



## **AGENDA**

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

**19 SEPTEMBER 2023 AT CONCLUSION OF THE INNOVATION AND BUSINESS  
DEVELOPMENT COMMITTEE**

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

#### **MEMBERS**

Cr D Hood (Chairman)  
Mayor G Aldridge (ex officio)  
Deputy Mayor, Cr C Buchanan (Deputy Chairman)  
Cr A Graham  
Cr P Jensen  
Cr M Mazzeo  
Cr S McKell  
Cr S Ouk

#### **REQUIRED 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 Infrastructure, Mr J Devine  
General Manager City Development, Ms M English  
Manager Governance, Mr R Deco  
Personal Assistant to General Manager Community Development,  
Ms S Howley

#### **APOLOGIES**

#### **LEAVE OF ABSENCE**

#### **PRESENTATION OF MINUTES**

Presentation of the Minutes of the Community Wellbeing and Sport Committee Meeting held on 22 August 2023.

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## REPORTS

### *Administration*

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### *For Decision*

5.1.1	Community Grant Report Grant No. 10/2023-24 - South Australian Recreational Fishing Advisory Council Inc. Grant Application .....	13
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## MOTIONS ON NOTICE

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## QUESTIONS ON NOTICE

There are no Questions on Notice.

## OTHER BUSINESS

*(Questions Without Notice, Motions Without Notice, CEO Update)*

## CLOSE



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

**34 CHURCH STREET, SALISBURY ON**

**22 AUGUST 2023**

**MEMBERS PRESENT**

Cr D Hood (Chairman)  
Mayor G Aldridge (ex officio)  
Cr A Graham  
Cr P Jensen  
Cr S Ouk

**OBSERVERS**

Cr S Reardon

**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 Infrastructure, Mr J Devine  
A/General Manager City Development, Ms S Klein  
Team Leader Council Governance, Ms J O'Keefe-Craig  
Personal Assistant to General Manager Community Development,  
Ms S Howley

The meeting commenced at 6:48pm.

The Chairman welcomed the Elected Members, staff and the gallery to the meeting.

**APOLOGIES**

Apologies have been received from Cr C Buchanan, Cr M Mazzeo and Cr S McKell.

**LEAVE OF ABSENCE**

Nil

## PRESENTATION OF MINUTES

Moved Cr P Jensen

Seconded Mayor G Aldridge

The Minutes of the Community Wellbeing and Sport Committee Meeting held on 18 July 2023, be taken as read and confirmed.

**CARRIED**

## REPORTS

### *Administration*

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

Moved Cr P Jensen

Seconded Mayor G Aldridge

That Council:

1. Notes the report.

**CARRIED  
UNANIMOUSLY**

*Pursuant to section 74 of the Local Government Act 1999, Cr A Graham declared a general conflict of interest on the basis of his relationship to the applicants referenced in the report presented for noting (Item 5.1.1). Cr A Graham stated that the item is only for noting and he will deal with the conflict by remaining in the meeting and exercising his right to vote.*

### *For Decision*

#### **5.1.1 Youth Sponsorship Applications - July 2023**

Moved Cr P Jensen

Seconded Mayor G Aldridge

That Council:

1. Notes the 51 Youth Sponsorship Applications assessed in July 2023, as included in this report (item 5.1.1, Community Wellbeing and Sport Committee, 22 August 2023).

**CARRIED**

*The majority of members voted IN FAVOUR of the MOTION.  
Cr A Graham voted IN FAVOUR of the MOTION.*



### 5.1.2 **Community Event Grant Application - Rotary Club of Mawson Lakes - LJ Rare and Classic Car Show Mawson Lakes**

Moved Mayor G Aldridge  
Seconded Cr P Jensen

That the Community wellbeing and Sport Committee: in accordance with its delegated powers sets out in the adopted Terms of Reference:

1. Approves the following application through round fifteen of the Community Events Sponsorship Program:
  - Grant No 1/2023: Rotary Club of Mawson Lakes, Application for \$5,000 for LJ Rare and Classic Car Show Mawson Lakes 2023.
2. Notes the application has been reviewed and assessed and it is not recommended to provide the entirety of the grant amount requested.

**CARRIED**

### 5.1.3 **Community Grant Report Grant No. 03/2023-24 - Gilles Plains Lions Club (Blue Tree Project) Community Grant Application**

Moved Cr P Jensen  
Seconded Mayor G Aldridge

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 August 2023 round of Community Grants as follows:
  - Grant No. 03/2023-24 Gilles Plains Lions Club Community Grant Application: to the value of \$5,000: to assist with painting trees as part of the Blue Tree Project.

**CARRIED**

### 5.1.4 **Community Grant Report Grant No. 04/2023-24 - Ceylon Tamil Association of SA Inc. Community Grant Application**

Moved Mayor G Aldridge  
Seconded Cr A Graham

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 August 2023 round of Community Grants as follows:
  - Grant No. 04/2023-24 Ceylon Tamil Association of SA Inc. Community Grant Application: to the value of \$5,000: to assist with hosting its Ilavenil 2023 Event.

**CARRIED**

### 5.1.5 Community Grant Report Grant No. 05/2023-24 - Salisbury Branch of Meals on Wheels Community Grant Application

Moved Cr P Jensen  
Seconded Cr D Hood

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 August 2023 round of Community Grants as follows:
  - Grant No. 05/2023-24 Salisbury Branch of Meals on Wheels Community Grant Application: to the value of \$2,500: to assist with providing Christmas Food Hamper for its clients.

**CARRIED**  
UNANIMOUSLY

### 5.1.6 Community Grant Report Grant No. 06/2023-24 - ONE Life Community Assist Community Grant Application

Moved Cr P Jensen  
Seconded Cr D Hood

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 August 2023 round of Community Grants as follows:
  - Grant No. 06/2023-24 ONE Life Community Assist Community Grant Application: to the value of \$5,000: to assist with holding its Christmas Carols 2023 event.

**CARRIED**  
UNANIMOUSLY

### 5.1.7 Community Grant Report Grant No. 07/2023-24 - Rowe Park United Community Grant Application

Moved Cr A Graham  
Seconded Mayor G Aldridge

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 August 2023 round of Community Grants as follows:
  - Grant No. 07/2023-24 Rowe Park United Community Grant Application: to the value of \$5,000: to assist with purchasing playing strips (jerseys) for its second women's team.

**CARRIED**

### 5.1.8 Community Grant Report Grant No. 08/2023-24 - Mawson Lakes Community Early Learning - Community Grant Application

Moved Cr P Jensen

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. Approves the request for funding for the August 2023 round of Community Grants as follows:
  - Grant No. 08/2023-24 Mawson Lakes Community Early Learning Community Grant Application: to the value of \$5,000: to assist with hosting its Fun Day and 15 Year Anniversary event.

**CARRIED**

### 5.1.9 Community Grant Report Grant No. 09/2023-24 - Adelaide Bangladeshi Cultural Club Community Grant Application

Moved Cr A Graham

Seconded Mayor G Aldridge

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 August 2023 round of Community Grants as follows:
  - Grant No. 09/2023-24 Adelaide Bangladeshi Cultural Club Community Grant Application: to the value of \$5,000: to assist with purchasing a keyboard and a digital mixer.

**CARRIED**

### 5.1.10 Community Perception Survey 2023

Moved Cr A Graham

Seconded Cr S Ouk

That Council:

1. Approves the delivery of the 2023 Community Perceptions Survey in two parts
  - a. Part A to deliver the requirements of information required for the 2022/23 Annual Report
  - b. Part B to deliver the balance of the survey questions
2. Approves the carry forward of \$18,500 from the 2022/23 budget into the 2023/24 budget for the purposes of funding the shortfall in delivering the survey and carrying out a review in the delivery of future Community Perception Surveys.

**CARRIED**

### 5.1.11 Salisbury Community Christmas Carols Update

Moved Cr A Graham  
Seconded Cr S Ouk

That Council:

1. Notes the report.

**CARRIED**

*For Information*

### 5.2.1 Community Development - Quarterly Service Update

Moved Cr A Graham  
Seconded Mayor G Aldridge

That Council:

1. Notes the report.

**CARRIED**

### 5.2.2 Financial Inclusion Action Plan

Moved Mayor G Aldridge  
Seconded Cr A Graham

That Council:

1. Notes the Northern Adelaide Financial Inclusion Action Plan Impact Report (Attachment 1, Community Wellbeing and Sport Committee, 21 August 2023, Item No 5.2.2).

**CARRIED**

## QUESTIONS ON NOTICE

*There were no Questions on Notice.*

## MOTIONS ON NOTICE

*There were no Motions on Notice.*

## OTHER BUSINESS

*(Questions Without Notice, Motions Without Notice, CEO Update)*

*There was no other business.*

The meeting closed at 7:17pm.

CHAIRMAN.....

DATE.....

