

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

CITY ADVANCEMENT AND PROSPERITY GENERAL COMMITTEE

Members: Councillor C O'Rielly (Presiding Member), Mayor M Coxon
Councillors: E Papanikolaou, K McKay, S Tsiaparis, D Wilton, G Nitschke, J Wood

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, 23 APRIL 2019
at 6.00pm

Terry Buss PSM
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.

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1 MEETING OPENED**1.1 Evacuation Procedures****2 PRESENT****3 APOLOGIES****Apologies****Committee Members:**

Mayor Michael Coxon

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 City Advancement and Prosperity General Committee held on 26 February 2019 be confirmed as a true and correct record.

6 COMMUNICATION BY THE CHAIRPERSON**7 OUTSTANDING REPORTS / ACTIONS**

Nil

8 REPORTS OF THE CHIEF EXECUTIVE OFFICER

8.1 Community Grants March to April 2019

Brief

This report presents the community, equipment and sponsorship grant applications received since the 5 March 2019 meeting of Council.

RECOMMENDATION(S)

The Committee recommends to Council that the following grants be approved:

1. Equipment Grant of \$3,000 to the Greeks of Egypt & Middle East Society of SA.
2. Equipment Grant of \$2,000 to the National Servicemen's Association - SA Branch.
3. Involving Women in Sports Grant of \$3,000 to the Adelaide Baseball Club.

Introduction

Council's Community Grants Program provides funding to eligible groups, organisations and individuals to support community projects and initiatives that are in line with Council's Community Plan. The community grants program comprises community grants, community equipment grants, sponsorship and junior development grants.

Council approved a budget for the 2018/19 community grants program of \$121,000. In addition, the \$100,000 which was placed in reserves, as part of the March 2018 budget review, was reinstated at the September 2018 budget review resulting in a total Community Grants budget of \$221,000 for the 2018/19 financial year.

Grant applications are received all year round and this report presents those three (3) grant applications received since the 5 March 2019 meeting of Council.

Discussion

The maximum funding amounts per each grant of the program are as follows:

Community Grant	\$5,000
Sponsorships	\$5,000
Community Equipment Grants	\$3,000
Women in Sports Grants	\$3,000
Junior Development Grants	\$500

The table below details a summary of three (3) grant applications received since the 5 March 2019 meeting of Council, along with;

- the name of the group/organisation seeking a grant or sponsorship;
- the amount requested;
- grant applications previously approved by Council; and
- the assessment recommendations of the Administration:

The full applications are included in **Attachment 1**.

	Organisation/Community Group	Grant Request	Requested Amount	Previous applications	Recommendation That:
	EQUIPMENT GRANTS (Maximum \$3,000)				
1	Greeks of Egypt & Middle East Society of SA <i>Not-For-Profit cultural community group based in Keswick.</i>	Replacement of 40 year old barbeque grill and stand. Replacement of kitchen tiles and splashback. The total cost is \$6,590. <i>Located within CWT.</i>	\$5,000	Nil	\$3,000 equipment grant be approved <i>The maximum equipment grant be approved rather than community grant as the application is for equipment.</i>
2	National Servicemen's Association - SA Branch <i>Not-For-Profit veteran's Association for veterans based in Keswick.</i>	Towards purchase of 2 new laptop computers for record keeping and communications. Total cost of event is \$2,500. <i>Located within CWT.</i>	\$2,000	Nil	\$2,000 equipment grant be approved <i>Equipment grant be approved rather than community grant as the application is for equipment.</i>
Total \$ Equipment Grants Recommended for Approval					\$5,000
	INVOLVING WOMEN IN SPORTS GRANTS (Maximum \$3,000)				
3	Adelaide Baseball Club <i>Sporting Club based in Plympton.</i>	Towards purchase of equipment for expansion of women's baseball program. <i>Baseball club located in CWT, open to residents of CWT.</i>	\$5,000	2017/18 - \$3,000 equipment grant.	\$3,000 Women in Sports grant be approved <i>Equipment grant be approved rather than community grant as the application is for equipment.</i>
Total \$ Involving Women in Sports Grants for Approval					\$3,000
Total \$ all grants recommended for approval - April 2019					\$8,000

Since 1 July 2018, a total of \$87,070 community grant program funds and \$15,900 junior development grants have been disbursed, with \$8,155 more approved but not yet dispersed (awaiting invoices from the organisations/groups) (**Attachment 2**). As such, a total of **\$90,956** is available for disbursement during the remainder of the 2018/19 financial year.

If the above grant applications of \$8,000 are approved by Council, the budget remaining for future disbursement will be \$82,956.

Conclusion

This report presents those three community grant applications received since 5 March 2019, for Council's consideration and approval.

Attachments

1. **Community Grant Applications March to April 2019**
2. **Community Grants Expenditure Summary 2018/19**

Community Grants 18-19

Community Grants

Application CG000171819 From Greeks of Egypt & Middle East Society of SA

Eligibility and Contact Details

* indicates a required field

Applicants: please note

An online application to our grants program is an acceptance that the applicant agrees to the City of West Torrens conditions for any grant approval.

Incomplete applications and/or applications received after the activity/event date will not be considered.

Privacy Notice

City of West Torrens pledges to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the Privacy Act 1988 and amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012. To view our privacy statement, go to [City of West Torrens - Privacy](#)

Applicant Organisation Details

Applicant organisation name *

Greeks of Egypt & Middle East Society of SA

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Primary (physical) address *

56 Richmond Rd

Keswick SA 5035

Must be an Australian postcode.

If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

Postal address (if different to above)

56 Richmond Rd

Keswick SA 5035

Applicant website

If available. Must be a URL

Primary contact person *

Mrs Liberty Bacaloglou

This is the person we will correspond with about this grant

Position held in organisation *

President

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

08 8366 1500

Community Grants 18-19

Community Grants

Application CG000171819 From Greeks of Egypt & Middle East Society of SA

Back-up phone number

Fax number

If applicable

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

Organisation Details

* indicates a required field

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

We are a community based organisation we meet every Tuesdays and Sundays offering lunch, bingo for our members, family and friends to have a social gathering with all so they won't feel isolated at home and be amongst people to talk with and have some fun.

Must be no more than 100 words.

