and charges were developed and approved, along with establishing associated revenue targets.

- 4.19 To date, this expected demand has not eventuated. The coaches using the Centre are attached to the licence holder clubs which (under the club licence agreements) do not attract any additional fees. Further attempts to publicise the availability of the Centre will be made through the off-season leveraging the Athletics SA relationship.
- 4.20 The current activation of the Centre is solely focused on athletic clubs and school-based activity based on advice from the Advisory Group (see paragraph 4.30).
- 4.21 Additional activation, such as hiring of the main building e.g. for private functions and broader use of the centre e.g. other sports is a future possibility post the 'settle in' period. Whilst this is likely to attract additional revenue, the revenue base is currently exceeding initial expectation.
- 4.22 The Centre is currently open to the public from sun up to sun down, with the gate remaining open during this time, except when an event is underway.
- 4.23 Over summer, the Centre has been regularly utilised by a range of community members. This includes families using the inner green area and people using the track for running and walking.
- 4.24 The installation of smart access on the gate in the coming months will assist to minimise inappropriate use such as utilisation of the Centre for dog walking.

#### *Governance*

- 4.25 In accordance with Resolution 0387/2020, an Advisory Group was established as part of the 'Bridgestone project' and includes membership from each of the three clubs, two Elected Members and staff representatives.
- 4.26 This group continues to meet regularly and has served as an important forum to discuss the progress of capital works, operations and other issues of interest.
- 4.27 The Terms of Reference require the Manager Sport, Recreation and Community Planning to review the operation of the Advisory Group annually. It is envisaged that the need for this group will remain for the foreseeable future, however, the frequency of meetings will continue to decline as the clubs become more familiar with the Centre.
- 4.28 Many of the issues currently presented at the Advisory Group relate to club operations, licence arrangements and inter-club relationship matters. It is considered that, in time, the licence matters can be managed in the same way Council approaches management of leases, and that the inter-club relationship matters can be resolved without Council involvement.
- 4.29 It is recognised that consolidating three clubs into a single home (Bridgestone), and moving them from a head lease to a license arrangement presents as a significant change. Specifically, this means that clubs, who previously have been able to make their own decisions about usage and programming etc. without consideration of others, now need to collaborate with the additional users of the facility.
- 4.30 For this reason, each of the Advisory Group members have requested that additional activation of the Centre solely focus on school and athletics type activity only for a period of two seasons to enable the working model to be properly bedded in and to gain a full understanding of how the Centre operates under these arrangements before negotiating terms with additional user groups

which may have lasting unintended consequences. This is heightened given the impact COVID has had on clubs returning to 'normal operations'.

#### *Grounds and Maintenance*

- 4.31 Routine cleaning and maintenance of the track is completed by Council field services in accordance with the direction from the supplier (Polytan). A thorough inspection of the track was conducted by Polytan (December 2021) with no issues noted. The supplier recommends a professional cleaning of the track every two years. This is a service that they provide at a cost of \$30,400 (2021 quote). Before proceeding with planning for this type of cleaning, Council staff will consult with Athletics SA to gather more detail regarding necessity and frequency, with the intention to provide further detail to Elected Members in future reports.
- 4.32 Field services have had no major issues with the maintenance of the Centre to date.
- 4.33 Property and buildings have not noted any issues with the cleaning and servicing of the Centre in its first six months. This will continue to be monitored as the use of the Centre changes through different seasons.

#### *Observations and Opportunities*

- 4.34 The only other synthetic track in South Australia (Mile End) is scheduled for closure in October and November 2022. It is expected that this will create additional demand for use at Bridgestone Athletics Centre from schools and any groups that regularly use the Mile End facility, including Athletics SA themselves. This presents an opportunity to significantly increase usage and exposure of the facility to new user groups and attract increased canteen trade.
- 4.35 Early discussions with Athletics SA regarding their use of Bridgestone during this time have commenced, with staff awaiting further detail about their exact requirements. The relationship with Athletics SA to date has been a positive one, with input from them on the design requirements for the athletics facility and collaboration on delivery of programs for athletes in the northern suburbs. Athletics SA have also arranged for the equipment purchased by Council for use at Bridgestone to be certified for use in official competitions at no cost to Council.
- 4.36 Given the exposure this opportunity provides for the Centre and the increased levels of trade that Athletics SA are likely to bring if they are able to occupy Bridgestone (i.e. canteen revenue), it is recommended that Council authorises the CEO or delegate to negotiate and enter into a mutually beneficial agreement with Athletics SA to facilitate their use of the Centre for this period. It is expected that this will also consolidate the collaborative relationship with Athletics SA which has been important in the establishment of Bridgestone Athletics Centre
- 4.37 No formal timing has been provided, however current indications suggest that the resurfacing of the State Athletics Facility will occur predominantly during the athletics off-season, with a small overlap into the competition season. It is envisaged the re-surfacing of the State Athletics Facility will take approximately two months. This will bring significant additional activity to Bridgestone and result in many more patrons and users. This will require all users to be flexible with their programming and management to support multiple users simultaneously, and potentially make modifications to their programming to enable positive outcomes for all users.