<b>ITEM</b>	5.0.1
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	19 September 2023
<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. REPORT**

- 2.1 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
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> September 2023 <b>Deferred to:</b> January 2024 <b>Reason:</b> Information has not yet become available to Councils.	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

25/07/2022 5.1.1	<b>Bridgestone Athletics Centre Advisory Group</b> Requests that the minutes of each Bridgestone Coordination Group meeting will be reported to the Community Wellbeing & Sport Committee. <b>Due:</b> October 2023	Andrew Hamilton
24/04/23 5.4.1	<b>Salisbury Memorial Park and Chapel of the Holy Family Mausoleum Review</b> Council has previously resolved this resolution to be confidential. <b>Due:</b> November 2023	Andrew Hamilton
24/04/23 6.1.3	<b>Community Bus Service</b> Approves the establishment of a working group consisting of a representative from Central, Para, Hills and West Wards Crs C Buchanan, K Grenfell, S McKell and P Jensen to provide a recommendation to the Community Wellbeing and Sport Committee on proposed bus routes and other matters related to the community bus service by 30 June 2023. <b>Due:</b> September 2023 <b>Deferred to:</b> December 2023 <b>Reason for Deferral:</b> The Working Group is awaiting State Government approval and community feedback. The Working Group is considering a number of options and will investigate these options and bring them back to the Committee for consideration.	Andrew Hamilton
24/07/2023 5.1.3	<b>Proposed Changes to Community Grant Program</b> 5. Notes that the update of the Community Grant application process, eligibility criteria and terms and conditions for each of the three types will be subject of a future report to Council for approval following a decision on the overall structure of the program. <b>Due:</b> September 2023 <b>Deferred to:</b> October 2023 <b>Reason:</b> The Administration are meeting with Elected Members to seek their feedback on the eligibility criteria of the new proposed grants in September 2023. Following this feedback a report will be prepared for the October 2023 Community Wellbeing and Sport Committee.	Sara Howley
24/07/2023 5.1.3	<b>Proposed Changes to Community Grant Program</b> 6. Requests staff to provide a further report regarding proposed changes in Terms of Reference for the Community Wellbeing and Sport Committee no later than September 2023. <b>Due:</b> September 2023 <b>Deferred to:</b> October 2023 <b>Reason:</b> The Administration are meeting with Elected Members to seek their feedback on the eligibility criteria of the new proposed grants in September 2023. Following this feedback a report will be prepared for the October 2023 Community Wellbeing and Sport Committee.	Sara Howley

24/07/2023 5.1.10	<b>Salisbury Fringe Carnival Venue and Australia Day Venue 2024</b> 5. Requests that Administration provides a draft program of works for 2024 fringe to the Community Wellbeing and Sport Committee prior to finalisation. Due: October 2024	Amy Pokoney Cramey
24/07/2023 5.1.10	<b>Salisbury Fringe Carnival Venue and Australia Day Venue 2024</b> 6. Requests that Administration undertake a comprehensive review of fringe format post 2024 Carnival with a view to lock in for a further 3 year program. Due: June 2024	Amy Pokoney Cramey
24/07/2023 Cnl- MWON1	<b>Motion without Notice – Cr Graham – Tour Down Under</b> 6. Requests the Administration to report results of the above to the Community Wellbeing and Sports Committee for consideration by December 2023. Due: December 2023	Amy Pokoney Cramey

#### 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>	19 September 2023
<b>HEADING</b>	Community Grant Report Grant No. 10/2023-24 - South Australian Recreational Fishing Advisory Council Inc. 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 Recreational Fishing Advisory Council 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 September 2023 round of Community Grants as follows:
  - a. Grant No. 10/2023-24 South Australian Recreational Fishing Advisory Council Inc Community Grant Application: to the value of \$3,100: to assist with hosting its 'Reeling in Junior Anglers' event.
2. Notes that this application includes items which are ineligible in accordance with the Community Grant Eligibility Criteria and Guidelines and approves the Administration to work with the South Australian Recreational Fishing Advisory Council to find alternative funding opportunities within the Community Grant Eligibility Criteria and Guidelines.

## ATTACHMENTS

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

1. RecFish SA Community Grant Application[↓](#)
2. Community Grants Eligibility Criteria and Guidelines[↓](#)

## 1. BACKGROUND

- 1.1 The South Australian Recreational Fishing Advisory Council Inc. (RecFish SA) has applied for a Community Grant for the September round of Community Grants to assist with hosting its 'Reeling in Junior Anglers' event.
- 1.2 Established in 1975, RecFish SA is the nationally recognised peak body for recreational fishing in South Australia. RecFish SA is a Community/Non-Profit organisation which undertakes a range of projects like fish stocking, habitat enhancement and fishing clinics to benefit recreational fishers.

- 1.3 Reeling in Junior Anglers (which was a branch of RecFish SA) received previous community grant funding in August 2022 for \$800 to hold this event in Mawson Lakes. This grant was successfully acquitted and RecFish SA is eligible to apply for the September 2023 round of community grants.
- 1.4 The event in 2022 was a success and was booked out within days of advertising.

## 2. REPORT

- 2.1 The RecFish SA Community Grant Application (grant application) (Attachment 1) is requesting funds to assist with hosting its 'Reeling in Junior Anglers' event in Mawson Lakes. RecFish SA is contributing \$2,500 to this event.
- 2.2 RecFish SA anticipates 100 people will attend this free community event. The aim of this event is to provide a fishing clinic for the young residents of the City of Salisbury.
- 2.3 The Reeling in Junior Anglers event will have several different activities including a knots station, a conservation station and a casting and safety station. Following the completion of each station, children and families will then be able to fish in the lake at Mawson Lakes.
- 2.4 A free BBQ lunch is also being provided to community members who participate in the Reeling in Junior Angler event.
- 2.5 This grant application has requested \$1,500 to provide a \$100 fuel voucher for their 15 volunteers. RecFish SA have been advised that this is an ineligible item under the Community Grant Eligibility Criteria (the Eligibility Criteria) (Attachment 2).
- 2.6 Section 10.3 of the Eligibility Criteria specifies that expenses including personal transportation costs such as fuel expenses are ineligible. Section 10.5.1 of the Eligibility Criteria specifies that wages, salary payments or consideration of any type (including payment to presentations or gifts for services) are ineligible items.
- 2.7 Despite this, RecFish SA have requested that the Community Wellbeing and Sport Committee please consider funding this cost as many of their volunteers will be travelling from regional areas.
- 2.8 RecFish SA have advised that if this is not possible, it could utilise the \$1,500 to purchase new rods, however a quote has not been provided for this proposed cost.
- 2.9 The Community Grants Program funding budget allocation for 2023/24 is \$120,000.
- 2.10 The money committed to this application for the September 2023 round, if approved, is \$3,100. The money committed to all grant applications received for the September round is \$5,600 in total.
- 2.11 The remaining balance of the grant funding if all grant applications received (2 in total) for the September 2023 round are approved, is \$71,800.

## 3. CONCLUSION / PROPOSAL

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from South Australian Recreational Fishing Advisory Council Inc. to the value of \$3,100 to assist with hosting its 'Reeling in Junior Anglers' event.

Applicant Organisation Information	
<b>1. GROUP / ORGANISATION DETAILS</b>	
Name:	South Australian Recreational Fishing Advisory Council Incorporated
Address:	PO Box 172 Welland SA
Suburb:	Postcode: 5007
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>	
Name:	Ms <input checked="" type="checkbox"/> Jacqueline Humphreys
Title (your role with the group/organisation):	Administration Assistant
Address:	Po Box 172 Welland SA 5007
Phone:	Landline: Mobile: [REDACTED]
Email:	admin@recfishsa.org.au
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>	
Name of Person Responsible for the Grant:	Ms <input checked="" type="checkbox"/> Jacqueline Humphreys
Title (role with the group/organisation):	Administration Assistant
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>	
How is your group/organisation managed: (ensure Committee/Board Meeting Minutes are attached)	Board
<b>Is your organisation:</b>	
a) Incorporated:	<div>Yes <input checked="" type="checkbox"/> (go to question c)</div> <div>No <input type="checkbox"/> (go to question b)</div>
ASIC Registration Number:	
b) Operated under a Parent Organisation: (please state which parent organisation you operate under below AND attach a supporting letter from the organisation)	<div>Yes <input type="checkbox"/> (go to question c)</div> <div>No <input checked="" type="checkbox"/> (go to question c)</div>
<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

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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 checked="" type="checkbox"/> <i>(go to question e &amp; f)</i>	No <input type="checkbox"/>
e) Funding source/s:	State Government	
f) Purpose:	Peak body for recreational fishing in SA	
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>South Australian Recreational Fishing Advisory Council Inc.</i> <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: [REDACTED]	
	Branch Location: Adelaide	
<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:	Levi Nash	
Referee's Contact Information:	[REDACTED]	