Does your organisation have an ABN? *

☒ Yes ☐ No

ABN *

91 813 950 339

Information from the Australian Business Register

ABN	91 813 950 339
Entity name	Greeks Of Egypt And Middle East Society Of South Australia Incorporate
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	5035 SA

Information current as at 12:00am today

Must be an ABN

What type of not-for-profit organisation are you?

Community Grants 18-19

Community Grants

Application CG000171819 From Greeks of Egypt & Middle East Society of SA

- | | |
|--|---|
| <input type="radio"/> Educational institution (includes pre-schools, schools, universities & higher education providers) | <input type="radio"/> Professional association |
| <input type="radio"/> Religious or faith-based institution | <input type="radio"/> Healthcare not-for-profit |
| <input type="radio"/> Philanthropic organisation | <input type="radio"/> Community group |
| <input type="radio"/> Peak body | <input type="radio"/> Political party / lobby group |
| <input type="radio"/> Social enterprise | <input type="radio"/> Research body |
| <input type="radio"/> International NGO | <input checked="" type="radio"/> General not-for-profit (i.e. none of the sub-types listed above) |

Please choose the option that best applies to your organisation.

What is your organisation's annual revenue?

- | | |
|--|---|
| <input checked="" type="radio"/> Less than \$50,000 | <input type="radio"/> \$1 million or more, but less than \$10 million |
| <input type="radio"/> \$50,000 or more, but less than \$250,000 | <input type="radio"/> \$10 million or more, but less than \$100 million |
| <input type="radio"/> \$250,000 or more, but less than \$1 million | <input type="radio"/> \$100 million or more |

Your revenue includes grants, donations, and other fundraising activities, fees for services, sale of goods, interest, royalties and in-kind donations that have been included in your accounts as 'revenue'. The Australian Charities and Not-for-profits Commission (ACNC) has more detailed information here: www.acnc.gov.au/ACNC/Manage/Reporting/SizeRevenue/ACNC/Report/SizeRevenue.aspx

What is your organisation's legal structure?

- | | |
|--|---|
| <input type="radio"/> Unincorporated association | <input type="radio"/> Organisation established through specific legislation |
| <input checked="" type="radio"/> Incorporated association | <input type="radio"/> Trust |
| <input type="radio"/> Cooperative | <input type="radio"/> Unknown |
| <input type="radio"/> Company limited by guarantee | <input type="radio"/> Other: |
| <input type="radio"/> Indigenous corporation, association or cooperative | |

If your organisation is unincorporated it must have an auspice organisation

Project Details

* indicates a required field

Project title: *

Kitchen Renovations

Provide a name for your project/program/initiative. Your title should be short but descriptive

Anticipated start date *

30/04/2019

If unknown, provide your best guess or leave blank

Anticipated end date

07/05/2019

If unknown, provide your best guess or leave blank

Community Grants 18-19

Community Grants

Application CG000171819 From Greeks of Egypt & Middle East Society of SA

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

replace the 40 year old grill on the bbq and stand also replace the wall tiles with a stainless steel flashbacks

Must be no more than 150 words.

How does your project align to the strategic priorities of Council as outlined by the Community Plan? *

not applicable

Must be no more than 150 words.

To refer to the City of West Torrens Community Plan go to <https://indd.adobe.com/view/cdf238c2-6408-493c-b378-4e81069d4783>

Does this application respond to one or more of the program priority areas? *

yes

Must be no more than 150 words.

For Program Priority areas, refer to Page 2 of the Guidelines for City of West Torrens Grants and Sponsorships.

How does your project demonstrate innovation? Is there evidence and/or a clear reason for why it has been developed? *

yes for safer working environment in the kitchen

Must be no more than 150 words.

How do you plan to engage the groups you are targeting for this project? *

safer working environment for everyone volunteering in the kitchen

Must be no more than 150 words.

Do you have a plan for how your project will be delivered? Does your plan consider risks involved, and how you will work with partner organisations (if applicable)? *

not applicable

Must be no more than 150 words.

Reporting your success

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

when we receive our grant and do our renovations

Must be no more than 150 words.

Will the project be carried out in partnership with other relevant organisations? *

☐ Yes

☒ No

What will the grant funds be spent on?

Equipment (specify)	Materials (specify)	Other (specify)
BBQ Grill and splashbacks	grill and new splashbacks	not applicable

Community Grants 18-19

Community Grants

Application CG000171819 From Greeks of Egypt & Middle East Society of SA

What is the total cost of the proposed purchases? *

\$6,590.00

Must be a dollar amount.

What is the amount sought from Council? *

\$5,000.00

Must be a dollar amount.

What is the amount to be funded by your organisation? *

\$1,590.00

Must be a dollar amount.

Publicity and Promotion

How will you promote your project, initiative or resource? *

- | | | |
|---|---|---|
| <input type="checkbox"/> Signage | <input type="checkbox"/> Email distribution | <input type="checkbox"/> Network Meetings |
| <input type="checkbox"/> Official Launch | <input type="checkbox"/> Flyers | <input type="checkbox"/> Social Media |
| <input checked="" type="checkbox"/> Newsletters | <input type="checkbox"/> Letterbox Drop | <input type="checkbox"/> Other: |

Documentation checklist and further information

Attached is:**Supporting documents that may be appropriate (maximum of two pages)**

Filename: BBQ Greeks of Egypt.PDF

File size: 17.0 kB

Maximum 25mb, recommended size no bigger than 5mb

Three quotes for purchases of any items more than \$1000

Filename: Splashbacks-Greeks of Egypt.PDF

File size: 37.3 kB

Maximum 25mb, recommended size no bigger than 5mb

Previous Grants received from Council

If applicable, please list all grants received from the City of West Torrens in the past three years.

Amount	Date received	Project, initiative or resource
5000	2017	Solar Pannels

Community Grants 18-19

Community Grants

Application CG000171819 From Greeks of Egypt & Middle East Society of SA

Certification and Feedback

* indicates a required field

Certification

I certify that to the best of my knowledge the statements made within this application are true and correct.

I also confirm that I have read and understood the conditions for funding as outlined in the Guidelines for City of West Torrens Grants and Sponsorships and accept and agree to abide by the conditions therein.

I also accept and agree to abide by any additional conditions outlined in any approval letter.

