

CITY OF WEST TORRENS



Notice of Committee Meeting

NOTICE IS HEREBY GIVEN in accordance with Sections 87 and 88 of the Local Government Act 1999, that a meeting of the

CIVIC NON-PRESCRIBED GENERAL COMMITTEE

Members: Councillor S Tsiaparis (Presiding Member), Mayor Trainer,
Councillors: G Nitschke, S Rypp, R Haese, T Polito, K McKay, J Woodward

of the

CITY OF WEST TORRENS

will be held in the Mayor's Reception Room, Civic Centre
165 Sir Donald Bradman Drive, Hilton

on

TUESDAY, 27 JUNE 2017
at 6.00pm

Terry Buss
Chief Executive Officer

City of West Torrens Disclaimer

Please note that the contents of this Committee Agenda have yet to be considered by Council and Committee recommendations may be altered or changed by the Council in the process of making the formal Council decision.

INDEX

1	Meeting Opened.....	1
	1.1 Evacuation Procedures	
2	Present	1
3	Apologies	1
4	Disclosure Statements	1
5	Confirmation of Minutes.....	1
6	Communication by the Chairperson.....	1
7	Reports of the Chief Executive Officer.....	2
	7.1 City of West Torrens Equipment Grants	2
	7.2 Equipment Grant Application from Adelaide Cobras Soccer Club	10
	7.3 Community Grant Application from the Australian Refugee Association	16
	7.4 Sponsorship Application from Golden Memories Karaoke	23
	7.5 Sponsorship Application from Christmas Party for Special Children	30
	7.6 Sponsorship Application from KYD-X	40
	7.7 Heritage Conservation Grants Program Review	46
	7.8 Rainwater Rebate Summary Report.....	67
8	Outstanding Reports / Actions	69
9	Other Business	69
10	Confidential.....	69
	Nil	
11	Next Meeting	69
12	Meeting Close	69

1 MEETING OPENED

1.1 Evacuation Procedures

2 PRESENT

3 APOLOGIES

Leave of Absence:

Cr Kym McKay

Apologies

Committee Members:

Mayor John Trainer

4 DISCLOSURE STATEMENTS

Committee Members are required to:

1. Consider Section 73 and 75 of the *Local Government Act 1999* and determine whether they have a conflict of interest in any matter to be considered in this Agenda; and
2. Disclose these interests in accordance with the requirements of Sections 74 and 75A of the *Local Government Act 1999*.

5 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the meeting of the Civic Non-Prescribed General Committee held on 28 February 2017 be confirmed as a true and correct record.

6 COMMUNICATION BY THE CHAIRPERSON

7 REPORTS OF THE CHIEF EXECUTIVE OFFICER

7.1 City of West Torrens Equipment Grants

Brief

This report presents a proposal to increase the maximum grant available under the City of West Torrens Equipment Grant from \$1,000 to \$5,000 for the 2017/18 financial year.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The maximum grant available through the City of West Torrens Equipment Grants be increased from \$1,000 to \$5,000 for the 2017/18 financial year.
2. The City of West Torrens Grants and Sponsorship Guidelines be amended accordingly.

Introduction

The maximum grant available through the City of West Torrens Community Equipment Grants is currently \$1,000. However, there has been increased enquiries from community groups and organisations for this grant and concerns expressed that this amount does not meet community needs.

Discussion

In March 2017, the City of West Torrens Community, Environment and Sponsorship grants were increased from a maximum of \$3,000 to \$5,000 however community equipment grants remained at a maximum of \$1,000.

As a result of this decision current grant amounts available are as follows:

- Community Grants: maximum of \$5,000
- Environment Grants: maximum of \$5,000
- Community Equipment Grants: maximum of \$1,000
- Sponsorships: maximum of \$5,000
- Donations: maximum of \$1,000
- Junior Development Grants:
 - Maximum of \$100 if activities/events are held in South Australia
 - Maximum of \$200 if activities/events are held interstate
 - Maximum of \$500 if activities/events are held overseas

If three (3) members of the same club/institution, attending/competing at the same activity/event, then the maximum amount available to the club/institution (to be shared equally between applicants) is:

- Maximum of \$300 if activities/events are held in South Australia
- Maximum of \$600 if activities/events are held interstate
- Maximum of \$1500 if activities/events are held overseas

The purpose of the community equipment grants is to assist incorporated non-for-profit organisations and community groups located in the City of West Torrens to purchase equipment. However, several groups have contacted Council seeking more than \$1,000, i.e. the Adelaide Cobras Soccer Club which is the subject of an application contained in this agenda.

Council received 31 community equipment grant applications and approved 27 of those while it received 19 community grants and approved 15 of those. This appears to indicate a community group/organisation need for financial assistance to purchase equipment.

Below details the status of Council's Community Grants and Sponsorship program to 27 June 2017:

Community Grants and Sponsorships update for 2016 / 2017 financial year:		
Total annual budget: \$377,938		
Grant type	Number approved	Amount disbursed as at 31/5/17
Community Grant	15	\$27,353
Equipment Grant	27	\$26,190
Sponsorship	8	\$25,450
Donation	9	\$7,550
Junior Development Grant	73	\$20,100
Total:	132	\$106,643
	Total unspent:	\$271,295
Grant Applications Presented to the Civic Committee or Council - June 2017		
		Amount Recommended
Community Grant - Australian Refugee Association		\$5,000
Sponsorship - Christmas Party for Special Children		\$600
Sponsorship - KYD-X		\$3,000
Equipment Grant - Adelaide Cobras		\$2,000
Sponsorship - Golden Memories Karaoke		\$2,200
Sponsorship - 2 athletes (presented to Council 20/6/17)		\$1,000
Total:		\$13,800
Total unspent if all applications are approved:		\$257,495

Any remaining budget will be carried forward to the 2017/18 year. This will be applied to the \$121,000 budgeted for community grants next financial year resulting in a total budget of approximately \$378,000.

The amount available under community equipment grants is at odds with Council's other community grants and so, given there seems to be increased demand for Council to provide a greater level of financial support to community groups and organisations to assist them to purchase equipment, it is proposed that the maximum grant available be increased to \$5,000 consistent with the other community grants available.

However, while the current and next year's budget can accommodate this increase, approximately \$200,000 of the budget was derived from expiation revenue and is not on-going. Consequently, some caution is required when considering whether to increase the community equipment grants to \$5,000 particularly given that if each of those 27 applications for community equipment grants approved this financial year were for \$5,000, and this amount approved, then the impact to the community grants budget would be significant, i.e. \$135,000 which is some \$16,000 above the usual budgeted amount of \$121,000.

Therefore, it is proposed that the increase only be applied for twelve months, from 1 July 2017 to 30 June 2018.

Conclusion

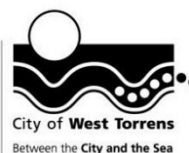
This report proposes an increase in the maximum grant available through the City of West Torrens Community Equipment Grants from \$1,000 to \$5,000 for the 2017/18 financial year. This will bring the grant maximum amount in line with Council's other grants and provide a greater level of support to community groups wishing to purchase equipment. However, caution is required with regard to the capacity of the community grants budget to accommodate this increase in subsequent years.

Attachments

1. **City of West Torrens Grants and Sponsorship Guidelines May 2017**

Guidelines for City of West Torrens Grants & Sponsorships

Civic Centre
165 Sir Donald Bradman Drive
Hilton, SA 5033
Tel (08) 8416 6333
Fax (08) 8443 5709
Email csu@wtcc.sa.gov.au
Website westtorrens.sa.gov.au



1. Council's vision

Committed to being the best place to live, work and enjoy life.

2. Purpose of the grants

The Community Grants Program provides funding to eligible groups, organisations and individuals who present applications that demonstrate consistency with Council's *Towards 2025 Community Plan*. The types of Grants that are available are:

- **Community Grants** - *to support community projects and initiatives that help us achieve our Community Plan*
- **Community Equipment Grants** - *to assist community groups to purchase equipment*
- **Environment Grants** - *to support community projects and initiatives that help us achieve the environment strategies in the Community Plan*
- **Junior Development Grants** - *to assist young people who have been chosen to represent their institution, club, or organisation in a variety of areas such as sport, recreation, science, arts and culture.*
- **Sponsorships** - *to support community groups with events*
- **Donations** - *to support community organisations and groups working with people in need, including in cases of urgent need or emergency situation not budgeted by the organisation.*

3. Eligibility criteria

Community Grants, Environment Grants, Community Equipment Grants, Sponsorships, Donations:

Individuals, incorporated not-for-profit organisations and groups are eligible to apply if they:

- Are located within the Council area and primarily serve West Torrens residents.
- Can demonstrate their capacity (if located outside of the City of West Torrens) to provide services and/or benefits to Council residents by forming partnerships with one or more local community groups.
- Have a current ABN or are auspiced/sponsored by an incorporated body with an ABN.
- Form a partnership (if an individual applicant) with one or more local community groups that have an ABN.
- Are a school and can demonstrate a partnership with one or more local community group(s) for the delivery of the funded activity.
- Can establish (if asked) the bona fides of their group by providing the following information: a copy of their constitution; a copy of the minutes from their most recent AGM; a membership application form and annual cost of membership (if any); total membership numbers and the percentage of members who are residents of West Torrens; and the name and contact details of group members who are authorised to speak on behalf of their group.

Junior Development Grants:

- An individual resident of the City of West Torrens.
- Participating in activities and events and/or representing their institution or the State with South Australia, Australia or internationally.
- Aged 18 years or younger at the time of the sponsored event or activity.
- Applications must be received before the event/activity takes place.
- One or more application per person can be submitted providing the second application applies to activity/event at a higher level (eg. From a state competition to a national competition).

4. Funding Priorities

In line with the *Towards 2025 Community Plan* funding is available for community grants that encourage and foster:

- Local events, activities and programs that celebrate multicultural and indigenous heritage.
- Art in public spaces including community buildings, streetscapes and open spaces.
- Connections between neighbours, older and young people, and the capacity for ageing in place.
- Sporting, and recreational programs and facilities that provide a range of activities for all ages and capabilities.
- Awareness of local safety issues and promotion of social responsibility and enjoyment of the local area.
- Greater public awareness and appreciation of heritage sites, events and people of local significance.

Environment Grant applications must focus on significant environmental outcomes across one or more of the environmental strategy target areas as outlined by the Community Plan.

- Environmentally sustainable development.
- Reduction of ecological impact.
- Enhanced natural environment.

5. Ineligible applications

Projects, initiatives, events or resources are considered ineligible if they:

- 5.1 Clearly duplicate an existing service, program, project or event.
- 5.2 Have a political or religious purpose and objectives.
- 5.3 Are deemed to be inappropriate or offensive.
- 5.4 Seek to make financial profits or undertake commercial activities.
- 5.5 Are considered the primary role or responsibility of another level of government.
- 5.6 Seek funding for recurrent operating, for the day-to-day operation of the organisation/group.
- 5.7 Seek funding for salaries, where the salary forms part of the organisation's/individuals usual responsibility (not including instructors or tuition fees).
- 5.8 Seek funding for the payment of travelling allowances or prize money.
- 5.9 Seek funding for projects or initiatives which have already commenced or been completed prior to the application being lodged.
- 5.10 Seek funding for large capital expenditure – i.e. purchase or lease of real estate, renovation, repair or maintenance of buildings or purchase of major equipment;

6. Assessment of applications

All applications will be assessed against these guidelines and applicants will be notified in writing of the outcome of their application within 12 weeks of their application.

Donation applications will be assessed against the following:

- The organisation is located in the City of West Torrens and/or is supporting residents in the City of West Torrens.
- The organisation has limited capacity to raise funds.
- The organisation is incorporated and not for profit.
- How the donation will target the most disadvantaged members of the West Torrens community (eg. Homeless, families in need, frail aged, vulnerable people).
- How/why the situation is urgent and/or immediate.

Assessment for **Community Grants**, **Community Equipment Grants** and **Sponsorships** will be scored in the following manner:

No.	Consideration	Weighting
1	The application identifies a clear outcome/s, which is aligned to the strategic priorities of Council as outlined by the Community Plan.	10%
2	The application responds to one or more of the program priority areas	10%
3	The application demonstrates innovation and evidence and/or clear reason for why it has been developed	20%
4	A plan for engaging the target group is outlined	10%
5	The application outlines a plan for delivery – including consideration of risk, integration with other partners and innovation	15%
6	The application outlines what measures will be used to evaluate whether it has been successful in achieving the stated outcome/s – includes both qualitative and quantitative measures	10%
7	The application outlines matched funding, in kind support or partner contribution (financial and in kind)	10%
8	The application demonstrates consideration of: <ul style="list-style-type: none"> • environmental sustainability • Inclusivity of all members of our community and accessibility for all • low or no cost for disadvantaged groups • sustainability - not reliant on ongoing grant funding 	15%
Total		100%

Assessment for **Environment Grants** will be scored in the following manner:

No.	Consideration	Weighting
1	The application identifies significant environmental outcomes across one or more of the environmental strategy target areas as outlined by the Community Plan.	10%
2	The project demonstrates a long-term benefit to the City of West Torrens and its community.	10%
3	The application demonstrates innovation and evidence and/or clear reason for why it has been developed	20%
4	A plan for engaging the target group is outlined	10%
5	The application outlines a plan for delivery – including consideration of risk, integration with other partners and innovation	15%
6	The application outlines what measures will be used to evaluate whether it has been successful in achieving the stated outcome/s – includes both qualitative and quantitative measures	10%
7	The application outlines matched funding, in kind support or partner contribution (financial and in kind)	10%
8	The application demonstrates consideration of: <ul style="list-style-type: none"> • environmental sustainability • Inclusivity of all members of our community and accessibility for all • low or no cost for disadvantaged groups • sustainability - not reliant on ongoing grant funding 	15%
Total		100%

7. **Accountability**

All successful applicants (including multi-year funding commitments) will be required to provide a detailed written report on all outcomes of the project funded by Council in the form of an acquittal report document. Acquittal reports will be required within 6 weeks from the conclusion of each project or annually for multi-year funding commitments. The Acquittal Report must include any relevant receipts and a short report on the effectiveness of the program/event/equipment in achieving the stated outcomes in the application.