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

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Project/Event Budget Information	
Will the project or event generate income (e.g. ticket sales, entry fee etc.)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (enter '0' dollar amounts below)
If Yes, provide details:	
<b>INCOME</b>	<b>\$ AMOUNT</b>
Project or event generated income:	\$ 0
Organisation's contribution:	\$ 2,500
Income received from other Grants: (list organisation(s) providing Grant funding and their contribution)	
Income received from sponsors: (list sponsor(s) and their contribution)	
Donations: (please specify the source, product or service and estimated amount of funding requested)	
Have you sought any other funding for the project/event: (please specify the source and amount of funding requested)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>TOTAL (including GST):</b>	<b>\$ 2,500</b>
What resources will you and your group contribute to the project e.g. in-kind donations, labour, time etc.?	<i>We will offer labour, time, educational material, lunch</i>
<b>EXPENSES</b> (specify the proposed expense budget by item:)	<b>\$ AMOUNT</b>
<i>Fishing Supplies</i>	<i>\$ 250</i>
<i>Hire Of Toilet</i>	<i>\$ 500</i>
<i>Lunch supplies</i>	<i>\$ 700</i>
<i>Fuel Expense for volunteers 15 x \$100</i>	<i>\$ 1,500</i>
<i>General supplies</i>	<i>\$ 150</i>
<b>TOTAL (including GST):</b>	<b>\$ 3,100</b>

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

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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 type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	<b>Reeling In Junior Anglers</b>
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	<b>14th October 2023</b>
Total cost of Project/Event	<b>\$ 3,100</b>
Amount of Community Grant Funding Requested	<b>\$ 3,100</b>
Is there any other information that you may feel is relevant to your application?	
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. <i>Copy of Board Meeting Minutes</i> 2. <i>Copy of Quote</i>
<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 checked="" type="checkbox"/>
Culture / Arts	<input type="checkbox"/>
Sport / Recreation	<input checked="" type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input checked="" 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*

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Project/Event Details	
<b>Previous Community Grants Program Funding</b>	
Has your Organisation previously received a Community Grant? (If Yes – when, amount granted and what the grant was for:)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (go to Group/Organisation Information)
When was the Grant funding received (month & year):	
What amount of Grant funding was provided:	
When was the previous Grant acquitted (month & year):	
<b>Group/Organisation Information</b>	
Group/Organisation Name	South Australian Recreational Fishing Advisory Council Incorporated
Group/Organisation Description	Peak Body for recreational fishing in SA
Group/Organisation Registered Address	Number/Street: 16 Excelsior Pde Suburb: Hindmarsh Island Postcode: 5214
Is the Club Incorporated?	Yes
Number of Members	4,250
% of Membership that reside in the City of Salisbury	%
<b>Project/Event Details</b>	
Project/Event Name	Reeling in Junior Anglers
Project/Event Summary	Fishing clinic for children
Date(s) of Project/Event	14th October 2023
Location of Project/Event:	Number/Street: Community lakes Suburb: Mawson Lakes Postcode: 5095
How will the Project/Event benefit the residents of the City of Salisbury?	Teach children and their parents fishing skills, fishing stewardship to enable them to be able to fish safely & independently after the clinic.
How many individuals will benefit from the Project/Event?	100
% of project/event participants that reside in the City of Salisbury	100 % Will target this event for City of Salisbury residents.
If it is an Event, is it open to the public?	Yes <input type="checkbox"/>
How will the Project/Event be promoted?	Social Media, Eventbrite

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

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Grant Money Requested	
Amount Requested	\$ 3,100
<b>Itemised Breakdown of Costs:</b>	
<i>An Itemised breakdown of costs must be provided. Please attach a separate sheet if there is insufficient space.</i>	
Fishing Supplies	\$ 250
Hire of Toilet	\$ 500
Lunch Supplies	\$ 700
Fuel Expense for Volunteers 15 x\$100	\$ 1,500
General Supplies	\$ 150
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL (including GST):</b>	<b>\$ 3,100</b>
Quote Attached: <i>A detailed, current quote <u>must</u> be provided with the application.</i>	<input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No <i>(please refer to the City of Salisbury Guide to completing the Community Grants Program Application Form)</i>

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

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**Project or Event Scope**

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

*To provide a fishing clinic for residents of the City of Salisbury. In the clinic there will be several stations, such as Knot Tie, Fishing StewardShip, Fishcare, Conservation, Casting and Safety as well as fishing in the lake. From the skills the children and families learn from the clinic they are then able to fish safely and independently, knowing basic fishing rules, and where to get further information if they require.*

**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:*

*Children and their families learning to fish independently. There are many benefits from fishing such as improved mental health, enhancement of motor skills, builds confidence, increases independence, encourages appreciation of nature and being active in the outdoors.*

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

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### 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.*

*This event has previously been delivered to residents of the City of Salisbury and the event was booked out within days of advertising. As the event was booked out we had a lot of requests from residents to host another event so they can attend with their children.*

### 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)*

*The event will be structured into stations with a group of children at each station for approximately 15 minutes, these stations will be managed and run by our volunteers. Once the children have completed tasks at all the stations they will then be able to fish in the lake, using the skills they had learnt at the stations. There will also be experienced volunteers to help the children to develop their skills whilst fishing. After the fishing clinic is finished we will offer a BBQ lunch to the participants and their family.*

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

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Application Declaration	
<p><i>Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)</i></p>	
<p>Please read, tick the S1 and S2 boxes and sign:</p>	
S1	S2
<input checked="" type="checkbox"/>	<input type="checkbox"/> I acknowledge that I am authorised to make this application on behalf of the Organisation.
<input checked="" type="checkbox"/>	<input type="checkbox"/> I acknowledge that the information provided in this application is true and correct.
<input checked="" type="checkbox"/>	<input type="checkbox"/> I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.
<input checked="" type="checkbox"/>	<input type="checkbox"/> I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.
<input checked="" type="checkbox"/>	<input type="checkbox"/> I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.
<p>On behalf of <u>South Australian Recreational I</u> (Group/Organisation)</p>	
<p>Barry Brown/Deputy Chairperson</p> <p><small>(Name/Position)</small></p>	<p>and</p> <p><small>(Name/Position)</small></p>
<p>_____</p> <p><small>(Signature 1)</small></p>	<p>_____</p> <p><small>(Signature 2)</small></p>
<p>12 May 2023</p> <p><small>(Date)</small></p>	<p>_____</p> <p><small>(Date)</small></p>
<p>Contact (phone <span style="background-color: black; color: black;">XXXXXX</span> <span style="background-color: black; color: black;">XXXXXX</span>)</p>	<p>Contact (phone number):</p>

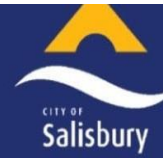
Both signatories will be contacted to verify the application - a contact phone number must be provided for each.  
Your Application will **not** be submitted until contact and verification has occurred, **no exception**.

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

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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).

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#### 10.7. *Existing Debts and Shortfalls*

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

#### 10.8. *Other Exclusions*

- 10.8.1. Equipment and services that are not supported by a program of activities and services.
- 10.8.2. Public Liability Insurance.

#### 10.9. *Prior Funding Received for Defibrillators*

- 10.9.1. Defibrillator Applications will not be considered for organisations that have already received prior (one-off) Community Grants Program funding for the purchase of a defibrillator.

### 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.

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### 13. Community Grant Application

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

#### *Target Group*

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

#### *Project or Event Plan*

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

#### *Budget Plan*

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

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

### *Evaluation Plan*

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

### *Other Requirements*

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

## **14. Referees**

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

## **15. Financial Information**

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

## **16. Application Outcome**

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

### *Unsuccessful Applicants*

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

## 17. Expenditure of Community Grants Program Funds

### *Successful Applicants - Contractual Obligations*

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

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

## 18. Goods and Services Tax (GST)

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

### *ABN Declaration*

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

## 19. Presentation of Community Grants Program Cheques

- 19.1. Successful applicants will receive payment by bank cheque made out to the organisation submitting the application form. The presentation of Community Grant cheques will take place at a quarterly Ceremony held on the fourth Wednesday of the month in March, June, September and December. Successful applicants are invited to attend a Community Grants Program Cheque Presentation Ceremony on the 4th Wednesday of the relevant quarter at the City of Salisbury Municipal Offices.
- 19.2. Requests for early disbursement of funds must be made in writing. Approval is at the discretion of the Chairman of the Community Wellbeing and Sport Committee and the relevant General Manager.

## 20. Accountability and Reporting Requirements

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

### *Recognition of Community Grants Program Funding*

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

## 21. Repayment of Community Grant

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

### **ATTACHMENT A – Community Grants Program Documents**

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

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment A*  
*Page 18*

**ATTACHMENT B - Likely Funded Project and Event Examples**

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

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

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment B*  
*Page 19*

### ATTACHMENT C – Unlikely Funded Project and Event Examples

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

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

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

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

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



### **ATTACHMENT D - Project Evaluation Requirements**

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

## **ATTACHMENT E – Frequently Asked Questions**

### *About applying for a City of Salisbury Community Grant*

**1. Will late applications be accepted?**

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

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

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

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

Applications can be submitted in the following ways:

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

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

4.1. Where email is not possible applications can be:

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

Delivered in  
Person to: City of Salisbury  
34 Church Street  
SALISBURY SA 5108

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

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

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

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

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

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

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

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

- 8.1. No. Organisations and groups that receive community grant funding will not be eligible to apply for funding for a period of twelve (12) months from the date of funding receipt. Furthermore community grant funding already provided for a project/event is not eligible to apply for further funding to assist with that same project/event regardless of when the funding was received.
- 8.2. Organisations may apply for one-off Defibrillator Funding regardless of having received Community Grants Program funding within twelve (12) months, providing the funding has been acquitted in full (*subject to conditions outlined in section 8.4*).