I agree *☒ Yes ☐ No**Name of authorised person ***

Mrs Liberty Bacaloglou

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

President

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

08 836 20 000

Must be an Australian phone number.

Mobile number

08 836 20 000

Contact Email *greeksofegypt10@tpg.com.au

Must be an email address.

Date *

03/03/2019

Must be a date

Applicant Feedback

You are nearing the end of the application process.

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

This section is not mandatory

Please indicate how you found the online application process:

☐ Very easy ☐ Easy ☒ Neutral ☐ Difficult ☐ Very difficult

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

CTPL NOMINEES PTY LTD

Page 1 of 1

3A BRANDWOOD ST
 ROYAL PARK, SA 5014
 TEL: (08) 8447 3999
 FAX: (08) 8240 4670
 ABN: 86 060 413 596

Quote

INVOICE NO	DATE
12004210	5/02/2019

BILL TO
GREEKS OF EGYPT AND MIDDLE EAST SOCEITY INC 56 RICHMOND ROAD KESWICK SA 5035 E: greeksofegypt10@tpg.com.au

SHIP TO
EX CTPL (DELIVERY CAN BE ARRANGED AT COST)

QTY	DESCRIPTION	UNIT PRICE	TOTAL	GST
1	ITEM 1: FED MODEL: RGT-48 1200mm WIDE FOUR BURNER GRIDDLE INCLUDING STAND	\$3,150.00	\$3,150.00	\$315.00

PAYMENT TERMS: 40% DEPOSIT REQUIRED ON ORDER BALANCE PRIOR TO DISPATCH CTPL BANK DETAILS: BSB: 105 142 ACC: 037 468 540 - QUOTATIONS VALID FOR 30 DAYS FROM DATE OF ISSUE UNLESS OTHERWISE STATED -	Subtotal	\$3,150.00
	Freight	\$0.00
	Tax	\$315.00
	Total Amount	\$3,465.00
	Amount Received	\$0.00
	Balance Due	\$3,465.00



ALLSHAPES SHEETMETAL & CLADDING SERVICES PTY LTD

ABN: 79 066 433 949

41 Orsmond Street HINDMARSH SA 5007

T: (08) 8346 0299 F: (08) 8346 8366

Ref: 6528

18th February 2019

Greeks of Egypt & Middle East Society of South Australia Inc.
56 Richmond Road
KESWICK SA 5035

Attention: Jim

Dear Sir,

Re: SS Items

Thank you for the opportunity to quote for this work.

We take pleasure in submitting our prices for the Manufacture and Installation of the following: -

- 1) SS Splashback, 3800mm across back under the canopy and down 1200mm. In two sections 1 x Side Panel @ 1200mm High x 900mm, with folds notched around pipe.

Price: \$1,840.00 (One thousand, eight hundred and forty dollars) – **Excluding GST**

- 2) 1 - SS Cabinet, 445mm x 440mm x 210mm / x drawer depth 125mm, as per existing size on site, which will also include 4 - Drawer Cabinet and SS Top.

Price: \$1,600.00 (One thousand, six hundred dollars) – **Excluding GST**

Our current lead time is approximately **5 - 7 Weeks** from order confirmation, subject to materials and our work load at that time.

To accept this quotation, please fax or email an official purchase order, or sign and date this quotation and fax to (08) 8346 8366, or mick@allshapesmetal.com.au

These prices will remain firm for a period of 30 (thirty) days from the date of this quotation and thereafter may be subject to labour and/or material price variations.

We hope the above meets with your approval. If you have any queries regarding this work, please contact us at your convenience.

Yours faithfully

**ALLSHAPES SHEETMETAL
& CLADDING SERVICES PTY LTD**

Per:

Mick O'Brien

- * Unless stated, the above price assumes all work to be carried out during normal working hours, 7.30am to 4.00pm Monday to Thursday, and 7.30am to 1.30pm Friday.
- * New customers - We will require a 50% deposit plus GST, and balance upon completion. Existing customers - thirty days from E.O.M. Invoice.
- * If payment is not received by our terms of payment we may at our discretion charge 0.03% Interest per day until the account is paid in full.
- * If arranged access to work area is delayed, there may be a variation to our quoted price.
- * It remains the client's responsibility to accept and / or confirm that the materials / design are suitable for the intended process.
- * Goods remain the property of Allshapes until paid for in full.

Quote Accepted:

Print Name:.....

Signature:.....

Purchase Order#:.....

Date:/...../.....

Community Grants 18-19

Community Grants

Application CG000151819 From National Servicemen's Association. SA Branch

Eligibility and Contact Details

* indicates a required field

Applicants: please note

An online application to our grants program is an acceptance that the applicant agrees to the City of West Torrens conditions for any grant approval.

Incomplete applications and/or applications received after the activity/event date will not be considered.

Privacy Notice

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Applicant Organisation Details

Applicant organisation name *

National Servicemen's Association. SA Branch

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Primary (physical) address *

41 Surrey Rd

Keswick SA 5035

Must be an Australian postcode.

If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

Postal address (if different to above)

PO Box 826

Marleston SA 5033

Applicant website

<http://www.nashossa.org.au>

If available. Must be a URL

Primary contact person *

Mr Barry Presgrave. OAM, JP

This is the person we will correspond with about this grant

Position held in organisation *

State President

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

Community Grants 18-19

Community Grants

Application CG000151819 From National Servicemen's Association. SA Branch

Back-up phone number

(08) 8178 0775

Fax number

If applicable

Primary contact person's email address *

au

This is the address we will use to correspond with you about this grant.

Organisation Details

* indicates a required field

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

Association to assist National Service veterans grow old gracefully. Assistance with social activities and welfare. This organisation has been in place for more than 30 years and is nationally recognized as the second largest ex service organization next to the R.S.L. across the Australia continent. We act for the some 300,000 young men conscripted into service for war between 1951 and 1972, with branched in each state and many sub branches attached to the state branches. With a growing age problem, now average 80 years demands on the associations welfare and counseling system is in high demand in all areas.

Must be no more than 100 words.