Expenditure statements must be signed by the appointed Treasurer of the organisation where applicable. Failure to fulfil this requirement will prejudice any future funding applications.

8. **GST requirements**

Grants are subject to GST legislation, so if your application is successful and your organisation is registered for GST, Council will require a valid Tax Invoice before the grant can be processed.

9. General requirements

- Grants funding is required to be returned to council in the event that a project/event does not occur or is relocated to a venue outside of the West Torrens Council area.
- Applications will not be accepted when the same applicant submits multiple applications with no indication of priority based on need.
- Applicants may only receive one type of grant funding per financial year. Multi-year grants may be considered for project/initiatives which may require sustained funding to become self-sufficient and put a maximum of three years subject to budget.
- Financial acquittal forms must be completed within six weeks of the activity being completed unless otherwise negotiated.
- Applicants must hold the appropriate insurances for the implementation of their grant funded program/activity.
- Applications must be completed in full or they will not be accepted.
- Applications can be made at any time in the year, applicants will be advised of the outcome of their application within 12 weeks.
- Council will not be responsible for any expenses incurred by an applicant in preparing their application or as a result of an applicant anticipating approval of their application.
- Approval of applications is subject to annual budgetary limitations.

10. Grant amounts

- Community Grants: maximum of \$5,000
- Environment Grants: maximum of \$5,000
- Community Equipment Grants: maximum of \$5,000
- Sponsorships: maximum of \$5,000
- Donations: maximum of \$1,000
- Junior Development Grants:
 - Maximum of \$100 if activities/events are held in South Australia
 - Maximum of \$200 if activities/events are held interstate
 - Maximum of \$500 if activities/events are held overseas

If 3 members of the same club/institution, attending/competing at the same activity/event, then the maximum amount available to the club/institution (to be shared equally between applicants) is:

- Maximum of \$300 if activities/events are held in South Australia
- Maximum of \$600 if activities/events are held interstate
- Maximum of \$1500 if activities/events are held overseas

11. Further information

For further information or assistance, please contact:

Administration Officer, Community Services
Phone: 8416 6333

7.2 Equipment Grant Application from Adelaide Cobras Soccer Club

Brief

This report presents an equipment grant application from the Adelaide Cobras Soccer Club for sporting equipment.

RECOMMENDATION(S)

The Committee recommends to Council that it approves a \$2,000 equipment grant to the Adelaide Cobra Soccer Club (Adelaide Omonia Soccer Club Inc.) for sporting equipment.

Introduction

The Adelaide Cobras Soccer Club is seeking an equipment grant of \$2,000 for sporting equipment.

Discussion

The Adelaide Cobras Soccer Club (Adelaide Omonia Soccer Club Inc.) is located at Weigall Oval. The club has a very successful junior program that gives juniors pathways into playing top level soccer in Adelaide. This grant application is for sporting equipment to support the junior soccer programs including free kick mannequins, training poles, drink bottle holders, training balls and soccer pumps. While the grant application states the applicant is aware that the current maximum available to the club is \$1,000 they are asking the Council to consider increasing this amount to them to \$2,000.

The Adelaide Cobras Soccer Club received 2 grants from Council last financial year. The club received a \$2,000 community grant for girls' soccer clinics and \$1,000 equipment grant for soccer equipment.

Grants Budget Update

Council approved the community grants budget of \$377,938 for 2016/17 financial year. To date only \$106,643 has been spent leaving a total available of \$271,295 as at June 2017. The budget is underspent as Council has only recently approved the reviewed program and guidelines and these changes are not yet fully implemented. Consequently, any budget remaining at the end of June will be carried forward and applied to the 2017/18 community grants budget.

Below details the status of Council's Community Grants and Sponsorship program to 27 June 2017.

Community Grants and Sponsorships update for 2016 / 2017 financial year:		
Total annual budget: \$377,938		
Grant type	Number approved	Amount spent
Community Grant	15	\$27,353
Equipment Grant	27	\$26,190
Sponsorship	8	\$25,450
Donation	9	\$7,550
Junior Development Grant	73	\$20,100
Total:	132	\$106,643
	Total unspent:	\$271,295

Grant Applications Presented to the Civic Committee or Council - June 2017	
	Amount Recommended
Community Grant - Australian Refugee Association	\$5,000
Sponsorship - Christmas Party for Special Children	\$600
Sponsorship - KYD-X	\$3,000
Equipment Grant - Adelaide Cobras	\$2,000
Sponsorship - Golden Memories Karaoke	\$2,200
Sponsorship - 2 athletes (presented to Council 20/6/17	\$1,000
Total:	\$13,800
Total unspent if all applications are approved:	\$257,495

A report in this agenda seeks to increase the maximum grant available under Council's community equipment grants from \$1,000 to \$5,000. If this is approved, it is recommend that the request for \$2,000 be approved.

This application appears to have merit, meets the current guidelines (other than the amount requested is greater than the maximum available) and there are sufficient funds remaining in the community grants budget if the Committee wishes to recommend to Council that it approves the request for a \$2,000 community equipment grant.

Conclusion

This report presents a \$2,000 community equipment grant application from the Adelaide Cobras Soccer Club for sporting equipment.

Attachments

1. Equipment Grant Application - Adelaide Cobras Soccer Club

Community Group Equipment Grant Application Form

Civic Centre
165 Sir Donald Bradman Drive
Hilton, SA 5033
Tel (08) 8416 6333
Fax (08) 8443 5709
Email csu@wtcc.sa.gov.au
Website westtorrens.sa.gov.au



Note:

1. Read the Community Group Equipment Grant Guidelines before completing this application.
2. Please attach any additional information and supporting statements.
3. Please type or print legibly.
4. **Applications must be completed in full or they will not be accepted.**

1. Applicant/organisation details

Name of organisation: Adelaide Omonia Soccer Club Incorporated (Adelaide Cobras)		Name of individual:	
Address: PO Box 1152, Marleston SA			
			P/Code: 5033
Location address of organisation/group (if different to postal address): Weigall Oval Reserve, Oval Terrace, Plympton SA			
			P/Code: 5038
Organisation/Individual contact details: Tony Kyriacou			
Telephone:	Mobile:	Fax:	Email address:
0411 132 690	0411 132 690		tkyriaco@bigpond.net.au

2. Eligibility criteria

a) Is the applicant: (tick the appropriate box)

- | | |
|--|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Not-for-profit organisation |
| <input checked="" type="checkbox"/> Community group/organisation | <input type="checkbox"/> Educational institution |
| <input type="checkbox"/> Non government organisation | <input type="checkbox"/> Voluntary |
| <input type="checkbox"/> Government agency/organisation | |

Is the organisation/individual incorporated?

☒ Yes ☐ No

If no, complete part b).

Do you or your organisation have an ABN?

☒ Yes ☐ No

If no, complete part b)

If yes, list the number:

4	5	2	4	4	6	6	2	2	8	7
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Is your organisation or group registered for GST?

☒ Yes ☐ No

b) If your organisation is not incorporated you will need a sponsor – an incorporated body to accept the legal and financial responsibility for the project.

Please ensure that you attach a letter of agreement from the sponsor organisation, confirming acceptance of responsibility for the project and complete the sponsor organisation information below.

Name of sponsor organisation:

Address:

P/Code:

Agrees to receive funds on behalf of:

Name:

Position in organisation:

Telephone:

Mobile:

Fax:

Email:

Signature:

Date: / /

3. Description of minor equipment

Soccer Nets and Pins

Free Kick Mannequins

Training Poles

Drink bottle holders

Training balls

Soccer pumps

We understand that the maximum grant is generally \$1,000. We would however ask if an increase to \$2,000 is possible on this occasion.

4. Financial aspects

What is the total cost of the minor equipment?

\$ 2,000

What is the amount sought from Council's Community Group Equipment Grant? (Maximum amount available is \$1,000).

\$ 2,000

5. Declaration

I Tony Kyriacou hereby certify that I have been authorised to prepare and submit this application on behalf of the above mentioned group or organisation and that the information contained in the application is true and correct to the best of my knowledge.

Title: Mr

Given
name: Tony

Family

name: Kyriacou

Position held: Management Committee Member

Address: 78 Torres Avenue, Flinders Park SA

P/Code: 5025

Signature:



Date: 12 / 06 / 17

Telephone: (business)

Mobile:

Email address:

0411 132 690

0411 132 690

tkyriaco@bigpond.net.au

6. Documentation checklist and further information

Attached is:

☐

Any documentation that may be appropriate eg under Section 2.5 of "Guidelines"

7. For further information and where to send your completed application**Community Group Equipment Grants**

Manager, Community Services
City of West Torrens
165 Sir Donald Bradman Drive
HILTON SA 5033

Telephone 8416 6240

Grants open	Grants close

Late applications will not be accepted

7.3 Community Grant Application from the Australian Refugee Association

Brief

This report presents a community grant application from the Australian Refugee Association for the provision of scholarship support to assist its clients with education costs.

RECOMMENDATION(S)

The Committee recommends to Council that it approves the \$5,000 community grant application from the Australian Refugee Association to assist with the education costs of those of its clients who live within the City of West Torrens.

Introduction

The Australian Refugee Association (ARA) is seeking a community grant of \$5,000 for its scholarship program to assist with the education costs of those of its clients who reside within the City of West Torrens.

Discussion

The Australian Refugee Association provides diverse settlement services for people from refugee backgrounds with approximately 15% of its clients being residents of the City of West Torrens.

ARA is seeking a community grant to enable it to provide scholarship support to 50 of its clients, adults and young people, living within the City of West Torrens to help them achieve their education aspirations and improve their vocational outcomes and employability. The application states that this support will be by way of defraying some of the educational costs i.e. uniforms, course fees, text books and study related equipment.

In both 2014 and 2015 Council approved a \$2,000 community grant, the maximum grant at that time, for the same purpose to ARA. As the maximum grant has now increased to \$5,000, ARA is seeking that amount.

Grants Budget Update

Council approved the community grants budget of \$377,938 for 2016/17 financial year. To date only \$106,643 has been spent leaving a total available of \$271,295 as at June 2017. The budget is underspent as Council has only recently approved the reviewed program and guidelines and these changes are not yet fully implemented. Consequently, any budget remaining at the end of June will be carried forward to the 2017/18 financial year and applied to the 2017/18 community grants budget. Below details the status of Council's Community Grants and Sponsorship program to 27 June 2017:

Community Grants and Sponsorships update for 2016 / 2017 financial year:		
Total annual budget: \$377,938		
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Total:	132	\$106,643
	Total unspent:	\$271,295

Grant Applications Presented to the Civic Committee or Council - June 2017	
	Amount Recommended
Community Grant - Australian Refugee Association	\$5,000
Sponsorship - Christmas Party for Special Children	\$600
Sponsorship - KYD-X	\$3,000
Equipment Grant - Adelaide Cobras	\$2,000
Sponsorship - Golden Memories Karaoke	\$2,200
Sponsorship - 2 athletes (presented to Council 20/6/17)	\$1,000
Total:	\$13,800
Total unspent if all applications are approved:	\$257,495

This application appears to have merit, meets the current guidelines and Council has provided a grant to ARA for the same purpose in previous years. As such, and as there are sufficient funds remaining in the community grants budget, it is recommended that this application be approved.

Conclusion

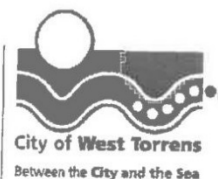
This report presents a \$5,000 community grant application from The Australian Refugee Association for the provision of scholarship support to its clients living in the City of West Torrens.

Attachments

- 1. Australian Refugee Association Community Grant Application 2017**

Application Form Community Grant Program

Civic Centre
165 Sir Donald Bradman Drive
Hilton, SA 5033
Tel (08) 8416 6333
Fax (08) 8443 5709
Email csu@wtcc.sa.gov.au
Website westtorrens.sa.gov.au

**Notes:**

1. Please read the Community Grant Guidelines before completing this application.
2. Please attach any additional information and supporting statements.
3. Please type or print legibly.
4. Community Grants of up to \$3,000 can be applied for.
5. Please note that applications must be completed in full or they will not be accepted.