**9. Who assesses the Community Grants Program Applications?**

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

**10. How are the Community Grants Program Applications assessed?**

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

*Community Grants Program Application Guidelines and Eligibility Criteria – Attachment E*  
Page 24

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

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

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

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

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

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

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



<b>ITEM</b>	5.1.2
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	19 September 2023
<b>HEADING</b>	Community Grant Report Grant No. 11/2023-24 - Winzor Retirement Village Social Group 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 Winzor Retirement Village Social Group 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 September 2023 round of Community Grants as follows:
  - a. Grant No. 11/2023-24 Winzor Retirement Village Social Group: to the value of \$2,500: to assist with purchasing a television.

### ATTACHMENTS

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

1. Winzor Retirement Village Social Group Community Grant Application [↓](#)

### 1. BACKGROUND

- 1.1 The Winzor Retirement Village Social Group (Winzor Social Group) has applied for a Community Grant for the September round of Community Grants to assist with purchasing a television.
- 1.2 The Winzor Social Group is formed by residents who currently reside in the ECH Winzor Retirement Estate in Salisbury.
- 1.3 As the Winzor Social Group is not incorporated, the limit of Community Grant funding they are eligible for is \$2,500.

### 2. REPORT

- 2.1 The Winzor Social Group is formed by residents who currently reside in the ECH Winzor Retirement Estate in Salisbury and exists to improve the lives of the residents through social connection.



- 2.2 The Winzor Social Group Community Grant Application (grant application) (Attachment 1) is requesting funds to assist with purchasing a television. The Winzor Social Group will fund the remaining cost of the television.
- 2.3 The Winzor Social Group are seeking a new television to host trivia nights, watch movies and to showcase mind and movement classes, with the overall goal to increase physical activity and social connection for these aging residents.
- 2.4 It is anticipated that over 70 people will benefit regularly from this new television, which would be installed in the ECH Resident's Community Hall. This hall is within the ECH Retirement Village, however is separate from the living quarters.
- 2.5 As part of this grant application, the Winzor Social Group have committed to Council to host trivia nights that are open to the community and to work with Bagster Community Centre to deliver various programs and/or events that would benefit the broader community.
- 2.6 Council's Digital Programs Team have met with the Winzor Social Group and have delivered a virtual reality and digital art 'come and try' session.
- 2.7 If approved, this grant application for a television would improve the ability for the Digital Programs Team to deliver an enhanced programming offer to these aging residents.
- 2.8 The Community Grants Program funding budget allocation for 2023/24 is \$120,000.
- 2.9 The money committed to this application for the September 2023 round, if approved, is \$2,500. The money committed to all grant applications received for the September round is \$5,600 in total.
- 2.10 The remaining balance of the grant funding if all grant applications received (2 in total) for the September 2023 round are approved, is \$71,800.

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

- 3.1 That the Community Wellbeing and Sport Committee approves the grant funding application from the Winzor Retirement Village Social Group to the value of \$2,500: to assist with purchasing a television.

Applicant Organisation Information		
<b>1. GROUP / ORGANISATION DETAILS</b>		
Name:	Winzor Retirement Village Social Group	
Address:	85-93 Winzor Street	
Suburb:	Salisbury Postcode: 5108	
<b>2. CONTACT PERSON DETAILS (this is the address that all correspondence will be sent)</b>		
Name:	Mr Martin Phillips	
Title (your role with the group/organisation):	President	
Address:	Unit 1, 85-93 Winzor Street, Salisbury SA 5108	
Phone:	Landline: Mobile: [REDACTED]	
Email:	winzorsocialgroup@gmail.com	
<b>3. COMMUNITY GRANT RESPONSIBILITY</b>		
Name of Person Responsible for the Grant:	Mr Martin Phillips	
Title (role with the group/organisation):	President	
<b>4. GROUP / ORGANISATION MANAGEMENT DETAILS</b>		
How is your group/organisation managed: (ensure Committee/Board Meeting Minutes are attached)	By Consensus	
<b>Is your organisation:</b>		
a) Incorporated:	<div>Yes</div> <input type="checkbox"/> <div>(go to question c)</div>	<div>No</div> <input checked="" type="checkbox"/> <div>(go to question b)</div>
ASIC Registration Number:		
b) Operated under a Parent Organisation: (please state which parent organisation you operate under below AND attach a supporting letter from the organisation)	<div>Yes</div> <input type="checkbox"/> <div>(go to question c)</div>	<div>No</div> <input checked="" type="checkbox"/> <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

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:	<i>Residents by Raffles and internal fund raising events</i>	
f) Purpose:	<i>Enhanced Quality of Life in Retirement</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>Winzor retirement Village Social Group</i> <i>*do not provide account or BSB numbers*</i>	Financial Institution Name: [REDACTED]  Branch Location: <i>Hollywood Plaza, Salisbury Downs</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:	<i>Sarah Brown (Acting General Manager ECH)</i>	
Referee's Contact Information:	[REDACTED]	

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

Community Grant Application - Page 4 of 13

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>  ----- <i>(If No, the ABN Declaration Form attached must be signed)</i>	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"/>
<p><b>NB: GST Registration</b></p> <p><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></p>		

*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

Summary of Project/Event Information	
Is the funding for: <i>(please tick which is applicable)</i>	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Project <input type="checkbox"/> Ongoing <input type="checkbox"/> New Group <input type="checkbox"/> Defibrillator
Name of Project/Event Requiring Funding	Large ScreenTV for our Community Hall
Date(s) of Project/Event <i>(if ongoing or one-off please state "ongoing"/"one-off")</i>	One off
Total cost of Project/Event	\$ 0
Amount of Community Grant Funding Requested	\$ 3,688
Is there any other information that you may feel is relevant to your application?	<p><i>We would like a large screen TV to replace our old 48" one. Our residents are getting older with failing eyesight and are unable to see the screen unless they are right in front. We would also like to increase the number of events we can use the hall for such as Films, Aged Learning, Bingo and Community singing with movement which the screen is used for. ECH will be mentoring us as they already have programmes running in villages south and west of us.</i></p>
<input type="checkbox"/> There are no relevant attachments.	<input checked="" type="checkbox"/> There are relevant attachments and the following documents are attached: 1. <u>Quotation</u> 2. <u>Social Group Meeting Minutes</u>
Which category best describes your project/event? <i>(please check all that apply)</i>	
Health	<input checked="" type="checkbox"/>
Establishment of a new group	<input type="checkbox"/>
Education and Training	<input checked="" type="checkbox"/>
Culture / Arts	<input checked="" type="checkbox"/>
Sport / Recreation	<input type="checkbox"/>
Environment	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>
Youth	<input type="checkbox"/>
Crime Prevention	<input type="checkbox"/>
Aged	<input checked="" type="checkbox"/>

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

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Project/Event Details	
<b>Previous Community Grants Program Funding</b>	
Has your Organisation previously received a Community Grant? <i>(If Yes – when, amount granted and what the grant was for:)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(go to Group/Organisation Information)</i>
When was the Grant funding received (month & year):	
What amount of Grant funding was provided:	
When was the previous Grant acquitted (month & year):	
<b>Group/Organisation Information</b>	
Group/Organisation Name	Winzor Retirement Village Social Group
Group/Organisation Description	Resident Social Group for Life Enhancement in retirement
Group/Organisation Registered Address	Number/Street: Unit 1, 85-93 Winzor Street Suburb: Salisbury Postcode: 5108
Is the Club Incorporated?	No
Number of Members	70 plus Residents from 2 other Villages in City of Salisbury
% of Membership that reside in the City of Salisbury	100 %
<b>Project/Event Details</b>	
Project/Event Name	N/A
Project/Event Summary	
Date(s) of Project/Event	
Location of Project/Event:	Number/Street: Suburb: Postcode:
How will the Project/Event benefit the residents of the City of Salisbury?	
How many individuals will benefit from the Project/Event?	
% of project/event participants that reside in the City of Salisbury	%
If it is an Event, is it open to the public?	No
How will the Project/Event be promoted?	

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

Community Grant Application - Page 8 of 13

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### Project or Event Scope

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

*Large Screen Television as detailed*

### 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. *Quotation*
  2. *Minutes of Social Group Meeting approval of Application*
  - 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:*

*To enable the village to utilize our Community Hall to conduct more social events for the benefit of this and other local villages.*

*To conduct Education, Mind and Movement classes for the development and sustaining mental and physical health for our residents as they age.*

*To have the availability to have social gatherings for Film and Documentary afternoons.*

Many residents have lost the ability to drive and by utilizing the hall more effectively it will encourage those residents to join in with activities rather than stay at home and slowly degenerate.