Does your organisation have an ABN? *

☒ Yes ☐ No

ABN *

52 184 134 513

Information from the Australian Business Register	
ABN	52 184 134 513
Entity name	National Servicemen's Association of Australia - SA Branch Incorporated
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	5035 SA
Information current as at 12:00am yesterday	
Must be an ABN	

Community Grants 18-19

Community Grants

Application CG000151819 From National Servicemen's Association. SA Branch

What type of not-for-profit organisation are you?

- | | |
|--|---|
| <input type="radio"/> Educational institution (includes pre-schools, schools, universities & higher education providers) | <input type="radio"/> Professional association |
| <input type="radio"/> Religious or faith-based institution | <input type="radio"/> Healthcare not-for-profit |
| <input type="radio"/> Philanthropic organisation | <input type="radio"/> Community group |
| <input type="radio"/> Peak body | <input type="radio"/> Political party / lobby group |
| <input type="radio"/> Social enterprise | <input type="radio"/> Research body |
| <input type="radio"/> International NGO | <input checked="" type="radio"/> General not-for-profit (i.e. none of the sub-types listed above) |

Please choose the option that best applies to your organisation.

What is your organisation's annual revenue?

- | | |
|--|---|
| <input checked="" type="radio"/> Less than \$50,000 | <input type="radio"/> \$1 million or more, but less than \$10 million |
| <input type="radio"/> \$50,000 or more, but less than \$250,000 | <input type="radio"/> \$10 million or more, but less than \$100 million |
| <input type="radio"/> \$250,000 or more, but less than \$1 million | <input type="radio"/> \$100 million or more |

Your revenue includes grants, donations, and other fundraising activities, fees for services, sale of goods, interest, royalties and in-kind donations that have been included in your accounts as 'revenue'. The Australian Charities and Not-for-profits Commission (ACNC) has more detailed information here: www.acnc.gov.au/ACNC/Manage/Reporting/SizeRevenue/ACNC/Report/SizeRevenue.aspx

What is your organisation's legal structure?

- | | |
|--|---|
| <input type="radio"/> Unincorporated association | <input type="radio"/> Organisation established through specific legislation |
| <input checked="" type="radio"/> Incorporated association | <input type="radio"/> Trust |
| <input type="radio"/> Cooperative | <input type="radio"/> Unknown |
| <input type="radio"/> Company limited by guarantee | <input type="radio"/> Other: |
| <input type="radio"/> Indigenous corporation, association or cooperative | |

If your organisation is unincorporated it must have an auspice organisation

Project Details

* indicates a required field

Project title: *

Professional management & record keeping

Provide a name for your project/program/initiative. Your title should be short but descriptive

Anticipated start date *

01/07/2019

Anticipated end date

01/01/2030

Community Grants 18-19

Community Grants

Application CG000151819 From National Servicemen's Association. SA Branch

If unknown, provide your best guess or leave blank If unknown, provide your best guess or leave blank

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

We wish to purchase 3 X laptop computers for use by the executive members to allow us to keep updated with the required law and responsibilities our ex- service organisation. Current desktop computers are dated and cannot be portable for meetings & interstate commitments.

Must be no more than 150 words.

How does your project align to the strategic priorities of Council as outlined by the Community Plan? *

We are an ex service organisation providing welfare & counselling to veterans who served as National Servicemen between 1951-1972. Others who served in uniform are members of our organisation, which is Australia wide. Our priority is our members welfare and health. The aging process has made our members needs very important, as the average is close to 80 years. Many members live in or close to the council boundaries, but our main membership revolves around our Surrey Road Keswick. HQ.

Must be no more than 150 words.

To refer to the City of West Torrens Community Plan go to <https://indd.adobe.com/view/cdf238c2-6408-493c-b378-4e81069d4783>

Does this application respond to one or more of the program priority areas? *

Yes. Mainly as a community group of veterans who have needs both physically & mentally following their service in the Defence Forces.

Must be no more than 150 words.

For Program Priority areas, refer to Page 2 of the Guidelines for City of West Torrens Grants and Sponsorships.

How does your project demonstrate innovation? Is there evidence and/or a clear reason for why it has been developed? *

Modern communication is mandatory if we are to keep up with technology pertaining to the needs of our members and the ever changing rules that the veteran community has dictated to them by Government.. DVA (Dept. Veteran Affairs) are currently being examined by the Productivity Council as to the future care & well being of veterans generally. Our organisation is one of a group of 8 ESOs who recently gave evidence before the Commissioners on this subject. Portability of the many documents required in this & other future hearings is essential for professionalism.

Must be no more than 150 words.

How do you plan to engage the groups you are targeting for this project? *

The President, Secretary & Treasurer who are the main leaders of the organisation will be able to keep professionally updated in maintaining records needed to keep the organisation viable & informed

at both local and national level.

Must be no more than 150 words.

Do you have a plan for how your project will be delivered? Does your plan consider risks involved, and how you will work with partner organisations (if applicable)? *

The purchase of the laptop computers has no risks attached. The needs of the Association can only benefit from modern equipment being used in the communication fields that are so essential.

Community Grants 18-19

Community Grants

Application CG000151819 From National Servicemen's Association. SA Branch

Must be no more than 150 words.

Reporting your success

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

Keeping up with technology is a requirement of modern society. We cannot be left behind if we are to serve our Association & members.

Must be no more than 150 words.

Will the project be carried out in partnership with other relevant organisations? *

☐ Yes ☒ No

What will the grant funds be spent on?

Equipment (specify)	Materials (specify)	Other (specify)
Portable lap top computers	carry bags as applicable	software as applicable

What is the total cost of the proposed purchases? *

\$2,500.00

Must be a dollar amount.

What is the amount sought from Council? *

\$2,000.00

Must be a dollar amount.

What is the amount to be funded by your organisation? *

\$1,000.00

Must be a dollar amount.