1. Applicant / organisation details

Name of individual: Sandra Dzafic		Name of organisation: Australian Refugee Association Inc.	
Address: 304 Henley Beach Rd			
Suburb: Underdale		P/code: 5032	
Location address of organisation/group (if different to postal address): 			
Suburb:		P/code:	
Individual/organisation contact details:			
Telephone: 8354 2951	Mobile:	Fax: 8354 2953	Email address: sandra.dzafic@ausref.net

2 About the applicant

If the applicant is an individual go to section 3, otherwise, is the applicant a:

<input type="checkbox"/> Community group/organisation	<input checked="" type="checkbox"/> Not for profit organisation											
<input type="checkbox"/> School or educational institution	<input type="checkbox"/> Other:.....											
Is the organisation incorporated?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if no, complete section 4)											
Does your organisation have an ABN?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if no, complete section 4)											
If yes, please provide the number:	<table border="1" style="display: inline-table; text-align: center; width: 150px;"> <tr> <td>7</td><td>8</td><td>9</td><td>0</td><td>4</td><td>3</td><td>2</td><td>4</td><td>5</td><td>3</td><td>5</td> </tr> </table>	7	8	9	0	4	3	2	4	5	3	5
7	8	9	0	4	3	2	4	5	3	5		
Is your organisation listed for GST?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No											

Note: If your organisation is not incorporated you will need a sponsor - an incorporated body to accept the legal and financial responsibility for the project. Please ensure that you attach a letter of agreement from the sponsor organisation, confirming its acceptance of responsibility for the project and complete the sponsor organisation information at section 4.

What are the aims and the objectives of your organisation or group?																					
ARA aims to assist refugees become settled and participating citizens of Australia. ARA believes in the capacity and desire of refugees to be productive citizens through contributing to the social, cultural and economic life in Australia.																					
What number, or percentage, of your members reside within the City of West Torrens? <u>15%</u>																					
What is the current total membership of your organisation/group? <u>10,000 clients</u>																					
How is your organisation/group managed (please tick ✓ appropriate box)																					
<input type="checkbox"/> Advisory Board		<input checked="" type="checkbox"/> Board of Management																			
		<input type="checkbox"/> Management Committee																			
<input type="checkbox"/> Other (please specify):																					
3. If the application is from an individual																					
Do you have an ABN:		<input type="checkbox"/> Yes <input type="checkbox"/> No																			
If yes, please provide the number:		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																			
Are you registered for GST?		<input type="checkbox"/> Yes <input type="checkbox"/> No																			
Name of sponsor organisation:																					
Address:																					
Suburb:			Post code:																		
Agrees to receive funds on behalf of:																					
Name:		Position in organisation:																			
Telephone:	Mobile:	Facsimile:	Email:																		
Signature:			Date:																		
4. Requirement for groups without an ABN to have a sponsor																					
Name of sponsoring organisation:																					
ABN:		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																			
Are you registered for GST?		<input type="checkbox"/> Yes <input type="checkbox"/> No																			
Address:																					
Suburb:			Post code:																		
Agrees to receive funds on behalf of (insert group's name):																					
Person authorised by sponsor to sign:		Position in organisation:																			
Telephone:	Mobile:	Facsimile:	Email:																		
Signature:			Date:																		

5. About your group

Describe why your organisation exists, what does it aim to achieve and how?

ARA provides diverse settlement services for people from refugee background including casework, accommodation support, youth programs, community development, leadership opportunities, emergency funding relief to increase the resilience and settlement aspirations of clients within Australia

If successful, what do you intend doing with the grant funds?

To provide scholarship support to youth and adults to assist with the cost of education, including contribution towards fees, uniforms, stationery and other study related costs, up to the value of \$100 per applicant

How does that line up with your organisation's purpose?

ARA seeks to increase the educational opportunities of clients to improve the vocational opportunities and increase their employability. Supporting educational expenses aligns with ARA's aim to facilitate economic life in Australia

What do you expect to achieve by obtaining a grant?

To support former refugees who are living or studying within the council zone to achieve their educational aspirations. To build upon the collaborative partnership with Thebarton Senior College.

Will the project be carried out in partnership with other relevant organisations? ☐ Yes ☒ No

If yes, who is involved and what will their role/contribution be?

Name of organisation	Contact person	Role/contribution

How will you maintain your project, initiative or resource in the longer term without ongoing funding?

ARA has gained support from other local councils to provide scholarships for students living/studying in City of Marion, Mitcham, Pt Adelaide, Enfield, Salisbury. ARA will continue to seek additional support via grants + donations

6 What will the grant funds be spent on?

☐ Equipment (specify)☐ Materials (specify)☒ Other (specify)

scholarship support up to \$100 per client for contribution towards:

- 1) uniform cost
- 2) course fees
- 3) Text books
- 4) study related equipment (hardware/software)

What is the total cost of the proposed purchases?

\$ 5000

What is the amount sought from Council?

\$ 5000

What is the amount to be funded by your organisation/others?

\$ in kind administration

7. Publicity and promotion

How will you promote your project, initiative or resource (tick ✓ the relevant boxes)

☐ Signage☒ Newsletter

Enews

☐ Official launch☒ Other (specify):

Flyers to be distributed to Thebarton Senior College + promoted within ARA's client base via Facebook + website

8. Reporting your success

How will you know if you have achieved your intended outcomes?

ARA has supported former refugees to engage in meaningful education leading to greater employability. Just in 2015/2016 ARA assisted 29 students living in or studying in city of West Torrens. ARA's funds were totally expended and ARA has also experienced a significant growth in scholarship applications. As education continues to be a high priority for ARA's client group the enrolments + applications exceed current funding allocation.

9. Previous grants received from Council

Please list all grants received from the City of West Torrens in the past three years.

Amount	Date received	Project, initiative or resource
\$1500	2014	Refugee scholarship project
\$2000	2015	Refugee scholarship project

How will your project proceed if the full grant amount is not available or your application is declined?

ARA aims to support up to 50-60 students with the requested funding. If the full grant is not available then funding will be limited to a smaller number of applicants. If funding is not provided ARA will continue to seek other funding avenues however this may result in reduced scholarship access for ARA clients.

10. Declaration

I, Sandra Dzafic, hereby certify that I have been authorised to prepare and submit this application on behalf of the applicant and that the information contained in the application is true and correct to the best of my knowledge.

Title: <u>Ms</u>	Given name: <u>Sandra</u>	Family name: <u>Dzafic</u>
Position held: <u>Manager - Client Services</u>		
Address: <u>304 Henley Beach Rd,</u>		Underdate
		Post code: <u>5032</u>
Signature: <u>Sandra Dzafic</u>		Date: <u>18/4/2017 S.D.</u>
Telephone (daytime): <u>08 8354 2951</u>	Mobile:	Email address: <u>sandra.dzafic@ausref.net</u>

11. Documentation checklist and further information

Attached is:

- ☐ Supporting documentation that may be appropriate (maximum of two pages).
- ☐ Three quotes for purchases of any items more than \$1,000.

12. Where to send your completed application	
Community grants Administration Officer Community Services City of West Torrens 165 Sir Donald Bradman Drive Hilton SA 5033 Telephone: 8416 6333	
13. Dates	
Applications open 9am Thursday 1 September 2016	Applications close 5pm Thursday 29 September 2016
Note: late applications will not be accepted	

7.4 Sponsorship Application from Golden Memories Karaoke

Brief

This report presents a sponsorship application from Golden Memories Karaoke Inc. to subsidise a series of interactive karaoke sessions in aged care facilities located within the City of West Torrens.

RECOMMENDATION(S)

The Committee recommends to Council that it approves \$2,200 sponsorship to Golden Memories Karaoke Inc. to subsidise a series of interactive karaoke sessions in aged care facilities located within the City of West Torrens.

Introduction

Golden Memories Karaoke Inc. is seeking sponsorship to subsidise a series of interactive karaoke sessions in aged care facilities located within the City of West Torrens.

Discussion

Golden Memories Karaoke Inc. is an incorporated not-for-profit organisation that delivers an interactive music program in aged care facilities to engage residents with dementia. This is the program's first grant application to Council.

The program uses reminiscence therapy and interactive principles to engage residents with the aim of elevating mood, increasing mental stimulation and wellbeing and decreasing social isolation. This sponsorship amount of \$2,200 is to subsidise the cost of the program at 11 aged care facilities within the City of West Torrens.

Grants Budget Update

Council approved the community grants and sponsorship budget of \$377,938 for 2016/17 financial year. To date only \$106,643 has been spent leaving a total available of \$271,295 as at June 2017. The budget is underspent as Council has only recently approved the reviewed program and guidelines and these changes are not yet fully implemented. Consequently, any budget remaining at the end of June will be carried forward and applied to the 2017/18 community grants budget.

Below details the status of Council's Community Grants and Sponsorship program to 27 June 2017.

Community Grants and Sponsorships update for 2016 / 2017 financial year:		
Total annual budget: \$377,938		
Grant type	Number approved	Amount spent
Community Grant	15	\$27,353
Equipment Grant	27	\$26,190
Sponsorship	8	\$25,450
Donation	9	\$7,550
Junior Development Grant	73	\$20,100
Total:	132	\$106,643
	Total unspent:	\$271,295

Grant Applications Presented to the Civic Committee or Council - June 2017	
	Amount Recommended
Community Grant - Australian Refugee Association	\$5,000
Sponsorship - Christmas Party for Special Children	\$600
Sponsorship - KYD-X	\$3,000
Equipment Grant - Adelaide Cobras	\$2,000
Sponsorship - Golden Memories Karaoke	\$2,200
Sponsorship - 2 athletes (presented to Council 20/6/17	\$1,000
Total:	\$13,800
Total unspent if all applications are approved:	\$257,495

This application appears to have merit and meets the current guidelines. As such, and as there are sufficient funds remaining in the community grants budget, it is recommended that this application be approved.

Conclusion

This report presents a \$2,200 sponsorship request from Golden Memories Karaoke Inc. to subsidise a series of interactive karaoke sessions in aged care facilities located within the City of West Torrens.

Attachments

1. **Sponsorship Application - Golden Memories Karaoke Inc.**
2. **Supporting information for Sponsorship Application - Golden Memories Karaoke Inc.**

Sponsorship program

Civic Centre
 165 Sir Donald Bradman Drive
 Hilton, SA 5033
Tel (08) 8416 6333
Fax (08) 8443 5709
Email csu@wtcc.sa.gov.au
Website westtorrens.sa.gov.au



Note:

1. Read the Sponsorship guidelines before completing this application.
2. Please attach any additional information and supporting statements.
3. Please type or print legibly.
4. **Applications must be completed in full or they will not be accepted.**

1. Event and organisation details		
Event name: Making a Difference		
Event description: Interactive Karaoke Sessions conducted at Aged Care Facilities		
Date(s) of event: 2017/2018 Financial year		
Organisation / Group: Golden Memories Karaoke Inc.		
ABN number: 28 918 592 920		
Date submitted: 30/05/2017		
2. Organiser's contact details		
Name: Roger Brealey		
Position: Committee Person and Presenter for South Australia		
Organisation: Golden Memories Karaoke Inc.		
Address: 22 Melton Street		
Glenelg East SA		P/Code: 5045
Telephone:	Facsimile:	Email:
0435 479 035		goldenmemories-sa@adam.com.au
3. Event details		
Type of event (you may select more than 1)		
Education <input type="checkbox"/>	Community <input checked="" type="checkbox"/>	Environment <input type="checkbox"/>
Entertainment <input checked="" type="checkbox"/>	Sports <input type="checkbox"/>	Business <input type="checkbox"/>
Arts / Culture <input type="checkbox"/>	Charity <input checked="" type="checkbox"/>	
Event attendees (indicate the expected characteristics of your event attendees)		
Age range		
Under 20 <input type="checkbox"/>	31 to 40 <input type="checkbox"/>	51 to 60 <input checked="" type="checkbox"/>
20 to 30 <input type="checkbox"/>	41 to 50 <input type="checkbox"/>	60 plus <input checked="" type="checkbox"/>
Where will the attendees be travelling from?		
City of West Torrens <input checked="" type="checkbox"/>	Adelaide metropolitan area <input type="checkbox"/>	
Western suburbs <input type="checkbox"/>	SA generally <input type="checkbox"/>	
Estimated total attendance? 2200 (50 per session per Aged Care Facility = 50 x 11 x 4 sessions)		

Form
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4. Level of sponsorship requested (tick)	
Type:	
<input type="checkbox"/> Naming rights	<input type="checkbox"/> Joint sponsor <input checked="" type="checkbox"/> Minor support
Cash: \$	\$2,200
In kind support (specify):	16 hours per week= 4 hours admin(bookings etc.), 6 hours x 2 persons
What will the funds be used for?	To Subsidise the cost to the Aged Care Facilities in the council area
How many other sponsors are involved?	none
Who are they?	N/A
What is their level of support?	N/A
5. Promotional / media benefits	
Provide details of the media types to be used:	
<input type="checkbox"/> Advertorials	<input type="checkbox"/> Television <input type="checkbox"/> Public speaking
<input type="checkbox"/> Advertising - newspaper	<input type="checkbox"/> Signage <input checked="" type="checkbox"/> X Other
<input type="checkbox"/> Radio	<input type="checkbox"/> Web site
Provide details of the level of coverage anticipated: Local paper – press release about councils' support.	
6. Research and evaluation of your event	
Will you undertake research prior to or after the event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how?	Contact with Aged Care facilities to seek their acceptance of the sponsorship from council
If not, why not?	
How do you evaluate the effectiveness of your event?	By Lifestyle Coordinators completing a questionnaire and rebooking frequencies.

7. Declaration

I ___Roger Brealey_____ hereby certify that I have been authorised to prepare and submit this application on behalf of the above-mentioned group or organisation, and that the information contained in the application is true and correct to the best of my knowledge.