*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>ECH</p>
<p><b>Attachments</b></p> <p><input checked="" type="checkbox"/> There are no attachments relating to Support for the Project or Event.</p> <p><input type="checkbox"/> The following documents are attached relating to Support for the Project or Event:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

Project or Event Management
<p><u>Ongoing Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed into the future:</i>  <i>(outline how you will ensure sustainability and achieve outcomes for the project or activity)</i></p> <p><u>One-off Projects or Events</u></p> <p><i>Describe how the proposed project or event will be managed:</i>  <i>(outline how you will achieve outcomes for the project or activity)</i></p>

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

Community Grant Application - Page 11 of 13

Application Declaration	
<p><i>Please note that this declaration must be signed by two current senior office holders of the group/organisation (ie President, Secretary, Treasurer)</i></p>	
<p>Please read, tick the <b>S1</b> and <b>S2</b> boxes and sign:</p>	
<b>S1</b>	<b>S2</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that I am authorised to make this application on behalf of the Organisation.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that the information provided in this application is true and correct.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that our Organisation may be required to supply further information prior to consideration of this application by the City of Salisbury Community Grants Program.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that, should this Application be successful in obtaining Community Grant funding, our Organisation must complete the acquittal and reporting requirements as set out in the Acceptance of Community Grant – Form 1 and City of Salisbury Community Grants Program Guidelines and Eligibility Criteria.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I acknowledge that any changes in circumstances with regard to this Application must be notified in writing and the City of Salisbury Community Grants Program may request further information.	
<p>On behalf of <u>Winzor Retirement Village SG</u> (Group/Organisation)</p>	
<p><b>Martin Phillips / President</b> (Name/Position)</p>	<p><b>Margaret Sabadasz / Treasurer</b> (Name/Position)</p>
<p> (Signature 1)</p>	<p> (Signature 2)</p>
<p><u>24 July 2023</u> (Date)</p>	<p><u>24 July 2023</u> (Date)</p>
<p>Contact (phone number) </p>	<p>Contact (phone number) </p>

 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>	5.1.3  <b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	19 September 2023
<b>HEADING</b>	Youth Sponsorship Applications - August 2023
<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 August 2023.

**RECOMMENDATION**That Council:

1. Notes the 16 Youth Sponsorship Applications assessed in August 2023, as included in this report (Item 5.1.3, Community Wellbeing and Sport Committee, 19 September 2023).

**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 External
  - 2.1.1 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 for August 2023.

<b>Funding per application</b>	<b>Event</b>	<b>Total Funding</b>
1 @ \$350	Representing SA at the National Clubs Carnival in Queensland from 14 September – 1 October 2023	\$350
1 @ \$350	Representing SA at the INA Netball Super Nationals in Perth from 29 September – 8 October 2023	\$350
1 @ \$750	Representing Australia at the National Irish Dancing Championships in Sydney from 26 – 30 September 2023	\$750
1 @ \$350	Representing SA at the Water Polo National State Championships in Sydney from 24 – 29 September 2023	\$350
3 @ \$350	Representing SA at the National NCL Youth finals in Victoria from 3-4 October 2023	\$1,050
1 @ \$750	Representing Australia at the World Cycle Speedway Championships in Australia from 18 November – 3 December 2023	\$750
1 @ \$350	Representing SA at the U14 National Club Championships in Victoria from 24 – 29 September 2023	\$350
1 @ \$250	Representing SA at the Bigham Cup in Adelaide from 31 August – 2 September 2023	\$250
1 @ \$350	Representing SA at the Junior theatre festival in New South Wales from 27 – 29 October 2023	\$350
1 @ \$1250	Representing SA at the Football Tour of Japan 2023 in Japan from 18 – 26 September 2023	\$1,250
4 @ \$1250	Representing SA at the Singa International Youth Cup in Singapore from 4 – 11 November 2023	\$5,000
<b>TOTAL</b>		<b>\$10,800</b>

#### 4. CONCLUSION / PROPOSAL

- 4.1 The Youth Sponsorship Program annual funding budget for 2023/2024 is \$45,000 with a balance of \$10,350 after the above allocations.

<b>ITEM</b>	5.1.4
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	19 September 2023
<b>HEADING</b>	Minor Capital Works Grant Program Application - Salisbury Sportsman's Association - Electronic Scoreboard
<b>AUTHORS</b>	Jamie Hosking, Team Leader Urban Built Assets, City Infrastructure Lavinia Morcoase, Senior Property Officer, City Infrastructure Ben 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 1.3 People are valued and they feel safe, included and connected 4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	A Minor Capital Works Grant Program application has been received from the Salisbury Sportsman's Association to replace the existing manual scoreboard with a new electronic scoreboard.

### 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 allocation of funding from the 2023/24 Minor Capital Works Grant Program budget as follows:
  - a. The Salisbury Sportsman's Association Incorporated in the amount of \$75,000 for the installation of new electronic scoreboard at Salisbury Oval, Brown Terrace, Salisbury noting that any additional costs are to be funded by the Salisbury Sportsman's Association Incorporated as per the funding agreement.

### ATTACHMENTS

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

1. Minor Capital Works Grant Program Application - Salisbury Sportsman Association [Inc.](#)

### 1. BACKGROUND

- 1.1 The Minor Capital Works Grant Program (MCWGP) aims to assist clubs that provide sport, recreation and leisure opportunities to the City of Salisbury community to undertake facility improvements.
- 1.2 The purpose of the program is to provide opportunities to improve Council or club owned recreation assets and facilities in order to increase community participation in sport and recreation and enhance club sustainability.



- 1.3 A MCWGP Program application has been received from the Salisbury Sportsman's Association Incorporated (SSA) for the installation of a new electronic scoreboard to replace the existing manual one at Salisbury Oval, Brown Terrace, Salisbury.
- 1.4 The SSA has not received MCWGP funding in the past 24 months.
- 1.5 The year to date 2023/24 MCWGP budget is \$390,000. If this grant application for \$75,000 is approved, there would be \$465,000 remaining in the 2023/24 MCWGP budget.
- 1.6 Discussions are underway for a further five applications within the 2023/24 MCWGP budget that would total \$375,000 if all five are approved. A remaining budget of \$261,861 would be available for any subsequent applications.

## 2. CONSULTATION / COMMUNICATION

- 2.1 External
  - 2.1.1 Salisbury Sportsman's Association Incorporated
  - 2.1.2 Salisbury Football Club
  - 2.1.3 Northern District Cricket Club Incorporated

## 3. REPORT

### Salisbury Sportsman's Association Incorporated

- 3.1 The SSA hold a current lease of a Council owned building and an executed licence with Council for the use of the playing areas located at Salisbury Oval, Brown Terrace, Salisbury.
- 3.2 The SSA provides junior and senior sporting and leisure opportunities to male and female participants with a total of 465 participants across both cricket and soccer.
- 3.3 The new electronic scoreboard is required to improve the gameday experience of players and spectators, and will improve safety for the operations of the complex.
- 3.4 The existing scoreboard at Salisbury Oval is over 40 years old and is manually operated, which causes various operational challenges.
- 3.5 The SSA have advised that manual operation is unsafe for use due to its height above ground level, and non-conforming balustrade height and openness, and general accessibility (rung ladder to one side only).
- 3.6 The SSA have advised that the scoreboard framing is rusting in part and sharp edges exposed to parts of its metal frame pose a hazard for users. During wet weather, the grated walkway to the front of the scoreboard becomes a slip hazard for those operating the scoreboard.

### Project Overview

- Demolish existing scoreboard
- Supply and installation of new electronic scoreboard, including electrical connection.
- Commissioning and establishment of wireless technology for remote use and media play.

- 3.7 The SSA were successful in securing \$45,000 funding through the Minister for Tourism and Multicultural Affairs, the Honourable Zoe Bettison MP to support the proposed works.
- 3.8 Consultation between Council and the SSA was carried out at length, to identify a suitable outcome within the constraints of the site. The project will not only benefit the SSA but also both the Northern District Cricket Association Incorporated and Salisbury Football Club. There will also be a benefit to the wider community with improved functionality for the ground to be used for community events and gatherings.
- 3.9 The SSA has agreed to cover any costs above the allocated grant funding from either applicant contribution or from external funding programs. Accordingly, an assessment of the financial capacity of the applicant to meet additional costs has been undertaken by the Administration.
- 3.10 Based on the financial position of the applicant and value of the MCWGP grant, it is expected the SSA will be able to meet its obligations and not be in financial hardship as a result of undertaking this project.

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


- 4.1 It is recommended that the application to the 2023/24 Minor Capital Works Grant Program by the Salisbury Sportsman's Association Incorporated at Salisbury Oval, Brown Terrace, Salisbury, be approved for the amount of \$75,000 be allocated for the demolition of the existing scoreboard and installation of a new electronic scoreboard.