Publicity and Promotion

How will you promote your project, initiative or resource? *

- | | | |
|---|---|--|
| <input type="checkbox"/> Signage | <input type="checkbox"/> Email distribution | <input checked="" type="checkbox"/> Network Meetings |
| <input type="checkbox"/> Official Launch | <input type="checkbox"/> Flyers | <input type="checkbox"/> Social Media |
| <input checked="" type="checkbox"/> Newsletters | <input type="checkbox"/> Letterbox Drop | <input type="checkbox"/> Other: |

Documentation checklist and further information

Attached is:

Supporting documents that may be appropriate (maximum of two pages)

Community Grants 18-19

Community Grants

Application CG000151819 From National Servicemen's Association. SA Branch

No files have been uploaded

Maximum 25mb, recommended size no bigger than 5mb

Three quotes for purchases of any items more than \$1000

*No files have been uploaded *each item is worth less than \$1,000.*

Maximum 25mb, recommended size no bigger than 5mb

Previous Grants received from Council

If applicable, please list all grants received from the City of West Torrens in the past three years.

Amount	Date received	Project, initiative or resource

Certification and Feedback

* indicates a required field

Certification

I certify that to the best of my knowledge the statements made within this application are true and correct.

I also confirm that I have read and understood the conditions for funding as outlined in the Guidelines for City of West Torrens Grants and Sponsorships and accept and agree to abide by the conditions therein.

I also accept and agree to abide by any additional conditions outlined in any approval letter.

I agree *

☒ Yes ☐ No

Name of authorised person *

Mr Barry Presgrave. OAM, JP
Must be a senior staff member, board member or appropriately authorised volunteer

Position *

President
Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

Mobile number

Contact Email *

Must be an email address.

Community Grants 18-19

Community Grants

Application CG000151819 From National Servicemen's Association. SA Branch

Date *

20/03/2019

Must be a date

Applicant Feedback

You are nearing the end of the application process.

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

This section is not mandatory

Please indicate how you found the online application process:

☐ Very easy ☒ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

Women In Sports Grants 18-19

Women In Sports application

Application WISG000041819 From Adelaide Baseball Club inc.

Eligibility and Contact Details

* indicates a required field

Applicants: please note

An online application to our grants program is an acceptance that the applicant agrees to the City of West Torrens conditions for any grant approval.

Incomplete applications and/or applications received after the activity/event date will not be considered.

Privacy Notice

City of West Torrens pledges to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the Privacy Act 1988 and amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012. To view our privacy statement, go to [City of West Torrens - Privacy](#)

Applicant Organisation Details

Applicant organisation name *

Adelaide Baseball Club inc.

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Primary (physical) address *

Urrbrae Terrace

Plympton SA 5038

Must be an Australian postcode.

If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

Postal address (if different to above)

PO Box 611

Marleston Business Centre

Maleston SA 5033

Applicant website

<http://www.adelaideangelsbaseball.com.au>

If available. Must be a URL

Primary contact person *

Mr Dion Thiele

This is the person we will correspond with about this grant

Position held in organisation *

Vice President

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

Women In Sports Grants 18-19

Women In Sports application

Application WISG000041819 From Adelaide Baseball Club inc.

Back-up phone number

Fax number

If applicable

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

Organisation Details

* indicates a required field

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

The Adelaide Baseball Club, established in 1908, is one of the oldest baseball clubs in the Baseball SA League and has a wealth of history and tradition. Our home base is Weigall Oval in Plympton.

Adelaide Baseball Club participates in the South Australian Baseball League, this season fielding 9 teams in the senior grades, 1 womens team and 9 teams in the junior grades. We are also very active in developing baseball with our Friday night t-ball sessions involving 25 players.

Must be no more than 100 words.

Does your organisation have an ABN? *

☒ Yes ☐ No

ABN *

83 519 770 383

Information from the Australian Business Register

ABN	83 519 770 383
Entity name	The Adelaide Baseball Club
ABN status	Active
Entity type	Other Unincorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	5038 SA

Information current as at 12:00am yesterday

Must be an ABN

Women In Sports Grants 18-19

Women In Sports application

Application WISG000041819 From Adelaide Baseball Club inc.

What type of not-for-profit organisation are you?

- ☐ Educational institution (includes pre-schools, schools, universities & higher education providers)
- ☐ Religious or faith-based institution
- ☐ Philanthropic organisation
- ☐ Peak body
- ☐ Social enterprise
- ☐ International NGO
- ☐ Professional association
- ☐ Healthcare not-for-profit
- ☒ Community group
- ☐ Political party / lobby group
- ☐ Research body
- ☐ General not-for-profit (i.e. none of the sub-types listed above)

Please choose the option that best applies to your organisation.

What is your organisation's annual revenue?

- ☐ Less than \$50,000
- ☒ \$50,000 or more, but less than \$250,000
- ☐ \$250,000 or more, but less than \$1 million
- ☐ \$1 million or more, but less than \$10 million
- ☐ \$10 million or more, but less than \$100 million
- ☐ \$100 million or more

Your revenue includes grants, donations, and other fundraising activities, fees for services, sale of goods, interest, royalties and in-kind donations that have been included in your accounts as 'revenue'. The Australian Charities and Not-for-profits Commission (ACNC) has more detailed information here: www.acnc.gov.au/ACNC/Manage/Reporting/SizeRevenue/ACNC/Report/SizeRevenue.aspx

What is your organisation's legal structure?

- ☐ Unincorporated association
- ☒ Incorporated association
- ☐ Cooperative
- ☐ Company limited by guarantee
- ☐ Indigenous corporation, association or cooperative
- ☐ Organisation established through specific legislation
- ☐ Trust
- ☐ Unknown
- ☐ Other:

If your organisation is unincorporated it must have an auspice organisation

Grant Details

* indicates a required field

How does your project align to the strategic priorities of Council as outlined by the Community Plan? *

This project will allow the Adelaide Baseball Club another avenue to build stronger relationships with the community.

Historically, baseball has been a male dominated sport in terms of active participation. Baseball SA has established a league for women and girls to play which is expanding year on year. The Adelaide Baseball Club entered it's first team two years ago which has generated a huge amount of support and interest within our club. We now have a number of

Women In Sports Grants 18-19

Women In Sports application

Application WISG000041819 From Adelaide Baseball Club inc.

girls joining the sport in our junior ranks. The club has set a goal of entering a second team in to the women's competition and hopes to field a junior girls team in the coming years. The women in sport grant will allow women in the community to participate in playing Baseball by reducing the barriers to entry through the availability of coaching and equipment.

Must be no more than 150 words.

To refer to the City of West Torrens Community Plan go to <https://indd.adobe.com/view/cdf238c2-6408-493c-b378-4e81069d4783>

Does this application respond to one or more of the program priority areas? *

Yes, the application responds to Sporting, and recreational programs and facilities that provide a range of activities for all ages and capabilities.