Signature *RJ Brealey (digital signature)*

Date: 30 / 05 /2017

8. Where to send your completed application

Return this application together with any attachments to:

Administration Officer Community Services
City of West Torrens
165 Sir Donald Bradman Drive
Hilton SA 5033

Or email to csu@wtcc.sa.gov.au.

Additional information supporting my application for donation/sponsorship to the City of West Torrens

I am looking for funding from the City Of West Torrens to provide Golden Memories Karaoke sessions to the 11 Aged Care Facilities located within the councils boundaries.

I have recently have received a grant from the City of Holdfast Bay to provide Golden Memories sessions to the Aged care Facilities in their boundaries.

I also have an application with the City of Charles Sturt, and believe that this grant will be successful.

Golden Memories Karaoke Inc. are an incorporated not-for-profit organisation, has an ABN number, and holds DGR-1 certification.

Golden Memories Karaoke Inc. wishes to apply for a donation from council to assist with its MAKING A DIFFERENCE program which is to be presented to Aged Care Facilities within the City of West Torrens.

There are 11 Aged Care Facilities within the council boundaries,

Cowandilla (1) Flora McDonald, **Fulham (1)** Villa Saint Hilarion, **Lockleys (3)** Estia Health Lockleys, Serene Nursing Home, St Raphael's Home for the Aged

Marleston (2) Regis Marleston, St Martin's Hostel **North Plympton (3)** Southern Cross Care SA & NT Inc. – Bucklands, Southern Cross Care SA & NT Inc. - The Pines Lodge, The Pines Nursing Home

West Beach (1) Southern Cross Care SA & NT Inc. - West Beach Residential

The contribution received would be used to reduce the cost for the presentation of the Golden Memories Karaoke sessions to the Aged Care Facilities. The charge for a session is \$100. If funds are received from council participating Aged Care Facilities will have a reduction on their invoice from the City of West Torrens donation/sponsorship.

Naturally 100% of the council's donation would only be used for the benefit of the facilities listed above.

Golden Memories Karaoke is an Interactive musical programme that engages the Residents in High & Low care mainly directed and focused on residents with dementia. Reminiscence therapy is an important component in treating dementia in the aged care sector. By providing a social activity through karaoke style music, promoting interactive involvement that invokes a mood elevator. Mentally stimulating and improving quality of life by increasing social interaction thus restoring memories and self confidence.

By contributing to promote a healthy community in the aged care sector, being dedicated to enhancing a quality of life and sense of meaning, to assist in the control/alleviating dementia By providing a social activity that is mentally stimulating which in turn provides a therapeutic benefit to those who live in and work in aged care facilities.

Responds to the needs of disadvantaged groups.

Develops innovative approaches to local social issues .

Assists groups to develop skills and build their capacity and encourages the sustainability of community organisations The objectives of Golden Memories Karaoke is to promote togetherness, a sense of wellbeing, and a quality of life. The program that Golden Memories presents is a stimulating interactive activity that provides a therapeutic benefit to the residents that are cognitive impaired and depressed. Many people with moderate to severe dementia can still sing favourite songs from

their childhood and younger days. Please view the video at www.goldenmemories.org.au (home page).

Requested amount \$2,200 (\$200 per aged care facility to allow a maximum of 4 sessions per financial year)

Each facility would be offered:

1. Four (4) sessions per year at \$100 per session with \$50 subsidised by council and \$50 payable by the facility.
2. One (1) free session (\$100 paid by council), and two (2) sessions at \$100 per session with \$50 subsidised by council and \$50 payable by the facility.
3. Two (2) free sessions (with each \$100 session paid by council).

Expected outcomes of your program

The program that Golden Memories presents is a stimulating interactive activity that provides a therapeutic benefit to the residents that are cognitive impaired and depressed. Please view the video at www.goldenmemories.org.au (home page).

How you will acknowledge Council's contribution

All documentation, including invoices, emails, preshow video etc. will acknowledge City of West Torrens, in whichever graphic and wording required by council. Additionally a press release to the local paper will be submitted.

About Roger and Pam Brealey

We have been residents of City of Holdfast Bay for over 20 years, residing at 22 Melton Street, Glenelg East.

We are both retired, and are active members of Glenelg Bowling Club.

Roger is a volunteer at Resthaven Marion.

This application is endorsed by Mr Robert Ives, President of Golden Memories Karaoke Inc. email Robert Ives goldenmemories@bigpond.com

Phone 0419 309 837. Golden Memories Karaoke Inc. is a Not for Profit Organisation and holds DGR item 1 endorsement (attached).

7.5 Sponsorship Application from Christmas Party for Special Children

Brief

This report presents a sponsorship application from Christmas Party for Special Children for their annual Christmas party at the Adelaide Zoo.

RECOMMENDATION(S)

The Committee recommends to Council that it declines Christmas Party for Special Children's request for sponsorship but approves an ex-gratia payment of \$600 to assist children within the City of West Torrens with special needs to attend the Christmas Party for Special Children at the Adelaide Zoo on Sunday 19 November 2017.

Introduction

Christmas Party for Special Children is once again seeking sponsorship from Council to assist children from the City of West Torrens with special needs to attend its annual Christmas Party for Special Children at the Adelaide Zoo on Sunday 19 November 2017 (**Attachment 1**).

Discussion

This year, the annual Christmas Party for Special Children will be celebrating its 24th year. The aim of the event is to create an enjoyable day for children who are sick, seriously ill, physically and mentally challenged or disadvantaged. The organisation works in collaboration with over 200 charities, welfare groups, special school units and other community groups to give 2,000 children from across South Australia the opportunity to attend. The event includes free food, drinks, ice cream, stage entertainment, face painting and more. Each child also receives 2 gifts and a show bag (**Attachment 2**).

The event is not specifically geared to children living in West Torrens therefore the application, as has been the case in previous years, does not meet the sponsorship criteria. However, while in previous years Council declined the sponsorship request, it approved an ex-gratia payment of \$600.

Grants Budget Update

Council approved the community grants budget of \$377,938 for the 2016/17 financial year. To date only \$106,643 has been spent leaving a total available of \$271,295 as at 30 May 2017. The budget is underspent as Council has only recently approved the reviewed program and guidelines and these changes are not yet fully implemented. Consequently, any budget remaining at the end of June will be carried forward and applied to the 2017/18 community grants budget. Below details the status of Council's Community Grants and Sponsorship program to 27 June 2017:

Community Grants and Sponsorships update for 2016 / 2017 financial year:		
Total annual budget: \$377,938		
Grant type	Number approved	Amount spent
Community Grant	15	\$27,353
Equipment Grant	27	\$26,190
Sponsorship	8	\$25,450
Donation	9	\$7,550
Junior Development Grant	73	\$20,100
Total:	132	\$106,643
	Total unspent:	\$271,295

Grant Applications Presented to the Civic Committee or Council - June 2017	
	Amount Recommended
Community Grant - Australian Refugee Association	\$5,000
Sponsorship - Christmas Party for Special Children	\$600
Sponsorship - KYD-X	\$3,000
Equipment Grant - Adelaide Cobras	\$2,000
Sponsorship - Golden Memories Karaoke	\$2,200
Sponsorship - 2 athletes (presented to Council 20/6/17	\$1,000
Total:	\$13,800
Total unspent if all applications are approved:	\$257,495

There are sufficient funds remaining in the community grants and sponsorship budget if the Committee wishes to recommend to Council that an ex-gratia payment of \$600, or more, be provided to the Christmas Party for Special Children as it has done in previous years.

Conclusion

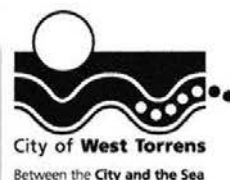
This report presents a sponsorship request from Christmas Party for Special Children for its annual Christmas party at the Adelaide Zoo on Sunday 19 November 2017.

Attachments

- 1. Christmas Party for Special Children Sponsorship Application 2017**
- 2. Christmas Party for Special Children Information Pack 2017**

Sponsorship program application form

Civic Centre
165 Sir Donald Bradman Drive
Hilton, SA 5033
Tel (08) 8416 6333
Fax (08) 8443 5709
Email csu@wtcc.sa.gov.au
Website westtorrens.sa.gov.au

**Note:**

1. Read the Sponsorship guidelines before completing this application.
2. Please attach any additional information and supporting statements.
3. Please type or print legibly.
4. Applications must be completed in full or they will not be accepted.

1. Event and organisation details

Event name: CHRISTMAS PARTY FOR SPECIAL CHILDREN
 Event description: FREE CHRISTMAS PARTY AT THE ADELAIDE ZOO FOR 2,000 SPECIAL NEEDS KIDS
 Date(s) of event: SUNDAY 19th NOVEMBER 2017
 Organisation / Group: CHRISTMAS PARTY FOR SPECIAL CHILDREN
 ABN number: 37111578673
 Date submitted: 6th APRIL 2017

2. Organiser's contact details

Name: MARY NORTON
 Position: PROJECT REPRESENTATIVE
 Organisation: CHRISTMAS PARTY FOR SPECIAL CHILDREN
 Address: UNIT 5/9 HAWTHORN RD
 MOUNT BARKER SA P/Code: 5251
 Telephone: 8342 3600 Facsimile: 8342 3611 Email: adelaide@christmasparty.com.au

3. Event details

Type of event (you may select more than 1)

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Education | <input checked="" type="checkbox"/> Community | <input type="checkbox"/> Environment |
| <input checked="" type="checkbox"/> Entertainment | <input type="checkbox"/> Sports | <input type="checkbox"/> Business |
| <input type="checkbox"/> Arts / Culture | <input type="checkbox"/> Charity | <input type="checkbox"/> |

Event attendees (indicate the expected characteristics of your event attendees)

Age range

- | | | |
|--|-----------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> Under 20 | <input type="checkbox"/> 31 to 40 | <input type="checkbox"/> 51 to 60 |
| <input type="checkbox"/> 20 to 30 | <input type="checkbox"/> 41 to 50 | <input type="checkbox"/> 60 plus |

Where will the attendees be travelling from?

- | | |
|--|--|
| <input checked="" type="checkbox"/> City of West Torrens | <input checked="" type="checkbox"/> Adelaide metropolitan area |
| <input checked="" type="checkbox"/> Western suburbs | <input checked="" type="checkbox"/> SA generally |

Estimated total attendance?

4. Level of sponsorship requested (tick)		
Type:	<input type="checkbox"/> Naming rights	<input checked="" type="checkbox"/> Joint sponsor
		<input checked="" type="checkbox"/> Minor support
Cash: \$ PLEASE REFER TO OUR SPONSORSHIP LEVELS IN THE PROPOSAL		
In kind support (specify):		
What will the funds be used for? SPONSORSHIP OF KIDS WITHIN THE CITY OF WEST TORRENS		
How many other sponsors are involved?		
Who are they? SOUTH AUSTRALIAN BUSINESS COMMUNITY		
What is their level of support? VARIOUS, SUPPORT RANGES FROM \$10 TO OUR MAJOR LEVELS		
5. Promotional / media benefits		
Provide details of the media types to be used:		
<input type="checkbox"/> Advertorials	<input checked="" type="checkbox"/> Television	<input type="checkbox"/> Public speaking
<input type="checkbox"/> Advertising - newspaper	<input type="checkbox"/> Signage	<input checked="" type="checkbox"/> Other
<input checked="" type="checkbox"/> Radio	<input checked="" type="checkbox"/> Web site	
Provide details of the level of coverage anticipated:		
WE RUN A SERIES OF TV COMMERCIALS AFTER THE EVENT ON THE 7 NETWORK		
THANKING OUR SPONSORS & RADIO COMMERCIALS FROM JULY TO DECEMBER AS WELL		
6. Research and evaluation of your event		
Will you undertake research prior to or after the event?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how?		
IN THE LEAD UP TO THE EVENT WE CONDUCT REGULAR PLANNING MEETINGS,		
DIRECTLY AFTER THE EVENT WE CONDUCT A DEBRIEF WITH THE MAJOR GROUPS		
INVOLVED IN STAGING THE EVENT, WHICH IS CLOSELY FOLLOWED BY OUR OWN		
INTERNAL DEBRIEF. ALL 100+ VOLUNTEERS ARE ALSO ENCOURAGED		
TO PROVIDE FEEDBACK. WE ALSO SEEK FEEDBACK FROM THE		
If not, why not?		
NUMEROUS ORGANISATIONS, COMMUNITY GROUPS,		
SCHOOLS ETC. THAT WE SOURCE THE CHILDREN FROM.		
How do you evaluate the effectiveness of your event?		
BY THE NUMBER OF CHILDREN IN ATTENDANCE		
AND THE FEEDBACK WE RECEIVE FROM THE KIDS,		
VOLUNTEERS, SPONSORS ETC. VIA EMAIL, FACEBOOK POSTS		
& FOLLOW UP PHONE CALLS		

7. Declaration

I MARY NORTON hereby certify that I have been authorised to prepare and submit this application on behalf of the above-mentioned group or organisation, and that the information contained in the application is true and correct to the best of my knowledge.

Signature M Norton

Date: 06/04/17

8. Where to send your completed application

Return this application together with any attachments to:

Administration Officer Community Services
City of West Torrens
165 Sir Donald Bradman Drive
Hilton SA 5033

Or email to csu@wtcc.sa.gov.au.

The following schools & organisations based within the City of West Torrens received invites in 2016;

- Carer Support & Respite Centre Inc, Glandore
- Autism SA, Netley
- Life Without Barriers, Netley
- Errington Special Education Centre, Plympton
- Tenison Woods Catholic Primary School, Richmond
- Edmund Rice Camps SA, Thebarton
- Muscular Dystrophy SA, Torrensville

A total of 85 invites were issued to the above.