1. GROUP / ORGANISATION DETAILS		
<b>Name of the organisation:</b> <small>As it appears on the Certificate of Incorporation</small>	SALISBURY SPORTSMANS ASSOCIATION INC	
<b>Club Incorporation Number or ASIC Registration Number:</b>	A4181	
<b>ABN:</b>	<a href="#">73 928 966 478</a>	
<b>Facility Name/Address:</b>	Orange Avenue	
<b>Postal Address:</b> <small>Registered postal address of the organisation</small>	PO Box 409	
<b>Suburb:</b>	Salisbury	<b>Postcode:</b> 5108
2. CONTACT PERSON DETAILS		
<b>Person Responsible for the Grant:</b> <small>(all communication will be directed to this person)</small>	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/> Liam Short	
<b>Role / Position within Organisation:</b>	Nominated representative to act on behalf of Salisbury Sportman's Association Inc.	
<b>Phone:</b>	Landline: (refer mobile) Mobile: [REDACTED]	
<b>Email:</b> <small>Please use an e-mail address that will be checked at least once a week.</small>	s [REDACTED] m	
3. ABOUT YOUR MEMBERSHIP		
	<b>Junior</b>	<b>Senior / Master</b>
<b>Male</b>	187 (60 Cricket + 127 Football)	140 (60 Cricket + 80 Football)
<b>Female</b>	38 (10 Cricket + 28 Football)	40 (20 Cricket + 20 Football)
<b>Social</b>	30 (approx.)	30 (approx.)
<b>Total membership</b>	465 (approx. figures combined between oval lessees)	

Funding Category		
4. FUNDING CATEGORY		
<b>Category A – up to \$75,000</b> Clubs that meet <u>one</u> of the following may apply for <b>Category A</b> funding: <ul style="list-style-type: none"> <li>• have a current lease or sub-lease of a Council owned building; or</li> <li>• licence or sub-licence over Council owned land; or</li> <li>• have a current hire agreement to use Council managed facilities such as an indoor recreation centre or community centre; or</li> <li>• operate from facilities located on land where the City of Salisbury maintains an interest to purchase that land.</li> </ul>	<input checked="" type="checkbox"/>	
<b>Category B – up to \$35,000</b> Not-for-profit associations that own their own facilities that are used to deliver sport and recreation outcomes to the community may apply for <b>Category B</b> funding.	<input type="checkbox"/>	
Have you sought, or intend to seek funds from another source for this project? <small>(If Yes – Where from and the amount of funding requested)</small>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>Source/s:</b> South Australian State Government	<b>Amount/s:</b> \$45,000.00	

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

About the Project	
<b>5. PROJECT DETAILS</b>	
<b>Name of Project</b>	Salisbury Oval Electronic Scoreboard
<b>What does your project involve?</b> Describe what you are planning to do	<p>The supply and installation of an Electronic Scoreboard (inclusive of support structure, infrastructure connections and security screening) at Salisbury Oval, Memorial Avenue, Salisbury.</p> <p>It is proposed to locate the scoreboard at the north eastern side of the ground (refer appendices for Location Plan).</p>
<b>Are there any time constraints for the project?</b> Please provide details about: <ul style="list-style-type: none"> <li>- When the project is due to commence;</li> <li>- Required completion time; or</li> <li>- Whether there are any other works, events, or programs that may impact on the delivery of the project</li> </ul>	<p>The project will be co-funded by the State Government. Advice from the Member for Ramsay, the Hon. Zoe Bettison, is that State Government funding needs to be acquitted as soon as possible.</p> <p>With that in mind, an immediate start would be required once the outstanding balance of the scoreboard cost is approved by City of Salisbury through the MCWGP.</p> <p>The proposed scoreboard location at Salisbury Oval is remote from the club and changerooms – it is not anticipated that its installation will affect day to day operations of these spaces during the construction and installation process.</p>
<b>Why is the project needed?</b> Eg. Does the proposed works: <ul style="list-style-type: none"> <li>- eliminate/reduce risk</li> <li>- increase safety of participants, spectators, officials</li> <li>- meet a required sport/building standard</li> <li>- address a gap in the current facility</li> <li>- increase participation opportunities</li> <li>- provide additional avenue for revenue</li> </ul> (please include photographs)	<p>The new electronic scoreboard is required to improve the gameday experience of players and spectators, and for the following reasons:</p> <p><b>Safety</b> – The existing scoreboard at Salisbury Oval is over 40 years old. Given it is manually operated, it is unsafe for use due to its height above ground level, and non-conforming balustrade height and openness, and general accessibility (rung ladder to one side only). The scoreboard framing is rusting in part and sharp edges exposed to parts of its metal frame pose a hazard for users. During wet weather, the grated walkway to the front of the scoreboard becomes a slip hazard for those operating the scoreboard. For further details, refer appendices.</p> 

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

	<p>Revenue – The tenants of Salisbury Oval rely on financial support from local businesses and the Salisbury community in general. The scoreboard has a dual purpose in that it can display content including advertising for sponsors. This will be a significant enticer for sponsors to commit to the clubs, knowing that they will be able to advertise their businesses on the scoreboard to the wider community during training sessions and matches.</p> <p>Community Use – Beyond the oval tenants, the electronic scoreboard can be used for wider community use including:</p> <ul style="list-style-type: none"> <li>- School Sports Days: The scoreboard can display race results, house points, winners, upcoming school events</li> <li>- Community: If markets (for example) are held on/around the oval, the scoreboard can display upcoming City of Salisbury and other community events. It can also be used to advertise local businesses</li> <li>- ANZAC Day Dawn Service: In recent years there has been significant increased patronage in people attending the Dawn Service at the ANZAC Memorial on the corner of Orange and Memorial Avenues. Should overflow space be required, the scoreboard may be utilised to broadcast the Dawn Service, given its close proximity.</li> </ul>
<p><b>How will your project increase participation opportunities for sport and recreation?</b></p> <p>Eg. Does the proposed works:</p> <ul style="list-style-type: none"> <li>- address a gap in participation</li> <li>- increase safety/reduce risk for participants, spectators, and officials</li> <li>- provide facilities to cater for participation growth</li> <li>- allow club to increase teams, programs, and/or officiating opportunities</li> </ul>	<p>Modernisation of the Oval for participation growth – Great investment has been made by the City of Salisbury in modernising the Salisbury Oval precinct into one of the premier suburban sports and recreation precincts in Adelaide. Over the past 10 years, the ground has seen new fencing, new oval lighting, new interchange benches, club room and grandstand upgrades, new changerooms, goal protective netting and recreation facilities added along Brown Terrace (including new playground and shade shelters). The existing scoreboard is the final piece of infrastructure to be upgraded and its replacement with an Electronic Scoreboard will complete the modernisation of Salisbury Oval and cement it as the preferred destination for future junior and senior footballers and cricketers in Adelaide's north. The scoreboard will also assist in enhancing Salisbury Oval's appeal to host higher level events including Adelaide Football League finals matches, SANFL pre-season training and matches.</p>

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

<p><b>How will the project increase inclusive opportunities for diverse people in the community and how does the project address Universal Design Principles?</b></p> <p>Diversity includes but is not limited to cultural, age, ability, religion, gender, and socio-economic status.</p> <p>The Principles of Universal Design include:</p> <ul style="list-style-type: none"> <li>• Equitable Use</li> <li>• Flexibility in Use</li> <li>• Simple and Intuitive to Use</li> <li>• Perceptible Information</li> <li>• Tolerance for Error</li> <li>• Low Physical Effort</li> <li>• Size and Space for Approach and Use</li> </ul> <p>Further information can be found here:  <a href="http://universaldesignaustralia.net.au/7-principles-of-universal-design/">http://universaldesignaustralia.net.au/7-principles-of-universal-design/</a></p>	<p>Both tenants of Salisbury Oval are inclusive sporting clubs, providing the opportunity for their members to participate in the sports they love regardless of gender, age, ability, cultural background, sexual orientation or religion. The addition of the scoreboard, it is anticipated, will complete the modernisation of Salisbury Oval attracting further membership for its tenants and the inclusive sporting opportunities the tenants offer.</p> <p>The existing scoreboard is currently inequitable due the fact that only able-bodied persons can operate for the following reasons:</p> <ul style="list-style-type: none"> <li>- the narrow width of the walkway in front of the scoreboard (approx. 600mm)</li> <li>- the scoreboard is elevated approx. 1.5m above ground level.</li> </ul> <p>A new electronic scoreboard will ensure equitability (for tenants and community use) in terms of its setting up and operation for events held at Salisbury Oval, as the electronic scoreboard can be controlled from any accessible part of Salisbury Oval.</p>						
<p><b>Apart from your organisation and its members, are there any other groups within the community that will benefit from the project?</b></p> <p>Attach letters of support where applicable.</p> <p>Head Lease holders must provide support for the project and application.</p>	<table border="1"> <tr> <td data-bbox="643 775 1007 965">Salisbury Football Club Incorporated</td> <td data-bbox="1015 775 1385 965">Letter of Support attached</td> </tr> <tr> <td data-bbox="643 976 1007 1111">Northern Districts Cricket Club Incorporated</td> <td data-bbox="1015 976 1385 1111">Letter of Support attached</td> </tr> <tr> <td data-bbox="643 1122 1007 1247"></td> <td data-bbox="1015 1122 1385 1247"></td> </tr> </table>	Salisbury Football Club Incorporated	Letter of Support attached	Northern Districts Cricket Club Incorporated	Letter of Support attached		
Salisbury Football Club Incorporated	Letter of Support attached						
Northern Districts Cricket Club Incorporated	Letter of Support attached						

Budget Information		
<b>6. USING THE HEADINGS IN THE TABLE BELOW, OUTLINE THE COST OF YOUR PROJECT – ALL AMOUNTS ARE TO BE GST <u>INCLUSIVE</u></b>		
Item	Amount	Quote Used
Electronic Scoreboard – refer breakdown appended.	\$103,820.20	Impact Installs
Field Internet Options	\$1,375.00	Impact Installs
nodeSports Subscription (12 months @ \$29.90 per month). Assumed 5 year license required	\$1,973.40	Impact Installs
Community Event Package	\$4,040.30	Impact Installs
Contingency (site/infrastructure latent conditions, CITB levies if required)	\$8,791.10	

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



a. Total Project Cost	<input type="text" value="\$ 120,000"/>
b. Your Contribution	<input type="text" value="\$ 0"/>
c. Other grants / funds secured	<input type="text" value="\$ 45,000"/>
<b>Total Grant Requested (= a – b – c)</b>	<input type="text" value="\$ 75,000"/>

Can the proposed works proceed if the full amount requested is not provided?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
--	------------------------------	--

### Terms and Conditions of Funding

All applications are administered according to the following conditions.