- 4.38 In negotiating any agreement with Athletics SA, staff will carefully consider the impact to licence holder clubs. Previous negotiations undertaken when the resurfacing of the State Athletics Facility was to be re-surfaced in 2021 resulted in programming that meant only one or two days where a shared arrangement would have had to have been negotiated. Adhering to the Bridgestone activation principles (Resolution 0912/2021), staff would seek to negotiate a similar agreement with Athletics SA and the licence holder clubs.
- 4.39 This opportunity could lead to athletes such as Aidan Murphy (fastest man in Australia over 200m) to train at the track more often. As seen below, Aidan recently utilised the track when Mile End was unavailable. More regular use by athletes of this caliber could also produce positive media and PR opportunities for Council to further promote the facility for use.



(Aidan Murphy – fastest man in Australia over 200m, ranked #75 in the world at Bridgestone Athletics Centre, March 2022)

- 4.40 Throughout the early period of Centre operations, the primary focus has been on transitioning the clubs to their new facility. However, once their season concludes, (early April) usage of the Centre through the off-season is expected to decrease. School events will continue and additional focus will be placed on securing more events and activities (athletics focused only) through this quieter period.
- 4.41 An observation that has been made by a number of the schools that have utilised the facility to date is the lack of available shade. Many of the bookings received are for 600+ students, which is much larger than originally anticipated. The existing permanent shade structures are unable to provide adequate shade for groups of this size.

- 4.42 Schools who have used the Centre to date have elected to bring additional portable shade structures with them (marquees) to provide more cover. The service provided to schools could be improved if more shade was available on-site. Following the completion of the athletics season, staff will consider the cost/benefit of installing more permanent shade structures and/or purchasing marquees that can be held on-site for use by the schools when required. Further information about this will be provided in a future report.

*Award for Excellence in Infrastructure Delivery*

- 4.43 Staff were notified in early February that the Bridgestone Reserve Project (which the Athletics Centre is a component of) has been accepted as a finalist in the LG Professionals Awards – Excellence in Infrastructure Delivery category.
- 4.44 Staff will provide further information to LG Professionals SA during March with the winners announced at the Annual Leadership Excellence Gala Awards Dinner on May 27.



## 5. CONCLUSION / PROPOSAL

- 5.1 The first six months of operation of the Bridgestone Athletics Centre has shown the facility is a valuable and important part of the City of Salisbury's sport and recreation infrastructure.
- 5.2 The transition of the three licence holder clubs to Bridgestone Athletics Centre has not been without its challenges, but overall has proceeded as intended.
- 5.3 School event bookings and trade levels through the on-site canteen have exceeded the levels expected.
- 5.4 The relationship with Athletics SA has been an important component in establishing the Centre and its readiness for competition use.



- 5.5 The temporary track closure at Mile End presents an opportunity to further develop the collaborative relationship with Athletics SA through the negotiation of a mutually beneficial relationship.
- 5.6 The Centre continues to develop a positive reputation amongst schools and sporting bodies. It is anticipated that use of the facility will continue to grow.



<b>ITEM</b>	5.2.2
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	22 March 2022
<b>HEADING</b>	Youth Sponsorship Applications - March 2022
<b>AUTHOR</b>	Hayley Berrisford, PA to General Manager Business Excellence, Business Excellence
<b>CITY PLAN LINKS</b>	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
<b>SUMMARY</b>	This report outlines the Youth Sponsorship Applications assessed in March 2022.

**RECOMMENDATION**That 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 March 2022.

<b>Funding per application</b>	<b>Event</b>	<b>Total Funding</b>
1 @ \$250	One application has been received to represent Athletics SA (Pole Vault SA) at the Austalian Track and Field Championships on 30 March 2022.	<b>\$250.00</b>
1 @ \$250	One application has been received to represent Water Polo SA at the National Championships (AYC) in Queensland in April 2022.	<b>\$250.00</b>
<b>Total Funding for March 2022:</b>		<b>\$500.00</b>

#### **4. CONCLUSION / PROPOSAL**

- 4.1 The Youth Sponsorship Program annual funding budget for 2021/22 is \$45,000 with year to date allocations of \$1,170 from this fund. The remaining balance accounting for the application noted in this report is \$43,580.