The following organisations & schools were also invited to make an application for invites but did not submit a request in 2016;

- Lockleys Primary School, Brooklyn Park
- Cowandilla Primary School, Cowandilla
- St Leonards Primary School, Glenelg North
- Arthritis SA, Marleston
- MIFSA (Mental Illness Fellowship of SA Inc), Marleston
- Australian Refugee Association, Underdale
- West Beach Primary School, West Beach



Christmas Party for special children

Administration Officer Community Services
City Of West Torrens
156 Sir Donald Bradman Drive
Hilton SA 5033
Email: csu@wtcc.sa.gov.au

Thank you for the support of our 2016 event! Sponsorship information and request for 2017

The Christmas Party for Special Children will be celebrating its 24th year of helping to bring joy to South Australia's special needs children at Christmas time. Over the years, more than 44,000 children have experienced the magic of the festive season through the generosity and support of South Australian businesses, community organisations and individuals who are willing to offer their products, services, sponsorship dollars and/or time to make the party possible. Each year, hundreds of volunteers and sponsors come together to produce a truly magical event for the children, and their efforts create memories that last a life time.

our Goal

Our goal is simple: to gather children who are sick, seriously ill, physically and mentally challenged or disadvantaged through circumstance and help them to forget their troubles for a few hours. To help them see that they are not alone. To help them to just be children at an exceptional time of year! The Christmas Party for Special Children gives children with special needs the chance to enjoy a day out in a safe and accepting environment. Each year we work with more than 200 charities, welfare groups, special school units and various other community groups to give **2,000 deserving children** from across South Australia this opportunity.

The Party

With support from the **City Of West Torrens**, the **Adelaide Zoo** will be turned into a children's wonderland on **Sunday 19th November** with FREE food, drinks, ice cream, stage entertainment, face painting, roving characters and so much more. Each child will receive two beautiful presents and a show bag full of goodies, and of course the star of the show will be Father Christmas!

Producing an event of this magnitude requires an enormous amount of resources. Providing all of the above for 2,000 children, at no cost to the family, requires an incredible amount of financial support that comes purely from sponsorship funds raised. The Christmas Party for Special Children team is dedicated to organising this annual event and on the day, the event itself is powered by over 150 volunteers!



Unit 5 / 9 Hawthorn Road, Mount Barker SA 5251

Ph: 08 8342 3600 Fax: 08 8342 3611

Email: adelaide@christmasparty.com.au

Morgan Media Pty Ltd ABN 37 111 578 673

www.christmasparty.com.au



2016 Event

The 2016 Christmas Party for Special Children that was held at the Adelaide Zoo on Sunday 13th November was once again a huge success despite the rainy weather! Our very special little guests were greeted with warm smiles from our wonderful volunteers on what was a chilly start to the day! Spirits were high as the kids enjoyed the stage entertainment, interacting with superheroes, princesses and many other favourite characters thanks to our volunteers, Cosplay for A Cause and the 501st Legion Southern Dewback Garrison & Ryloth Base groups. The children were able to enjoy many other activities, food, drink, icy poles and to top it off each child went home with a very popular **Reindeer** as well as another beautiful Christmas gift and a show bag of goodies.

Your opportunity to be involved

We would like to invite the **City Of West Torrens** to continue being a proud sponsor of this special event by once again purchasing a support package. Supporting the Christmas Party for Special Children will ensure that we can carry on this great cause whilst also giving the **City Of West Torrens** an opportunity to support their community and make a difference to the lives of children in need.

Brand & Corporate Image Benefits

By supporting a reputable community event and being part of a time honoured South Australian tradition you will also benefit from:

- Strengthening **City Of West Torrens** corporate image as a generous and responsible corporate citizen.
- Building awareness of **City Of West Torrens** responsible corporate citizenship, community support and involvement.
- Community exposure and engagement opportunities
- Making a positive social contribution to those in need within our community.
- Leveraging your community involvement via your corporate communication channels (Social media, PR etc).
- Providing the opportunity for a volunteer program for **City Of West Torrens** employees.

The Christmas Party for Special Children is a very special event in that you actually receive more from being involved than you would ever imagine, and so much more than you will ever give. Our event comes from the heart and in return we are welcomed into the hearts of some very special children and their families. Seeing the joy on the children's faces, the acceptance of all regardless of need or circumstance, and the children's appreciation for everything they receive is the most precious gift we can offer.

The **City Of West Torrens** consideration to support this event is much appreciated and if you have any questions please don't hesitate to contact us.

Kind regards,
Mary Norton
Project Representative
mary@christmasparty.com.au

Sponsorship Levels & Benefits offered

Major Sponsorship Packages

Sponsorship Level	Radio spots July - December	Colour Logo on a Flyer & in PPT	Certificate	Colour Logo on our website w/ link	Colour Logo on our Facebook page	Colour Logo on Channel 7 Commercials No of spots	Logo on back of t-shirt	Colour Logo on Corporate Party Invitations	Contribution (GST Inc)
Red Diamond	150 x 10-15 word	Yes	Yes	Yes	Yes	30	Yes	Yes	\$22,500
Diamond	100 x 10-15 word	Yes	Yes	Yes	Yes	20	Yes	Yes	\$15,000
Sapphire	80 x 10-15 word	Yes	Yes	Yes	Yes	10	Yes	No	\$9,000
Platinum	40 x 10-15 word	Yes	Yes	Yes	Yes	General promotion of Certificate	No	No	\$6,000
Gold	20 x 10-15 word	Yes	Yes	No	No		No	No	\$3,000

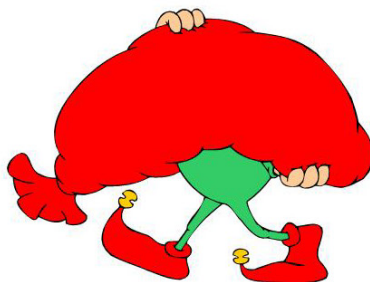
Executive Packages

Executive 5	28 Name Mentions	Name mention	Yes	No	No	General promotion of Certificate	No	No	\$2,400
Executive 4	24 Name Mentions	Name mention	Yes	No	No		No	No	\$2,100
Executive 3	20 Name Mentions	Name mention	Yes	No	No		No	No	\$1,800
Executive 2	16 Name Mentions	Name mention	Yes	No	No		No	No	\$1,500
Executive 1	12 Name Mentions	Name mention	Yes	No	No		No	No	\$1,200

Standard Packages

Standard 4	10 x name mention	No	Yes	No	No	General promotion of Certificate	No	No	\$900
Standard 3	6 x name mention	No	Yes	No	No		No	No	\$600
Standard 2	4 x name mention	No	Yes	No	No		No	No	\$450
Standard 1	2 x name mention	No	Yes	No	No		No	No	\$300

Christmas Party for Special Children



As an added **bonus** your **Corporate Colour Logo** will be printed on **2,000 Toy Bags**. These are given to each of our special little boys & girls to carry home the gifts from Father Christmas that you bought them. The Toy Bag is **environmentally friendly & reusable**.

To take advantage of the **Toy Bag** offer **payment** of your Advertising Sponsorship & **supply** of your logo **must** be received by **30th June 2017**



Christmas Party For Special children

Unit 5 / 9 Hawthorn Road, Mount Barker SA 5251

Phone: 8342 3600 Fax: 8342 3611

Email: adelaide@christmasparty.com.au

Website: www.christmasparty.com.au

Please complete the form below and either email adelaide@christmasparty.com.au or fax 8342 3611.

Thank you for helping South Australia's Special Needs Kids

I agree to purchase a Promotional Sponsorship Package,
in support of the Christmas Party for Special Children.
Sponsoring for the amount of \$ _____

Business: _____

Postal Address: _____

Authorised: _____ Name: _____
(Signature) (Please Print)

Position: _____ Phone: _____ Date: _____

Payment to be made by:

- ☐ Credit card
☐ EFT
☐ Cheque

To help us reduce our cost please take advantage of our EFT facilities.

Amex / Diners / Visa / MasterCard

Invoice/Customer Reference Number: _____ Amount: _____ Exp. Date: ____/____/____

Card Number _____ Card Holder _____

Banking Details for EFT Payments

Account Name: Morgan Media Pty Ltd
BSB No. 035 006 Account No. 193122

Bank: Westpac Banking Corporation
Address: Pirie Street, Adelaide SA 5000

Please quote your Customer Reference Number 100355 or Company Name when making this payment.

7.6 Sponsorship Application from KYD-X

Brief

This report presents a sponsorship application from KYD-X Ltd for the inaugural Kids and Youth Disability Expo.

RECOMMENDATION(S)

The Committee recommends to Council that it approves \$3,000 sponsorship to KYD-X for the inaugural Kids and Disability Expo to be held on 14th October 2017 in Mile End.

Introduction

KYD-X is seeking sponsorship for its inaugural 'Kids and Disability Expo' to be held on 14th October 2017 at the Netball SA Stadium, in Mile End.

Discussion

The KYD-X inaugural Kids and Youth Disability Expo is directed specifically for people aged under 25 years. The Expo aims to steer away from the 'Aged and Disability' expo formats and focus very specifically on people aged under 25 years who have a disability. It will be the first expo of its kind in South Australia for this age range.

The Expo is to be held on 14th October 2017 at the Netball SA Stadium, in Mile End. The sponsorship amount sought of \$3000 will make the City of West Torrens an Exhibitor Sponsor. This will comprise an exhibit space, recognition on the website and on social media, an article in the Expo handbook and the logo on all promotional materials. This expo will also provide the opportunity for the Administration to engage with young people with disabilities and to promote the services that Council provides.

KYD-X did apply for sponsorship last financial year (29 June 2016 Civic Committee meeting) but as the guidelines provide that applications from individuals are ineligible, the application was denied. KYD-X Ltd was incorporated on 3 January 2017 and as of 11 March 2017 is now a registered Australian non-profit company. KYD-X is now eligible to apply for sponsorship and meets the guidelines.

Grants Budget Update

Council approved the community grants budget of \$377,938 for 2016/17 financial year. To date only \$106,643 has been spent leaving a total available of \$271,295 as at June 2017. The budget is underspent as Council has only recently approved the reviewed program and guidelines and these changes are not yet fully implemented. Consequently, the budget will be carried forward and applied to the 2017/18 community grants budget.

Below details the status of Council's Community Grants and Sponsorship program to 27 June 2017:

Community Grants and Sponsorships update for 2016 / 2017 financial year:		
Total annual budget: \$377,938		
Grant type	Number approved	Amount disbursed as at 31/5/17
Community Grant	15	\$27,353
Equipment Grant	27	\$26,190
Sponsorship	8	\$25,450
Donation	9	\$7,550
Junior Development Grant	73	\$20,100
Total:	132	\$106,643
	Total unspent:	\$271,295
Grant Applications Presented to the Civic Committee or Council - June 2017		
		Amount Recommended
Community Grant - Australian Refugee Association		\$5,000
Sponsorship - Christmas Party for Special Children		\$600
Sponsorship - KYD-X		\$3,000
Equipment Grant - Adelaide Cobras		\$2,000
Sponsorship - Golden Memories Karaoke		\$2,200
Sponsorship - 2 athletes (presented to Council 20/6/17)		\$1,000
	Total:	\$13,800
Total unspent if all applications are approved:		\$257,495

This application appears to have merit and meets the current guidelines. As such, and as there are sufficient funds remaining in the community grants budget, it is recommended that this application be approved.

Conclusion

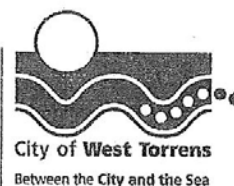
This report presents a \$3,000 sponsorship request from KYD-X for its inaugural Kids and Disability Expo to be held in the City of West Torrens.

Attachments

1. KYD-X Sponsorship Application 2017

Sponsorship program application form

Civic Centre
165 Sir Donald Bradman Drive
Hilton, SA 5033
Tel (08) 8416 6333
Fax (08) 8443 5709
Email csu@wtcc.sa.gov.au
Website westtorrens.sa.gov.au

**Note:**

1. Read the Sponsorship guidelines before completing this application.
2. Please attach any additional information and supporting statements.
3. Please type or print legibly.
4. Applications must be completed in full or they will not be accepted.

1. Event and organisation details

Event name: Kids & Youth Disability Expo

Event description: Disability Expo focused on the services & products available for people under 25

Date(s) of event: 14th October 2017

Organisation / Group: KYD-X Ltd

ABN number:

1 8 6 1 6 6 4 6 8 3 6

Date submitted: 16/05/2017

2. Organiser's contact details

Name: Ben Waechter

Position: Managing Director

Organisation: KYD-X Ltd

Address: 24 Eyre Crescent

Valley View

P/Code: 5093

Telephone:

Facsimile:

Email:

0418 898 661

kyl-x@outlook.com**3. Event details**

Type of event (you may select more than 1)

☐

Education

☒

Community

☐

Environment

☐

Entertainment

☐

Sports

☐

Business

☐

Arts / Culture

☐

Charity

☐

Event attendees (indicate the expected characteristics of your event attendees)

Age range

☐

Under 20

☒

31 to 40

☐

51 to 60

☐

20 to 30

☒

41 to 50

☐

60 plus

Where will the attendees be travelling from?