1. MCWGP funding will be used expressly for the purpose outlined in the application and as endorsed by Council. Requests to change the purpose of funding must be made in writing and is at the discretion of the Council.
2. City of Salisbury is not responsible for any budget shortfalls relating to inflation of costs and unanticipated works.
3. City of Salisbury is not responsible for any loss or expense endured during project implementation or in relation to the completed project.

#### Category A Applications

4. All applicants must, at the time of application have a currently executed lease/licence or other use agreement with the City of Salisbury, or Council will have a contracted right to first right of refusal to purchase the property.
5. City of Salisbury will make all reasonable efforts to complete projects to the standards and requirements as documented by the applicant within the MCWGP.
6. The City of Salisbury will project manage the implementation of funded projects.
7. All works will be carried out by licensed trades' people appointed by the City of Salisbury within the allocated financial year.
8. Any costs incurred resulting from interference with contractors by applicants will be passed on to the applicant in full.
9. The City of Salisbury reserves the right to appoint and utilise contractors where a contractual obligation is in effect.
10. The timing of the works will be programmed in accordance with all other capital works projects of the City, and where possible in sympathy with the operating timeframes of the applicant.
11. Grant funds are paid directly to the appointed contractor by the City of Salisbury on satisfactory completion of the works.
12. Unspent funds may be retained by the City of Salisbury for future projects.
13. All reasonable efforts will be made by the City of Salisbury to complete the project within the allocated budget and timeframe.
14. Where the value of works exceeds the value of the grant, monies of the Club, additional grants or any other external funds are being used in conjunction with MCWGP funding, applicants may be required to enter in to a Capital Works Agreement prior to the commencement of works. Applicants will be invoiced for the balance of funds prior to the commencement of works.

#### Category B Applications

15. Applicants must be able to demonstrate, if requested, their ownership of the property.

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



16. It is strongly recommended that applicants seek independent legal and financial advice to determine all taxation obligations before submitting an application.
17. Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then you are required by the Australian Tax Office to be registered for the GST.
18. Successful applicants who are registered for GST will have their grant grossed up by 10% to offset the GST payable on the grant.
19. Organisations that are not registered for the GST will not have the grant grossed up.
20. If successful, organisations cannot have their Grant Agreement transferred to another body on the basis of GST registration.
21. A project acquittal must be submitted within twelve (12) months of project completion. Failure to supply proof of expenditure will result in ineligibility for future grant funding.
22. Unspent funds are to be returned to City of Salisbury.

We agree to abide by the terms and conditions of funding

Yes ☒

### Application Declaration

*Please note that this declaration must be signed by two authorised representatives of the organisation; one signature must be the current President/Chairperson*

On behalf of Salisbury Sportsman's Association Incorporated

Tom Zorich - Chairperson

*(Name & Position)*



*(Signature)*

*(Date)*

1/08/2023

Kerri De Bais – Committee Member

*(Name/Position)*



*(Signature)*

27/07/2023

*(Date)*

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

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





Salisbury Oval  
Electronic Scoreboard - Artist's Impression  
Date: 21/07/2023

Salisbury Sportsmans Association Incorporated





Salisbury Oval  
Electronic Scoreboard - Location Plan  
Date: 21/07/2023

Salisbury Sportsmans Association Incorporated



<b>ITEM</b>	5.1.5
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	19 September 2023
<b>HEADING</b>	Events Opportunities and Identification Framework
<b>AUTHOR</b>	Amy Pokoney Cramey, General Manager Community Development, Community Development
<b>CITY PLAN LINKS</b>	1.3 People are valued and they feel safe, included and connected 1.4 We are proud of our strengths, achievements and cultural diversity 4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	Council has requested that the Administration identify opportunities for the City of Salisbury to attract and host major events and activations which requires a strategic approach and framework for decision making.

## **RECOMMENDATION**

### That Council:

1. Notes that in order to explore alternative events and opportunities that are likely to attract local, state, national and/or international interest in the City of Salisbury the following criteria will be applied to assist in framing a future report:
  - a. Critical objectives listed in section 3.3 of this report (Item 5.1.5, Community Wellbeing and Sport Committee, 19 September 2023).
  - b. Inclusion of medium to large scale events with an investment of between \$50,000-\$250,000 respectively.
  - c. Focus on the themes of:
    - i. Environment/Nature;
    - ii. Sport;
    - iii. Space/Future; and
    - iv. Diversity.

## **ATTACHMENTS**

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

1. Events 2024/2025 High Level Scan[📄](#)

## 1. BACKGROUND

- 1.1 The City of Salisbury delivers an annual calendar of medium to large events through a dedicated team of Events staff. Events are designed, developed and delivered in order to:
  - 1.1.1 Deliver exceptional community experiences for residents and visitors
  - 1.1.2 Provide opportunities for our community to connect with each other and Council and to actively participate in their communities
  - 1.1.3 Stimulate the local economy and attract visitation
  - 1.1.4 Build on the City of Salisbury's reputation as a Progressive, Connected and Sustainable City.
- 1.2 The annual calendar is reviewed and approved by Council each year with feedback from the community, Elected Members and staff provided on an ongoing basis to continually improve the offering.
- 1.3 A budget is approved by Council based on the event calendar.
- 1.4 In addition to the events that are delivered by the Events Team, the team provides an advisory and support service to other teams across the business who are running one-off events such as ground-breaking ceremonies or expos.
- 1.5 Council also provides support to third party events, where Council is a funding and organising partner. Council's engagement in these events will increase in the year ahead to take a more active role on these organising committees and to increase Council's return on investment including recognition and visibility.
- 1.6 At its July 2023 meeting, Council resolved that it:
  - 1.6.1 *Notes the return of the Santos Tour Down Under world cycling event to its pre-Covid format, scheduled to run between the 12th and 21st of January 2024.*
  - 1.6.2 *Notes that the 2024 Santos Tour Down Under Stages have recently been released and that they do not include the City of Salisbury.*
  - 1.6.3 *Notes that the City of Salisbury has in the past hosted starts for stages of this event.*
  - 1.6.4 *Request Administration to explore opportunities to host a finish stage to the 2024, 2025 or 2026 events, and where possible to prioritise the community ride stage finishing point as the ideal stage, to maximise community participation and economic benefits for the City of Salisbury, its local residents and businesses.*
  - 1.6.5 *Requests administration to explore alternative events and opportunities of similar size and nature that is likely to attract local, state, national and/or international interest to be held at appropriate locations within the City of Salisbury.*
  - 1.6.6 *Request administration to report results of the above to the Community Wellbeing and Sport Committee for consideration by December 2023.*

- 1.7 There have been several past reports to Council for consideration regarding the Tour Down Under specifically which are being reviewed and revisited for the purpose of this exploration. These reports and the detailed work and assessment within them will likely suffice for the development of the report in December with some minor updates and adjustments required.

## 2. CONSULTATION / COMMUNICATION

### 2.1 External

- 2.1.1 SA Minister for Tourism and Events
- 2.1.2 SA Tourism Commission
- 2.1.3 Museum SA
- 2.1.4 Art Gallery SA
- 2.1.5 Illuminate
- 2.1.6 Festivals Adelaide
- 2.1.7 Fringe Festival

## 3. REPORT

- 3.1 In order to diligently explore opportunities for Council to host and attract events that will include local, state and/or international visitation the Administration has developed a set of objectives and principles to frame the work.
- 3.2 With such a broad scope and literally thousands of events taking place each year, further direction and clarity is required from Council to allow the Administration to investigate opportunities within an agree scope.
- 3.3 A list of key critical objectives is provided below:

Critical objectives
Economic
<ul style="list-style-type: none"> <li>• Localised</li> <li>• State</li> <li>• International</li> </ul>
Branding/reputation leverage
Community Experiences
Community Participation
Legacy opportunities
Value for broader community
Sponsorship opportunities
Align to Salisbury Vision

- 3.4 Any event for consideration would need to be assessed against these criteria in the first instance.
- 3.5 It is the Administration's recommendation that Council splits the investigation into summer and winter and identify one major lead in each of these seasons and one medium lead for each season, resulting in four opportunities for Council's consideration in December 2023, in addition to the Santos Tour Down Under.