With girls now playing our sport from T-Ball to our senior women we are seeking to encourage and engage the community in a broad sense, it is a sport for everyone.

Must be no more than 150 words.

For Program Priority areas, refer to Page 2 of the Guidelines for City of West Torrens Grants and Sponsorships.

How does your project demonstrate innovation? *

The purchase of equipment will allow for current, compliant equipment to be used by the participants that join the Adelaide Baseball Club.

Adelaide Baseball Club will continue to run come 'n' try sessions through vacation library activities as well as in school baseball clinics which will attract female players to the club in addition to encouraging parents of juniors to play baseball.

This approach has resulted in an inaugural women's team 2 season ago and the result on senior and junior teams in the past is hoped to carryover in to attracting women and girls to playing in the sport and at our club.

Must be no more than 150 words.

How do you plan to engage the target groups this project is for? *

The target groups include:

- females within the community
- parents of existing junior members

These groups will be engaged through advertising in schools, running school coaching clinics, participating in school holiday programs through the council as well as at vacation care centres. In addition to this we are encouraging our current female players and members to assist with training and coaching programs to engage in the sport.

Must be no more than 150 words.

Do you have a project plan? Does your plan consider risks involved, and how you will work with partner organisations (if applicable)? *

This equipment will be used under the supervision of trained coaches and experienced players within the club.

Participant/member safety is a key element of all sessions coordinated by the club.

Come and try sessions are held offsite during winter as we do not have access to the premises. The indoor training facilities that are utilised for the sessions provide a safe environment for new participants that is not subject to the variability of the weather.

Must be no more than 150 words.

Reporting your success

Women In Sports Grants 18-19

Women In Sports application

Application WISG000041819 From Adelaide Baseball Club inc.

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

Success of the program will be determined by the number of attendees at the come and try sessions and the number of new female members attracted to the club.

It will also be measured by our ability to field another women's team in the coming years as well as the increased female participation in our junior ranks.

Must be no more than 150 words.

Will the project be carried out in partnership with other relevant organisations? *

☐ Yes

☒ No

What will the grant funds be spent on?

Specify purchases below:

Balls 10 dozen (Playing and Training)
Bats x 5
Helmets x10
Catchers gear
Training facilities
Training aids
Coaching materials and personnel
Gloves
Coaching skull caps x 3
Protection Screens x 2

What is the total cost of the proposed purchases? *

\$7,900.00

Must be a dollar amount.

What is the amount sought from Council? *

\$5,000.00

Must be a dollar amount.

What is the amount to be funded by your organisation? *

\$2,900.00

Must be a dollar amount.

Documentation checklist and further information

Attached is:

Supporting documents that may be appropriate (maximum of two pages)

No files have been uploaded

Maximum 25mb, recommended size no bigger than 5mb

Women In Sports Grants 18-19

Women In Sports application

Application WISG000041819 From Adelaide Baseball Club inc.

Three quotes for purchases of any items more than \$1000

No files have been uploaded

Maximum 25mb, recommended size no bigger than 5mb

Previous Grants received from Council

If applicable, please list all grants received from the City of West Torrens in the past three years.

Amount	Date received	Project, initiative or resource
3000	May 2018	Community Group Equipment
1000	June 2016	Community Group Equipment
1000	August 2015	Community Group Equipment

Certification and Feedback

* indicates a required field

Certification

I certify that to the best of my knowledge the statements made within this application are true and correct.

I also confirm that I have read and understood the conditions for funding as outlined in the Guidelines for City of West Torrens Grants and Sponsorships and accept and agree to abide by the conditions therein.

I also accept and agree to abide by any additional conditions outlined in any approval letter.

I agree *

☒ Yes ☐ No

Name of authorised person *

Mr Dion Thiele

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Vice President

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

Mobile number

--- --

Contact Email *

--- --

Must be an email address.

Women In Sports Grants 18-19
Women In Sports application
Application WISG000041819 From Adelaide Baseball Club inc.

Date *

22/03/2019

Must be a date

Applicant Feedback

You are nearing the end of the application process.

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

This section is not mandatory

Please indicate how you found the online application process:

☒ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

City of West Torrens Community Grants summary 2018/2019

Grant Type	Amount Requested	Amount Approved	Applicant	Grant PAID
Community Grant	\$ 4,600.00	\$ -	FADISS Ltd	\$ -
Community Grant	\$ 3,500.00	\$ 3,500.00	Richmond Intergenerational Playgroup	\$ 3,500.00
Community Grant	\$ 5,000.00	\$ -	Jennifer Williams	\$ -
Community Grant	\$ 2,547.00	\$ 2,547.00	Minimisation of Suicide Harm Australia	\$ 2,547.00
Community Grant	\$ 1,000.00	\$ -	Greek Union of Aged Pensioners of Thebarton and Suburbs	\$ -
Community Grant	\$ 5,000.00	\$ -	Kaaren Haywood	\$ -
Community Grant	\$ 700.00	\$ 700.00	Greek Lyceum of SA Inc.	\$ 700.00
Community Grant	\$ 3,000.00	\$ 3,000.00	Lockeys Bowling Club Inc.	\$ 3,000.00
Community Grant	\$ 5,000.00	\$ 5,000.00	Castellorizian Brotherhood of SA Inc.	\$ 5,000.00
Community Grant	\$ 1,800.00	\$ 1,800.00	Iraqi Families United Inc.	\$ -
Community Grant	\$ 4,800.00	\$ 4,800.00	Adelaide University Judo Club	\$ 4,800.00
Community Grant	\$ 5,000.00	\$ 5,000.00	Coptic Orthodox Church SA Aust Inc.	\$ 5,000.00
Community Grant	\$ 450.00	\$ 450.00	Nunga Kids - NAIDOC Week	\$ 450.00
Community Grant	\$ 2,455.00	\$ 2,455.00	Combined Probos of Lockeys Inc.	\$ -
Community Grant	\$ 5,000.00	\$ 5,000.00	Thai-Australian Association of SA	\$ 5,000.00
Donation	\$ 1,000.00	\$ 1,000.00	Angelman Syndrome Association of SA	\$ 1,000.00
Equipment Grant	\$ 3,000.00	\$ 3,000.00	Messinian Association	\$ 3,000.00
Equipment Grant	\$ 3,000.00	\$ 3,000.00	SA Council For the Greek Cultural Month Inc.	\$ 3,000.00
Equipment Grant	\$ 3,000.00	\$ 3,000.00	Zahra Foundation Australia	\$ 3,000.00
Equipment Grant	\$ 396.00	\$ 396.00	Glenelg Contract Bridge Club	\$ 396.00
Equipment Grant	\$ 3,000.00	\$ -	Pali Dodaj	\$ -
Equipment Grant	\$ 3,000.00	\$ 3,000.00	Glendi Greek Festival	\$ 3,000.00
Equipment Grant	\$ 3,000.00	\$ 3,000.00	Plympton/Kurraltia Park Girl Guides	\$ -
Equipment Grant	\$ 3,000.00	\$ -	SA Athletic League Inc.	\$ -
Equipment Grant	\$ 3,000.00	\$ -	St John the Baptist Catholic School	\$ -
Equipment Grant	\$ 3,000.00	\$ -	Lockeys Bowling Club Inc.	\$ -
Equipment Grant	\$ 3,000.00	\$ -	Camden Community Centre	\$ -
Equipment Grant	\$ 3,000.00	\$ 3,000.00	Pan Arcadian Association Inc.	\$ 3,000.00
Equipment Grant	\$ 1,835.00	\$ 1,835.00	Immanuel College Old Scholars Soccer Club Inc.	\$ 1,835.00
Sponsorship	\$ 500.00	\$ -	Adelaide Parklands Preservation Association	\$ -
Sponsorship	\$ 5,000.00	\$ 3,000.00	SA Road Runners Club	\$ 3,000.00
Sponsorship	\$ 3,000.00	\$ 3,000.00	KYD-X	\$ 3,000.00
Sponsorship	\$ 5,000.00	\$ 5,000.00	Filipina Network of SA	\$ 5,000.00
Sponsorship	\$ 5,000.00	\$ 5,000.00	Camden Athletic Club	\$ 5,000.00
Sponsorship	\$ 3,700.00	\$ 3,700.00	Muscular Dystrophy Association Inc	\$ 3,700.00
Sponsorship	\$ 5,000.00	\$ 5,000.00	Australian Refugee Association Inc.	\$ 5,000.00
Sponsorship	\$ 942.30	\$ 942.30	Motor Neurone Disease Association of SA Inc.	\$ 942.30
Sponsorship	\$ 5,000.00	\$ 5,000.00	Adelaide Bangladeshi Cultural Club Inc	\$ 5,000.00
Sponsorship	\$ 900.00	\$ 900.00	Coast FM - Southern and Western Community Broadcasters Inc.	\$ -
Sponsorship	\$ 5,000.00	\$ 5,000.00	SA Badminton Association Inc.	\$ 5,000.00
Sponsorship	\$ 5,000.00	\$ 2,000.00	I am Worth More	\$ 2,000.00
Sponsorship	\$ 1,200.00	\$ 1,200.00	Ice Hockey Australia	\$ 1,200.00
Junior Development Grants	\$ -	\$ 15,900.00	61 Individual Junior Development Grants	\$ 15,900.00
	\$ 131,325.30	\$ 111,125.30		\$ 102,970.30
			Grants approved in 2017/18 paid out in 2018/19	\$ 18,918.70
				\$ 121,889.00

8.2 Environment Grant Recommendation Report

Brief

This report presents an application for an Environment Grant from Adelaide West Uniting Church.

RECOMMENDATION

The Committee recommends to Council that it does not approve the application from Adelaide West Uniting Church for a native garden on the basis that it does not meet the environment grant criteria.

Introduction

Through its Environment Grant Program, Council provides the opportunity for community groups and organisations to develop and implement initiatives that contribute to improving the wellbeing of the citizens of West Torrens and the natural environment, and which also support aspirations outlined in Council's Towards 2025 Community Plan.

\$20,000 has been included in the 2018/19 budget for Council's Environment Grant Program (Program).

Discussion

Adelaide West Uniting Church is seeking to upgrade their prayer garden and nature strips that surround the premise's car parks with a selection of native plants including:

- indigenous bush food
- butterfly, bee and bird attracting species
- a plaque(s) to explain the indigenous plants, their use and artworks installed throughout the area.

The project itself is costed at \$1,720 with the group funding \$500 towards the project and seeking an Environment Grant of \$1,220. The grant will contribute to the purchase of the following items:

- native plants and tubestock of various sizes (\$870)
- garden plaque (\$350).

To be a successful grant recipient, applications and their projects must demonstrate that they meet the following eligibility requirements including that they:

1. Are located within the Council area and primarily serve West Torrens residents;
2. 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.
3. Have a current ABN or are auspiced/sponsored by an incorporated body with an ABN;
4. Do not clearly duplicate an existing service, program, project or event;
5. Do not have a political or religious purpose and objective;
6. Are not deemed to be inappropriate or offensive;
7. Do not seek to make financial profits or undertake commercial activities;
8. Are not considered the primary role or responsibility of another level of government;
9. Do not seek funding for recurrent operating, for the day-to-day operation of the organisation/group;
10. Are not projects or initiatives which have already commenced or been completed prior to the application being lodged;
11. Do not 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.

Adelaide West Uniting Church has not received an Environment Grant during the past three years, but did receive a Community Grant for \$2,968 in November 2017.

Given this application seeks funding for plantings, with an associated interpretative plaque(s), in the Church's prayer garden and nature strips that surround the premise's car parks, this project appears to be primarily geared to a religious purpose and objective, albeit the area can be accessed by the community. As such, the application does not meet criteria number 5 - Do not have a political or **religious** objective.

As no other environment grant applications have been received to date for this financial year, regardless of significant advertising, \$20,000 remains available to Council for disbursement. If Council approves this grant application, the budget available for subsequent disbursement would be \$18,780.

Conclusion

The City of West Torrens Environment Grant Program provides an opportunity to support environmental aspirations outlined in Council's Towards 2025 Community Plan. An application has been received from Adelaide West Uniting Church for \$1,220 and is presented to the Committee for its consideration and recommendation to Council.