☐

City of West Torrens

☐

Adelaide metropolitan area

☐

Western suburbs

☒

SA generally

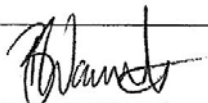
Estimated total attendance? 2,000

4. Level of sponsorship requested (tick)		
Type:		
<input type="checkbox"/> Naming rights	<input checked="" type="checkbox"/> Joint sponsor	<input checked="" type="checkbox"/> Minor support
Cash: \$ 3,000 - 10,000		
In kind support (specify): Silver/Exhibitor Sponsors		
What will the funds be used for? Keeping the Expo a freely accessible event to all who need it.		
How many other sponsors are involved? Currently there are 6 sponsors		
Who are they? Future Footprints, NannySA, Timmermans Method, Keen Education, Les Brazier SV, Label Partners and in talks with others		
What is their level of support? Exhibitor, Silver and Tote Bag Sponsors		
5. Promotional / media benefits		
Provide details of the media types to be used:		
<input type="checkbox"/> Advertorials	<input type="checkbox"/> Television	<input type="checkbox"/> Public speaking
<input type="checkbox"/> Advertising - newspaper	<input type="checkbox"/> Signage	<input checked="" type="checkbox"/> Other
<input checked="" type="checkbox"/> Radio	<input checked="" type="checkbox"/> Web site	
Provide details of the level of coverage anticipated:		
2 week radio campaign, 90 sec ads produced in partnership with She Shopped then posted on She Shopped and KYD-X social media platforms (over 1 million followers)		
6. Research and evaluation of your event		
Will you undertake research prior to or after the event?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how?		
Attendees will be asked to complete a survey after they have attend the Expo. With this information a post event report will be produced and sent to exhibitors which will have a comparision to the 2016 Expo.		
If not, why not?		
How do you evaluate the effectiveness of your event?		
Effectiveness of the Expo is based on the number of attendees, the satisfaction levels of the attendees, the satisfaction levels of the Exhibitors and the ability for the attendees to find what they are looking for.		

7. Declaration

I Ben Waechter hereby certify that I have been authorised to prepare and submit this application on behalf of the above-mentioned group or organisation, and that the information contained in the application is true and correct to the best of my knowledge.

Signature



Date: 16 / 05 / 2017

8. Where to send your completed application

Return this application together with any attachments to:

Administration Officer Community Services
City of West Torrens
165 Sir Donald Bradman Drive
Hilton SA 5033

Or email to csu@wtcc.sa.gov.au.

KYD-X Sponsors - KYD-X

Page 6 of 9

- 3m x 3m Booth exhibit space (powered and lighting).
- Invitation to present a 10 minute presentation
- Logo to be on the KYD-X website sponsor page with link to sponsors website.
- Welcome message as sponsor on the news section of the website.
- Welcome message as sponsor on the social media site with link to sponsor social media site.
- Article (A4 size) in the KYD-X Service Provider Handbook. (First print 1000)
- Part of 'The Road Less Travelled' increasing foot traffic to exhibit space.
- Recognition of support on the sponsorship page of the KYD-X Service Provider Handbook.
- Use of the KYD-X logo in all marketing & promotional material showing your support.

<p>Exhibitor Sponsor</p> <p>10 Available</p> <p>3000</p>
<p>sign me up</p>

All

<http://kvd-x.com.au/sponsors/>

19/05/2017

7.7 Heritage Conservation Grants Program Review

Brief

This report presents a proposal to reinstate the City of West Torrens' Heritage Conservation Grant program in the 2017/18 financial year.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The Heritage Conservation Grants Program be reinstated for the 2017/18 financial year.
2. It approves the Proposed Heritage Grants Guidelines as detailed in Attachment 2.

Introduction

On 9 August 2016 the State Government commenced consultation on a discussion paper entitled *Renewing Our Planning System, Placing Heritage on a Renewed Foundation* and indicated that a review of the Heritage Planning system would be undertaken separately to the *Planning Development and Infrastructure Act (PDI Act)*.

The revamped heritage system has yet to be unveiled but protection mechanisms for heritage buildings have been reduced through the PDI Act.

The West Torrens Community Plan includes a long term strategy to foster a sense of identity and pride within the West Torrens community through the 5 year strategy of creating a greater public awareness and appreciation of heritage sites, events and people of local significance.

In light of the proposed changes to heritage protection and Council's Community Plan desired outcomes, the Administration sought to consider alternative ways to protect built form heritage in the City of West Torrens.

Discussion

One of the strategies considered, which could contribute to the protection of built form heritage, was to reinstate the City of West Torrens Heritage Conservation Grants Program.

Research shows that there are numerous benefits to offering heritage incentive grants, including community, economic, and aesthetic rewards. A 2007 study that assessed heritage grants schemes in Victoria found that for every dollar funded for heritage projects, another 2.4 dollars in economic benefits were created in the immediate community. Rewards range from an improved streetscape, an increase in property values, enhanced community identity and generating local economic growth through job opportunities.

The Administration reviewed the heritage grants programs offered by other councils. A number of councils offer heritage grants to owners of Local Heritage places and Contributory Items, with some councils also offering funding to owners of State Heritage places.

Currently, eleven councils within South Australia offer some form of a heritage grant scheme. \$1,000 is the typical minimum spend with \$2,000 being the average maximum grant amount. In all cases studied, applications must contain at least two quotes from suitable companies, details of proposed works including photos and/or plans and a total cost estimate. The majority of the councils employ similar principles for their grant programs with 50% of the total costs being reimbursed at the completion of works.

In May 2016, the National Trust of SA (the Trust) was engaged to undertake a review of Council's previous Heritage Conservation Grants Program (heritage grants) to ensure this approach was still an appropriate mechanism to meet the objectives of the Community Plan.

In December 2016, the Trust delivered the final output from the review of the heritage grants which suggested that the previous grant program be reinstated with only minor changes to the way funds are paid to successful applicants. The Trust's report is attached (**Attachment 1**).

As a result of this research it is proposed that the City of West Torrens Heritage Conservation Grants scheme be reinstated with an annual budget of \$20,000. This amount has been included in Council's draft 2017/18 budget. Draft Guidelines are attached for consideration by the Committee (**Attachment 2**). These guidelines propose the following eligibility criteria:

- The subject property where works are to be carried out is located within the Council area.
- The property is listed on the local heritage register, or is included as a contributory item in the West Torrens Council Development Plan (or other superseding document as determined by pending changes to the Heritage Listing process).
- The proposed repair or maintenance work is required to provide structural stability to the building and/or protect and maintain the 'Elements of Value' outlined in the Council Development Plan and/or relevant official heritage listing (or other superseding document as determined by pending changes to the Heritage Listing process.)
- The value of the proposed heritage restoration or maintenance work will be equal to, or exceed, \$2,000.
- The repair or maintenance work is to be undertaken by a suitably qualified and experienced business, or tradesperson, with a current ABN.
- Work has not commenced at the time of the application.
- The applicant (and property owner where applicable) is/are willing to permit City of West Torrens or their agent to photograph the site prior, during, and after completion of the works, to promote the Heritage Conservation Grants, or to illustrate Council publications.

Projects are considered ineligible if they:

- 1.1. Are deemed unnecessary to maintain the heritage "Elements of Value".
- 1.2. Relate to works that do not require specialist heritage trade knowledge or techniques.
- 1.3. Relate to works that do not have any relevant planning or building approval (if required) or have been refused planning or building consent.
- 1.4. Seek purely to make financial profits or undertake commercial activities.
- 1.5. Are considered the primary role or responsibility of another level of government.
- 1.6. Seek funding for salaries, for an owner-builder.
- 1.7. Seek funding for projects which have already commenced, or been completed prior to the grant submission being lodged.
- 1.8. Seek funding for large capital expenditure – i.e. purchase or lease of major equipment to undertake repair and maintenance.

A project must cost more than \$2,000 to be eligible for a Heritage Conservation Grant. A minimum of two quotes from suitably qualified tradespersons must be provided to verify the estimate.

A maximum grant of up to 50% of the cost of the work will be available, up to \$2,000 per eligible property. For example, a project that costs \$3,000 will be eligible to receive a grant of up to \$1,500. Projects that cost more than \$4,000 are eligible to receive a grant of up to a maximum of \$2,000.

It is anticipated that the provision of financial assistance to help private owners maintain heritage properties, via these grants, will result in these assets being more likely to be kept in good repair and less likely to be subject to demolition orders and/or targeted as redevelopment sites that are unsympathetic to the local context.

Owners or occupiers of eligible co-located heritage properties could be encouraged to apply for grants to improve properties at the same time, thus multiplying the effects of the streetscape uplift, and therefore amplifying results visible to the community.

The report from the National Trust SA also recommends the waiving of development application fees relevant to heritage properties. A total of 16 development applications involving heritage properties were lodged with the City of West Torrens last financial year.

It is proposed that the Heritage Grants Scheme process is to be undertaken in accordance with the guidelines outlined in **Attachment 2**. It is recommended that the grants be offered on an annual basis.

Conclusion

This report recommends that the Civic Committee recommend to Council that it approves the reinstatement of the Heritage Conservation Grants Program.

Attachments

- 1. National Trust SA Heritage Conservation Grant Scheme Proposal Report**
- 2. Proposed Heritage Conservation Grant Guidelines**



Heritage Conservation Grants Scheme Proposal

A Report prepared for the

City of West Torrens

by

The National Trust of South Australia

October 2016



Executive Summary

The City of West Torrens has engaged the National Trust of South Australia to advise on the development and implementation of an appropriate approach to Local Heritage Conservation Grants. The City of West Torrens has previously operated a Heritage Grants Program. Currently eleven councils within South Australia offer some form of a Heritage Grant Scheme, with others offering only a free Heritage Advisory Service. The majority of the councils employ similar principles for their grant programs, with 50% of total costs being reimbursed at the completion of works. \$1000 is the typical minimum spend, with \$2000 being the average maximum grant amount. Heritage grants may be offered to owners of Local Heritage places and Contributory Items, with some councils also offering funding to owners of State Heritage places. Research shows that there are numerous benefits to offering heritage incentive grants, including economic and aesthetic rewards.

This report recommends that the City of West Torrens reinstate their previous model of a Heritage Conservation Grants Scheme, with only a minor change to the way funds are paid to successful applicants. Draft guidelines and an application form for the proposed new scheme have been prepared for Council's consideration.

[Table of Contents](#)

Introduction.....	1
Background.....	1
Scope.....	2
Eligibility and Supported Works.....	2
Applications, Timing and Payment.....	3
Benefits of Adopting a Heritage Grant Scheme.....	3
Benefits of a Heritage Conservation Grant Scheme for the City of West Torrens.....	3
Heritage Advisory Services.....	4
Recommendations.....	5
Administration.....	5
Eligibility.....	5
Waiving Development Application Fees.....	6
Appendix A	5
List of Heritage Places in the City of West Torrens.....	Separate Attachment
Appendix B	
Draft Guidelines and Application Form.....	7
References.....	11

City of West Torrens Heritage Conservation Grants Scheme

Introduction

The City of West Torrens contains 22 places of State Heritage significance, 100 places of Local Heritage significance and 631 Contributory Items within Historic (Conservation) Policy Areas. (See Appendix A).

The City of West Torrens previously offered a Local Heritage Grants Program to support owners of heritage places with conservation works. Before reinstating a grants program, Council decided to engage consultants to provide advice on Heritage Grant Schemes implemented by local councils throughout South Australia to provide recommendations to council for a proposed Heritage Conservation Grants Scheme.

Between August and October the National Trust of South Australia has investigated and analysed the various grant schemes offered and prepared this report for the City of West Torrens, which includes draft guidelines and application form for a new Heritage Conservation Grants Scheme.

Background

The City of West Torrens have formerly offered residents a Local Heritage Grants Program. In order to reinstate a conservation support fund, council has engaged the National Trust of South Australia to research Heritage Grant Schemes offered by other councils. The National Trust of South Australia produced draft guidelines and application form for the new scheme. Eleven councils within South Australia offer a grant program, while others, such as the City of Norwood, Payneham and St Peters, offer a Heritage Advisory Service only. The eleven councils operate their schemes in similar ways, with the majority offering the reimbursement of 50% of the total costs up to an average maximum of \$2000. Research shows that heritage incentive schemes can offer numerous benefits to both private owners and the wider community. These rewards range from an improved streetscape, an increase in property values, enhance community identity and generate local economic growth through job opportunities. This report recommends that the City of West Torrens reinstate their previous model of a Heritage Conservation Grants Scheme, with a minor change to the way funds are paid to successful applicants.

Of the 68 councils within South Australia, eleven offer a Heritage Incentives Grant Scheme. Some councils offer only a free Heritage Advisory Service without a grant scheme. Including the City of West Torrens, 38 of South Australia's councils have lists of State, Local and Contributory Items outlined in their Development Plans. Nationally, a Productivity Commission Inquiry Report into the Conservation of Australia's Historic Heritage Places (2006) found that, on average, more than half of local councils nationwide offered some form of assistance to heritage property owners (page 330).