- 3.6 Importantly, resourcing and investment is a key area where further direction is required. In conversations with stakeholders one of the key items for discussion will be the level of investment Council is willing to contribute. For large scale, major events, an investment in excess of \$200-\$250k would likely be required.
- 3.7 If this expenditure is not feasible, then the Administration's investigations into this tier of event should be scaled back and high level only, with more focus on medium size events which are likely to cost between \$50k-\$100k, possibly less.
- 3.8 Initial work highlighting the breadth of this scan and the requirement for further clarity and direction is attached (Attachment 1). This initial work shows that there are several promising angles that could be explored, from science based international conferences to sports based annual competitions. The variability is significant.
- 3.9 The Administration's initial work has led to some areas of interest emerging including:
  - 3.9.1 Environment/Nature
  - 3.9.2 Sport
  - 3.9.3 Space/Future
  - 3.9.4 Diversity
- 3.10 The development of new events is likely to be the most risk-based and cost prohibitive option due to most events requiring several years to become established and significant marketing and promotion required to build awareness and a brand. This could be mitigated by partnering with the State Government or other partners prepared to invest significant resources over several years.

#### 4. CONCLUSION / PROPOSAL

- 4.1 The investigation for medium to large events that will attract significant visitation both local, state and internationally requires further clarification and direction from Council.
- 4.2 In order to diligently explore opportunities for the City of Salisbury to host and attract events that will include local, state and/or international visitation the Administration has developed a set of objectives and principles to frame the work.
- 4.3 It is proposed that Council adopts the objectives outlined in this report and provide direction on the initial scan of event opportunities.
- 4.4 The Administration welcomes direction from Council as to the level of investment it is likely to consider to assist in framing the investigation which otherwise could be very broad and wide ranging but cost prohibitive.
- 4.5 It is proposed that in the report prepared for December 2023 that the Administration will provide Council with four detailed opportunities for consideration, as well as the Santos Tour Down Under, including:
  - 4.5.1 Two summer opportunities – one major and one medium.
  - 4.5.2 Two winter opportunities – one major and one medium.



**Opportunities in 2024 and 2025 – High level scan**

<b>Key annual events in Greater metro Adl:</b>	<b>Key international events:</b>	<b>Key annual cultural celebrations</b>	<b>Salisbury specific assets</b>	<b>Salisbury Strengths/leverage points</b>
Illuminate Light Festival (July)	Paris Summer Olympics 2024	Christmas / festive season	Bird watching Dolphin Sanctuary St Kilda area	Links to defence/space industry
Tasting Australia (May)	World Cup 2025 (Men's)	Diwali Festival of lights	Harmony Day - Intercultural festivals	Younger population and more families
Adelaide Festival: (Feb/March) Fringe/WOMAD/Fringe/ Gluttony	International 3-day horse event (March)	Lunar New Year OzAsia Fest	International Standard athletics facility	Strong local companies with global reach
Cabaret (June) and Guitar Festival (July)	Tour Down Under (Jan)	NAIDOC Week Reconciliation Week	Music interests (cultural, youth, Northern Sounds proximity)	Hub Facilities, Civic Centre, transport, parking, access
Valo Adelaide 500 (Nov) and Motorsport Festival	LIV Golf (April)	New Year's Eve	Wetlands/ open space reserves, mallee to mangrove trails	Sustainability and enviro focus, green spaces
Dream BIG children's Festival	Adelaide International tennis (Jan)	Ramadan	Sports interest and Clubs network – cricket, soccer, football	Strong participation = typically good ROI
AFL Gather Round (April)				

Benefit	Check
Economic	
• Localised	
• State	
• International	
Branding/reputation	
Community Experience	
Community Participation	
Legacy opportunities	
Value for community	
Sponsorship opportunities	
Align to Salisbury identity	

- Investment requirement
- Resource requirement

<b>Demographics-</b>
25% language other than English
Born overseas
Families – kids
Intercultural
Very high pet ownership
Defence industries and Space
Bridgestone/Bird Sanctuary/Mallee to mangroves

<b>ITEM</b>	5.1.6
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	19 September 2023
<b>HEADING</b>	Collaboration between the Polaris Development Centre and 1225
<b>AUTHOR</b>	Chandler Giles, Manager Community Participation & Partnerships, Community Development
<b>CITY PLAN LINKS</b>	4.4 We plan effectively to address community needs and identify new opportunities 3.1 Salisbury's businesses are successful and part of our community 4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	This report outlines a new approach that the Polaris Development Centre and 1225 teams have undertaken to the delivery of youth entrepreneurship programs, specifically the new YEP! program.

**RECOMMENDATION**

That the Community Wellbeing and Sport Committee:

1. Notes the report.

**ATTACHMENTS**

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

1. YEP! Poster [↓](#)

**1. BACKGROUND**

- 1.1 Since 2021, Twelve25 team have been offering Employment and Business Startup programs to a range of young people across Salisbury.
- 1.2 The employment programs consist of subsidised training opportunities at a range of sites across Salisbury for young people to gain qualifications such as Barista, White Card, Pool Lifeguard, First Aid and Working with Children's Clearance.
- 1.3 Up until this point, Twelve25 have been contracting Young Change Makers to deliver the Business Start-up programs within the school environment, but support outside of these programs has often been limited to the fee for service model.
- 1.4 This led the Administration to re-think the approach and to work with the Polaris Centre under new leadership to help guide and shape this program and to develop a new offering for young people.

**2. CITY PLAN CRITICAL ACTION**

- 2.1 Provide opportunities for staff to be innovative and shape the next generation of Council business, investment and services.

**3. REPORT**

- 3.1 The Administration have designed and developed an entrepreneurial and business program called YEP! (Youth Enterprise Program), which will deliver an interactive one-day entrepreneurial program with hands-on learning activities and a team-based competition with prizes.
- 3.2 The program will be aimed at Year 9 students from local high schools within Salisbury and can be delivered multiple times each year in a very sustainable approach.
- 3.3 The first program will be piloted in October 2023 and be led by experienced and dynamic presenters including a business/education judging panel, who will share their business successes.
- 3.4 Students could be encouraged to apply for a Community Development Grant for enterprises that are ready for funding.
- 3.5 The offering will include a revamp of the look and feel of the program to attract younger people to participate, as per the attached (Attachment 1, Item 5.1.6, Community Wellbeing and Sport Committee, 19 September 2023).
- 3.6 Further to this, the teams will be:
  - 3.6.1 Collaborating on a “How to Host a Market” program in January 2024 (a direct link to the Youth Market in March);
  - 3.6.2 Further developing and refining the YEP! programs; and
  - 3.6.3 Polaris is looking to review and adapt their established programs to also have a youth element or option.
- 3.7 The Polaris Centre also recently participated in the Youth Market and were represented on a judging panel for a Young Change Agents Program at Paralowie R-12, helping to build their presence amongst the younger cohort.

**4. CONCLUSION / PROPOSAL**

- 4.1 This developing relationship between Twelve25 and the Polaris Development Centre is having benefits for not only our young entrepreneurs in Salisbury, but also the organisation.
- 4.2 The Administration have designed and developed an entrepreneurial and business program called YEP! (Youth Enterprise Program), which will deliver an interactive one-day entrepreneurial program with hands-on learning activities and a team-based competition with prizes.



# YEP!

**YOUTH ENTREPRENEURS PROGRAM**

## MASTER CLASS



# SIGN UP TODAY!

**TUES 17 OCTOBER 2023**  
**9AM TO 3PM**  
**TWELVE25 YOUTH CENTRE**  
**17 WILTSHIRE STREET, SALISBURY**



**W:** [www.polaris.com.au/events](http://www.polaris.com.au/events) **E:** [polaris@salisbury.sa.gov.au](mailto:polaris@salisbury.sa.gov.au) **P:** 8260 8279



<b>ITEM</b>	<b>MON 1</b>
	<b>COMMUNITY WELLBEING AND SPORT COMMITTEE</b>
<b>DATE</b>	19 September 2023
<b>HEADING</b>	<b>Motion on Notice: Turf Pitches</b>

A Motion on Notice was submitted by Deputy Mayor, Cr C Buchanan:

That Council:

1. Requests the Administration to present a report to the Community Wellbeing and Sport Committee no later than October 2023, providing options for Council's consideration, to offer a rebate to sporting clubs with turf pitches, to support the seasonal changeover of re-turfing and topdressing to bring the turf up to standard
2. Notes that clubs with hard-wicket pitches are supported by Council with their pitch being covered and uncovered to assist with a smooth changeover of seasons

**ADMINISTRATIVE COMMENT**

Should this motion be carried, Administration will prepare a report for consideration by the Community Wellbeing and Sports Committee in October 2023.