South Australia's eleven councils that currently offer a Heritage Incentives Grant Scheme are:

- Adelaide City Council

City of West Torrens Heritage Conservation Grants Scheme

- Barossa Council
- City of Burnside
- City of Charles Sturt
- Town of Gawler
- City of Onkaparinga
- City of Port Adelaide Enfield
- City of Prospect
- City of Tea Tree Gully
- City of Unley
- City of Victor Harbor

Scope

Each of these councils make grants available for Local Heritage places and Contributory Items. Only four of these councils offer funding for places of State Heritage, including the City of Unley, which will only offer grants when an application for State funding has been unsuccessful. Two councils also offer a small grant for the conservation management of significant trees. The majority of councils accept grant applications anytime, while some will be received once per annum. All applications must contain at least two quotes from suitable companies, details of proposed works including photos and/ or plans and a total cost estimate. The most common form of funding is a refund of 50% of the total costs accrued, as practiced by 8 of the councils.

The Productivity Commission Inquiry Report (2006) illustrated that 45% of South Australian Councils offer a Heritage Advisory Service, followed by the 30% that offer a Grant Scheme and 11% who offer other forms of assistance (page 332). Over the past ten years there has been a significant decrease, with only 18% of South Australian Councils now offering a Heritage Advisory Service, 16% offering Grant Schemes and 8% offering other forms of assistance. These other forms include assistance with State Government grant applications, advice brochures and fact sheets and, most commonly, the waiving of council development application fees. There has also been a significant curtailment in grant schemes through the State Government.

Eligibility and Supported Works

Grant schemes typically focus on the need for conservation works to a building, such as restoration of the original fabric and the structural stability of the building. Councils generally recommend works that retain, reinforce and reinstate the heritage value of the property, while making a visual contribution to the streetscape. The eleven councils discuss similar criteria for eligible work, most particularly re-roofing, veranda restoration, salt damp treatment, paint removal, repointing and front fence works. These grant schemes were also comparable in their criteria for defining non-eligible work, such as routine maintenance, internal work, the construction of additions and the installation of security devices or

City of West Torrens Heritage Conservation Grants Scheme

disabled access. Works that have commenced prior to an agreement are also ineligible for funding, as is electrical or plumbing work, unless it relates directly to improving the structure or public appearance of the building. Buildings owned by the Government or Council are also not eligible.

Applications, Timing and Payment

As a rule, councils ensure the application forms remain simple, as onerous paperwork can discourage residents from applying.

Five of the councils require that the amount spent on conservation works must be a minimum of \$1000, while the average grant maximum is \$2000. The majority of the councils require the conservation works to be completed within twelve months of obtaining approval, or the owner will have to lodge another application. When works have concluded, nine of the councils require an inspection of the site by the council's Heritage Advisor, or a heritage expert. The owner will need to provide proof of payment to the council, such as tax invoices, who will then reimburse 50% of the total costs.

Funding for grant schemes

Councils allocate funding for their grant schemes as part of the annual budget process. The amount allocated depends on the number of Heritage places in the area and the maximum grant amount offered. Two examples are Adelaide City Council and the City of Charles Sturt. Adelaide City Council is home to 459 State Heritage Places, 1469 Local Heritage Places and no Contributory Items. The City of Charles Sturt encompasses 56 State Heritage Places, 142 Local Heritage Places and 3862 Contributory Items. Adelaide City Council, which offer \$10,000 to \$150,000 per application, will allocate upwards of \$500,000 per annum to their Heritage Incentives Scheme. The City of Charles Sturt, which has operated a Conservation Grant Scheme for eight years, offers a grant maximum of \$2000 and has allocated a budget of \$25,000 per financial year. The full amount may not be used within one year, and there can be a time lag between committing the funds to a recipient whose works follow into the next financial year.

Benefits of Adopting a Heritage Grant Scheme

The benefits of heritage grant schemes can also reflect on the wider community, invoking a sense of pride and enhanced community identity, revitalised and improved streetscapes and a greater acknowledgement of cultural diversity within the community. As well as the social benefits, Grant Schemes offer an increase in economic reward. A 2007 Sinclair Knight Merz study assessed five Victorian heritage grant schemes that had been in operation since 2004. The findings discovered that for every dollar funded to heritage projects, another 2.4 dollars in economic benefits to the immediate community were created (page 55). The restoration

City of West Torrens Heritage Conservation Grants Scheme

and conservation of heritage places can generate local employment, while also reducing substantial environmental waste from new building materials.

Benefits of a Heritage Conservation Grant Scheme for the City of West Torrens

The Productivity Commission Inquiry Report (2006) revealed that 67% of listed heritage places in South Australia are privately owned, with the bulk being utilised as residences (page 30). This is particularly relevant for the City of West Torrens, with a large number of Local Heritage Places and Contributory Items being residential properties. A Heritage Conservation Grants Scheme can offer the owners of heritage places numerous benefits, including financial as well as aesthetic and, as outlined in the Report (2006) 'both of these benefits may be reflected in the place's resale value. In many cases, if not most, these benefits provide adequate incentives to owners to undertake appropriate conservation activities' (page 113).

Heritage Advisory Services

The role of a Heritage Advisor within a council is to advise owners of heritage properties of the best methods of conservation, assist with as well as review development applications and make recommendations to council.

Heritage Advisory Services in South Australia vary between the different councils. Adelaide City Council employ two advisors on a full time basis, however, most councils will appoint a Heritage Advisor on a part time or shared basis. The City of Charles Sturt currently employs a Heritage Advisor for one day a week. This Advisor is contracted for twelve months through an open tender process.

The City of Norwood, Payneham and St Peters previously offered a Heritage Incentive Scheme, and now only offer a free Heritage Advisory Service. The Council currently contains 72 places of State Significance, 663 Local Heritage places and 1470 Contributory Items. In 2007, the benefits of the scheme resulted in the City of Norwood, Payneham and St Peters becoming the first South Australian city to be admitted to the International League of Historical Cities. The Cities of Melbourne and Ballarat are the only other two Australian cities within the League, which also includes Paris and Rome (Zed (2007) page 30).

City of West Torrens Heritage Conservation Grants Scheme

Recommendations

It is recommended that the City of West Torrens reinstate a Heritage Conservation Grants Scheme along the lines of the former scheme. One possible addition could be the appointment of a Heritage Advisor, who would assist owners of heritage places during the application process. Generally, the average annual salary for a full time Heritage Advisor is approximately \$80,000. The City of West Torrens could contract an advisor in a similar method as the nearby City of Charles Sturt. It is also suggested that the Council consider waiving development application fees for approved projects.

It is recommended that the City of West Torrens retain the previous scope and eligibility criteria and set a maximum grant of \$2000. An annual allocation of \$25,000 to the Heritage Conservation Grant Scheme, comparable to the City of Charles Sturt, should be recommended to Council. It is our understanding that the sum of \$25,000 is fully dispersed through the grants, and any related administrative costs are in addition to that.

In comparing the City of West Torrens to other areas which offer a Heritage Grant Scheme, the most similarities can be found within the City of Port Adelaide Enfield. This council area contains 95 places of State Significance, 202 Local Heritage places and 1016 Contributory Items. The City of Port Adelaide Enfield also has a very culturally diverse community with 24% of residents being born overseas. Specifically, the City of Port Adelaide Enfield accept applications once a year, with a closing date typically in March. A minimum of \$1000 is required and a maximum grant of \$3000 is offered, with 50% of the total costs being reimbursed upon completion.

Eligibility and scope of works

The City of West Torrens should maintain its previous eligibility and scope of works criteria. Council should also continue referring applicants to the defined 'Elements of Value' outlined in the Council Development Plan and official heritage listing. Council should also retain its previous prioritisation criteria, in particular urgent work and works that make a positive contribution to the streetscape.

Administration

Council can retain the acceptance of applications once a year, with a calling and closing period, as was previously practiced. Given the comparably small number of State Heritage places within the City of West Torrens, council may offer funding to owners of State and Local Heritage places and Contributory Items. The practice of offering funding opportunities to both private owners and occupiers (such as church or community groups) is recommended, with a letter of support from the owner for the latter.

Previously, council paid the grant to successful applicants with a cheque, with the agreement the funds would be used within 12 months, and any unused funds returned to council. Instead of this practice, it is recommended instead that the City of West Torrens reimburse successful applicants at the completion of works, after an inspection is conducted

City of West Torrens Heritage Conservation Grants Scheme

and proof of expenditure is received. This will reduce the administration involved in passing out cheques and in organising for leftover funds to be returned. This process is used by the eleven councils in South Australia that offer Heritage Grant Schemes.

Waiving Development Application Fees

As the waiving of Development Application fees are offered by the majority of councils as part of their Heritage Grant Scheme, it is also recommended that the City of West Torrens waive or offer concessions on the development application fees regarding the works as part of the proposed Heritage Conservation Grants Scheme.

Groups of Co-Located Applicants

Although this practice has not been emphasised in the Heritage Grant Schemes of other Councils, The City of West Torrens could encourage groups of co-located heritage property owners/occupiers to apply to improve their properties at the same time to multiply the effects of the streetscape uplift.

Electronic Lodgement of Grant Applications

The typical method of lodging heritage grant applications at this stage is for applicants to print off the application forms and fill them in with supporting documentation. The applicants can then return their forms to Council via email or post. This process could be made more efficient through electronic lodgement via an online form.

City of West Torrens Heritage Conservation Grants Scheme

Appendix B**City of West Torrens Heritage Conservation Grant Scheme Guidelines****Purpose**

- To promote the local heritage of the City of West Torrens as a valuable long-term asset to the community.
- To encourage the appropriate maintenance, conservation and renovation of identified heritage properties.
- To provide financial assistance to owners of heritage listed properties for appropriate maintenance, conservation and renovation.

Scope

The Heritage Conservation Grant Scheme offers owners of State Heritage Places, Local Heritage Places and Contributory Items a reimbursement of 50% of total costs accrued up to a maximum of \$2000 for work associated with the conservation of their heritage place. Applications are called for annually and late applications will not be considered. Applicants will be notified in writing of the outcome of their application.

Who is eligible to apply?

Applications for Local Heritage Grants must be made by owner(s) or occupier(s) of a Local Heritage Place, State Heritage Place or Contributory Item within a Historic Conservation Area or as otherwise identified by Council's Development Plan.

The beneficiary of the grant must be either the owner or occupier of the heritage place. In the event that the applicant is not the owner (ie a church group or community group), the applicant must provide a letter of support from the owner(s) of the property.

Only one (1) application per heritage place will be considered per year.

What kind of work is eligible?

- Conservation works that specifically relate to the restoration, enhancement or reinstatement of identified elements of heritage value. For Local Heritage Places, please consult Council's Development Plan in order to identify the "elements of value"
- The value of conservation works must exceed \$1,000
- External works such as re-roofing, painting, veranda works, front fence works, salt damp treatment, repointing and removal of paint or plaster
- Works must be completed within 12 months from receiving approval

What work is not covered?

- Routine maintenance, such as painting
- Internal works
- Electrical or plumbing work (unless related directly to improving structure or public appearance)
- The construction of additions/ outbuildings

City of West Torrens Heritage Conservation Grants Scheme

- External features where there is no clear evidence it was proposed in original fabric
- The installation of security devices, disabled access provisions and/ or lifts
- The purchase of a heritage building or site or the relocation of a heritage building
- Government or Council owned buildings are not eligible to receive grants
- Works that have been commenced or completed are not eligible for funding

When will the grant be paid?

Upon completion of the conservation works, an inspection of the site will be undertaken and proof of payment in the form of receipts and tax invoices must be presented to the Council. The applicant will then be reimbursed up to 50% of the total costs not exceeding \$2000.

Priority will be given to:

- Local Heritage Places
- State Heritage Places that have not previously received State government funding
- Urgent work to stabilise a building
- Cases of economic hardship
- Properties that have not previously received funding; and
- Works that make a positive contribution to the streetscape.

What is the application process?

Step 1

- Examine Grant Scheme Guidelines to ascertain eligibility of funding

Step 2

- Contact the Grants Program Administrator at Council to discuss the scope of the proposed works. If found to be in keeping with the eligibility criteria, a developments application can be completed and submitted (development fees may be waived or reduced).

Step 3

- Once Development Approval is obtained, complete the Heritage Conservation Grant Scheme application form with at least two quotes for proposed works and an estimated total cost. Attach any supporting documentation required, including photos and plans. A letter of support from the owner will be required if the applicant is not the owner.

Step 4

- Council will assess the application and advise the applicant of the amount of funds allocated to the project.

Step 5

- Owner to undertake the works according to the approved documentation.

City of West Torrens Heritage Conservation Grants Scheme

Step 6

- Upon completion of work, an inspection will be undertaken, either by Council staff or a suitable qualified heritage expert.

Step 7

- Owner to submit proof of payment to the Council as soon as possible.

Step 8

- Council will reimburse the agreed amount in accordance with the guidelines.

Publicity

As part of the applicant's agreement to accept the grant, the owner agrees to allow Council to take photographs of the building prior to work commencing, while the work is in progress and/or at completion.

Photographs may be used to promote future rounds of Heritage Conservation Grant Scheme funding and events such as Heritage Week.

City of West Torrens Heritage Conservation Grant Scheme Application Form**Applicant Details**

Applicant's Name:

_____ Phone: _____

Email:

Address: _____ Suburb:

State: _____ Postcode: _____

Conservation Work Details

Site Address (if different to above):

Estimated Start Date: _____ Estimated Finish
Date _____

Is the Applicant the Owner of the Property: ☐ YES ☐ NO

If NO, is a letter of support from the owner attached? ☐ YES ☐ NO

City of West Torrens Heritage Conservation Grants Scheme

Is the Property: ☐ State Heritage Place
☐ Local Heritage Place
☐ Contributory Item

Details of Proposed Conservation Works (attach appropriate documentation ie plans or photos):

Cost of Conservation Work

Estimated Cost: _____

Quote 1: _____ Quote 2: _____

Estimated Date of Completion: _____

Development Application Lodged: ☐ YES ☐ NO

DA Number (if known): _____

Do you have any further information that is relevant to your application?:

I acknowledge that I have read and understood the requirements for funding outlined in the City of West Torrens Heritage Conservation Grant Scheme Guidelines. I accept and agree to abide by the grant approval conditions.

Signature:

Date:

City of West Torrens Heritage Conservation Grants Scheme

References

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Sinclair Knight Merz. 2007 *Heritage Grants Review*. Armadale. Retrieved from: http://www.dpcd.vic.gov.au/data/assets/pdf_file/0007/133783/HV_Heritage_Grants_Review_2007.pdf

Zed, Tom. (2007 July 12). Norwood's now a City in a Special League. *The Advertiser*, 30.

Sources

Adelaide City Council Heritage Incentive Scheme
<http://www.adelaidecitycouncil.com/your-council/funding/heritage-incentive-schemes-his/>

Barossa Council Heritage Grants
<https://www.barossa.sa.gov.au/sections/community-cultural-services/grants-funding-assistance/heritage-grants>

City of Burnside Heritage Grant Scheme
<https://www.burnside.sa.gov.au/Planning-Business/Heritage-Properties-Historic-Conservation-Zone>

City of Charles Sturt Heritage Conservation Grant
<http://www.charlessturt.sa.gov.au/page.aspx?u=59>

Town of Gawler Local Heritage Grant Scheme
<http://www.gawler.sa.gov.au/heritage-properties>

City of Norwood, Payneham and St Peters Heritage Advisory Service
http://www.npsp.sa.gov.au/planning_and_development/heritage/heritage_advisory_service

City of Onkaparinga Local Heritage Incentives Scheme
http://www.onkaparingacity.com/onka/council/grants_awards/grants_sponsorship/heritage_grants.jsp

City of West Torrens Heritage Conservation Grants Scheme

City of Port Adelaide Enfield Heritage Incentive Scheme

<https://www.portenf.sa.gov.au/page.aspx?u=2384>

City of Prospect Heritage Grant Program

<http://www.prospect.sa.gov.au/heritagegrants>

City of Tea Tree Gully Heritage Incentives Program

https://www.teatreegully.sa.gov.au/Council/Grants/Heritage_grants

City of Unley Conservation Grant

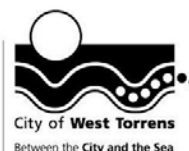
<http://www.unley.sa.gov.au/planning-development/building-renovating#hash-slide-conservation-grants-35>

City of Victor Harbor Local Heritage Incentives Grant Scheme

<https://www.victor.sa.gov.au/grants>

Guidelines for City of West Torrens Heritage Conservation Grants

Civic Centre
165 Sir Donald Bradman Drive
Hilton, SA 5033
Tel (08) 8416 6333
Fax (08) 8443 5709
Email csu@wtcc.sa.gov.au
Website westtorrens.sa.gov.au



1. Council's vision

Committed to being the best place to live, work and enjoy life.

2. Purpose of the grants

The Heritage Grants Program provides funding to eligible organisations and individuals who present applications that demonstrate consistency with the heritage provisions of Council's *Towards 2025 Community Plan* and official heritage lists.

Relevant sections of the Community Plan include strategies to foster a sense of identity and pride within the West Torrens Community by creating greater public awareness and appreciation of heritage sites, events and people of local significance. This will be measured through an increase in the community's awareness of heritage sites, events and people of local significance.

The heritage conservation grants may be accessed to support successful applicants to undertake necessary repairs or maintenance to heritage-listed properties.

It is intended that assisting private owners to maintain heritage properties as 'community heritage assets' will assist to keep properties in good repair and prevent demolition due to neglect; thereby protecting the property's contribution to our area's local heritage story.

3. Eligibility criteria

Heritage Conservation Grants:

Heritage property owners, or renters (with the approval of the property owner), are eligible to apply if all the following criteria are met:

- The subject property where works are to be carried out is located within the Council area.
- The property is listed on the local heritage register, or is included as a contributory item in the West Torrens Council Development Plan (or other superseding document as determined by pending changes to the Heritage Listing process).
- The proposed repair or maintenance work is required to provide structural stability to the building and/or protect and maintain the 'Elements of Value' outlined in the Council Development Plan and/or relevant official heritage listing (or other superseding document as determined by pending changes to the Heritage Listing process.)
- The value of the proposed heritage restoration or maintenance work will be equal to, or exceed, \$2,000.
- The repair or maintenance work is to be undertaken by a suitably qualified and experienced business, or tradesperson, with a current ABN.
- Work has not commenced at the time of the application.
- The applicant (and property owner where applicable) is/are willing to permit City of West Torrens or their agent to photograph the site prior, during, and after completion of the works, to promote the Heritage Conservation Grants, or to illustrate Council publications.

Funding Priorities

In line with the *Towards 2025 Community Plan*, funding is available for Heritage Conservation Grants that:

a. Contribute to Community Life by:

- Celebrating multicultural and indigenous heritage; and/or
- Foster and encourage greater public awareness and appreciation of heritage sites, and people of local significance.

b. Contribute to City Prosperity by:

- Supporting the development and growth of local businesses and jobs.
Where all other factors are equal, preference will be given to projects that utilise the skills of suitably qualified local tradespeople.
- Enhancing and promoting the distinctive identity of West Torrens, and the attractions of key localities in the city.
At the time of promoting the annual funding round, the grant administrator may nominate key localities to be given priority in that funding year to align with economic development and tourism priorities of the Council.
- Facilitating the revitalisation of key sites and transport corridors into and within the city.
Preference may be given to grants that provide for the repair and/or maintenance of neighbouring or co-located properties that contribute to Council's 'City Prosperity' priorities.

c. Contribute to Built Environment by:

- Conserving areas of high character value (*where this coincides with heritage value*).

d. Contribute to Natural Environment:

- It is recognised that the maintenance and protection of heritage buildings contributes to environmental sustainability through reduced ecological impact, by retaining embedded carbon in existing buildings. In addition, the retention of heritage buildings often prevents increased densities through limiting additional subdivisions, thereby saving existing trees in the streetscape and on private land.

4. Ineligible applications

Projects are considered ineligible if they:

- 4.1. Are deemed unnecessary to maintain the heritage "Elements of Value".
- 4.2. Relate to works that do not require specialist heritage trade knowledge or techniques.
- 4.3. Relate to works that do not have any relevant planning or building approval (if required) or have been refused planning or building consent.
- 4.4. Seek purely to make financial profits or undertake commercial activities.
- 4.5. Are considered the primary role or responsibility of another level of government.
- 4.6. Seek funding for salaries, for an owner-builder.
- 4.7. Seek funding for projects which have already commenced, or been completed prior to the grant submission being lodged.
- 4.8. Seek funding for large capital expenditure – i.e. purchase or lease of major equipment to undertake repair and maintenance.

5. **Assessment of applications**

All applications will be assessed against these guidelines and applicants will be notified in writing of the outcome of their application within 16 weeks of their application.

Assessment for **Heritage Conservation Grants** will be scored in the following manner:

No.	Consideration	Weighting
1	The application clearly identifies positive outcomes across two or more of the strategy target areas (Community Life, City Prosperity, Built Environment, Natural Environment) as outlined in the Community Plan and specifically demonstrates consideration of: <ul style="list-style-type: none"> • Multicultural or Indigenous heritage and/or people of local significance. • Support for development and growth of local businesses and jobs. • Environmental sustainability 	25%
2	The application outlines matched funding (compulsory), which in limited cases may include in-kind support.	10%
3	The relevant conservation work will be observable from the streetscape and contribute to the community's ability to appreciate heritage in our Council area.	15%
4	The project clearly identifies consideration of how community members will be engaged in the process, or results, of the repair/restoration/conservation.	15%
5	The application outlines a plan for the project works – including timeline, relevant approvals, consideration of risk, and innovation (where relevant).	15%
6	The application outlines what measures will be used to evaluate whether it has been successful in achieving the stated outcome/s – includes both qualitative and quantitative measures.	10%
7	The situation is urgent due to structural and safety concerns.	10%
Total		100%

6. Accountability

City of West Torrens will reimburse successful applicants at the completion of works, after an inspection is conducted and proof of expenditure is received. All successful applicants will be required to provide photographic evidence and a short written report of all outcomes of the project funded by Council.

Reports must be accompanied by a copy of the invoice for services and relevant receipts.

7. General requirements

- In the event that a project does not go ahead for whatever reason, grant funding is required to be returned to council.
- Applicants may only receive one type of grant funding per financial year. Individuals and organisations that have not fulfilled reporting obligations on grants provided through Council's other grants programs may be rendered ineligible for Heritage Conservation Grants.
- Financial remittance forms must be completed within six weeks of the building work being completed unless otherwise negotiated.
- Applicants must ensure that tradespersons undertaking the work hold a current ABN and relevant insurances.
- Applications must be completed in full or they will not be accepted.
- Applications will be called for at least once a year, and applicants will be advised of the outcome of their application within 16 weeks of the advertised deadline for submissions.
- Council will not be responsible for any expenses incurred by an applicant in preparing their application or as a result of an applicant anticipating approval of their application.
- Approval of applications is subject to annual budgetary limitations.

8. Grant amounts

- A project must cost more than \$2,000 to be eligible for a Heritage Conservation Grant. A minimum of two quotes from suitably qualified tradespersons must be provided to verify the estimate.
- A maximum grant of up to 50% of the cost of the work will be available, up to \$2,000 per eligible property. For example, a project that costs \$3,000 will be eligible to receive a grant of up to \$1,500. Projects that costs more than \$4,000 are eligible to receive a grant of up to a maximum of \$2,000.

9. Further information

For further information or assistance, please contact:

City Strategy Team
Phone: 8416 6333

7.8 Rainwater Rebate Summary Report

Brief

This report provides a summary of the 2016/17 Rainwater Rebate Program and a recommendation to include rainwater rebates within a broadened Green Initiatives Rebate Program.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The rainwater rebates continue to be provided in 2017/18 using the same criteria as the 2016/17 program.
2. The rain water rebates be incorporated into a broader green initiatives program pending further investigation of residential rebates for a broader variety of green initiatives.

Introduction

At its meeting 18 August 2016 Council resolved to expand the Rainwater Rebate Program by:

- Increasing the rebate amount per tank size; and
- Expanding the eligible tank sizes to include 1,000 - 1,999 litres.

The 2016/17 rebates are summarised below:

Rebate	2016/17 Rebate funding	Tank Size Conditions
Rainwater Tank Rebate	\$50	1,000 - 1,999 litres
Rainwater Tank Rebate	\$300	2,000 - 4,999 litres
Rainwater Tank Rebate	\$400	5,000 - 9,999 litres
Rainwater Tank Rebate	\$500	10,000 + litres
New Home or Extension	\$200 for plumbing into a second outlet, in addition to an applicable rainwater tank rebate	2,000+ litres
Planter Box Raingarden Rebate	\$500	N/A

Discussion

Summary of the 2016/17 Rainwater Rebate Program

As of June 2017, there have been 32 successful applications, totalling \$10,800 in rebates provided to the community and resulting in the capture of 158,907 litres of rainwater available for reuse. This take up is higher than the previous year as summarised in the table below:

	2015/16	2016/17	% Increase
No of applicants	20	32	60
Litres captured for reuse	89,600	158,907	77
Funds allocated	3,377	10,800	220

A percentage breakdown of applicants against the rebate criteria and the spent budget is provided below. Please note that the summary reflects the size of the tank purchased and installed but does not itemise applications for the new home or extension rebate of \$200.

2016/17 Rebate funding	Tank Size Conditions	How many applicants	% of Total Applicants
\$50	1,000 - 1,999 litres	3	9
Up to \$300	2,000 - 4,999 litres	17	53
Up to \$400	5,000 - 9,999 litres	7	22
Up to \$500	10,000 + litres	5	16

Given the success of the program in 2016/17, it is recommended that the rainwater rebates continue to be provided in 2017/18 using the same criteria as the 2016/17 program.

Option to include rainwater rebates within a broadened Green Initiatives Rebate Program

During the course of the year, interest was expressed in broadening the Rainwater Rebate Program to become a Green Initiatives Rebate Program. This broadened program would combine the current Rainwater Rebate Program, including its current criteria, with rebates for domestic level generation and storage of solar power amongst other things.

Staff have undertaken research into a range of options based on existing programs being delivered at other Councils and as a result of recent sustainability planning such as AdaptWest and Urban Heat Mapping.

It is recommended that pending further investigation, the rain water rebates be incorporated into a broader green initiatives program.

Conclusion

The 2016/17 rainwater rebates program received 32 successful applicants resulting in \$10,800 being provided in rebates to the community and resulting in the capture of 158,907 litres of rainwater available for reuse.

Given the success of the program for 2016/17, it is recommended that the rainwater rebates continue to be provided in 2017/18 using the same criteria as the 2016/17 program but be considered for inclusion in a Green Initiatives Program currently under development.

Attachments

Nil

8 OUTSTANDING REPORTS / ACTIONS

9 OTHER BUSINESS

10 CONFIDENTIAL

Nil

11 NEXT MEETING

22 August 2017, 6.00pm in the Mayor's Reception Room.

12 MEETING CLOSE