Attachments

1. Adelaide West Uniting Church Environment Grant Application

Environment Grants 18-19

Environment Grants application

Application EG00003 From Adelaide West Uniting Church (AWUC)

Eligibility and Contact Details

* indicates a required field

Applicants: please note

An online application to our grants program is an acceptance that the applicant agrees to the City of West Torrens conditions for any grant approval.

Incomplete applications and/or applications received after the activity/event date will not be considered.

Privacy Notice

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Applicant Organisation Details

Applicant organisation name *

Adelaide West Uniting Church (AWUC)

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Primary (physical) address *

312 Sir Donald Bradman Dr

Brooklyn Park SA 5032

Must be an Australian postcode.

If your organisation operates in multiple locations or from multiple offices, please pick one as your primary address.

Postal address (if different to above)

312 Sir Donald Bradman Dr

Brooklyn Park SA 5032

Applicant website

<https://awuc.org.au/>

If available. Must be a URL

Primary contact person *

Mrs Ruth Harbinson-Gresham

This is the person we will correspond with about this grant

Position held in organisation *

Council / Board Member

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

0450 694 844

Environment Grants 18-19

Environment Grants application

Application EG00003 From Adelaide West Uniting Church (AWUC)

Back-up phone number

(08) 8234 1199

Fax number

If applicable

Primary contact person's email address *

ruthghg@gmail.com

This is the address we will use to correspond with you about this grant.

Organisation Details

* indicates a required field

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

AWUC is a diverse group of people who come together for different reasons on the AWUC property. Main activities include church services on Sundays, other activities include kids music groups, to youth activities, craft and choral groups for older people through out the week. Many activities are not religious in nature, many focus on community engagement/ support, justice and the environment.

Must be no more than 100 words.

Does your organisation have an ABN? *☒ Yes ☐ No**ABN ***

76 585 525 379

Information from the Australian Business Register

ABN	76 585 525 379
Entity name	Uniting Church In Australia Adelaide West
ABN status	Active
Entity type	Other Unincorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	5032 SA

Information current as at 12:00am yesterday

Must be an ABN

Environment Grants 18-19

Environment Grants application

Application EG00003 From Adelaide West Uniting Church (AWUC)

What type of not-for-profit organisation are you?

- | | |
|--|--|
| <input type="radio"/> Educational institution (includes pre-schools, schools, universities & higher education providers) | <input type="radio"/> Professional association |
| <input checked="" type="radio"/> Religious or faith-based institution | <input type="radio"/> Healthcare not-for-profit |
| <input type="radio"/> Philanthropic organisation | <input type="radio"/> Community group |
| <input type="radio"/> Peak body | <input type="radio"/> Political party / lobby group |
| <input type="radio"/> Social enterprise | <input type="radio"/> Research body |
| <input type="radio"/> International NGO | <input type="radio"/> General not-for-profit (i.e. none of the sub-types listed above) |

Please choose the option that best applies to your organisation.

What is your organisation's annual revenue?

- | | |
|---|---|
| <input type="radio"/> Less than \$50,000 | <input type="radio"/> \$1 million or more, but less than \$10 million |
| <input type="radio"/> \$50,000 or more, but less than \$250,000 | <input type="radio"/> \$10 million or more, but less than \$100 million |
| <input checked="" type="radio"/> \$250,000 or more, but less than \$1 million | <input type="radio"/> \$100 million or more |

Your revenue includes grants, donations, and other fundraising activities, fees for services, sale of goods, interest, royalties and in-kind donations that have been included in your accounts as 'revenue'. The Australian Charities and Not-for-profits Commission (ACNC) has more detailed information here: www.acnc.gov.au/ACNC/Manage/Reporting/SizeRevenue/ACNC/Report/SizeRevenue.aspx

What is your organisation's legal structure?

- | | |
|--|---|
| <input checked="" type="radio"/> Unincorporated association | <input type="radio"/> Organisation established through specific legislation |
| <input type="radio"/> Incorporated association | <input type="radio"/> Trust |
| <input type="radio"/> Cooperative | <input type="radio"/> Unknown |
| <input type="radio"/> Company limited by guarantee | <input type="radio"/> Other: |
| <input type="radio"/> Indigenous corporation, association or cooperative | |

If your organisation is unincorporated it must have an auspice organisation

Auspice Information

* indicates a required field

Is your organisation auspiced by another organisation for the purposes of this grant?

- ☒ Yes ☐ No

Unincorporated organisations applying for a grant must be auspiced by an incorporated organisation. If you do not have an auspice you should not apply for this grant.

Auspice Organisation Details

Name of auspicing organisation *

Uniting Church (SA) Property Trust

Environment Grants 18-19

Environment Grants application

Application EG00003 From Adelaide West Uniting Church (AWUC)

Auspecting organisation's primary (physical) address *

2/212 Pirie St
Adelaide SA 5000

Auspecting organisation's postal address (if different to above)

2/212 Pirie St
Adelaide SA 5000

Auspecting organisation's website

<https://sa.uca.org.au/>
Must be a URL

Primary contact person at auspecting organisation *

Mr Malcolm Wilsom

We may contact this person to verify that this auspecting arrangement is valid and current.

Position held in organisation

Associate General Secretary – Planning and Management
e.g. Manager, CEO

Contact person's primary phone number *

Associate General Secretary – Planning and Management

Contact person's back-up phone number

0414 520 140

Contact person's email address *

mwilson@sa.uca.org.au
Must be an email address

Please attach a letter from the auspecting organisation confirming this arrangement is valid and current *

Filename: 2018 2019 Public Liab Certificate of Currency for UNISYNOD.pdf
File size: 88.3 kB

Filename: Consent.doc
File size: 274.5 kB

Filename: Landowner consent.pdf
File size: 501.8 kB

Filename: Premier's letter 1997.pdf
File size: 264.1 kB

Filename: Uniting Church in Australia Property Trust (SA) Act of Parliament 1977.pdf
File size: 1.4 MB

Letter must be signed by an appropriately authorised person (e.g. manager, CEO, Board Chair) and must include, name, position, signature and date.

Does the auspecting organisation have an Australian Business Number (ABN)? *

☒ Yes ☐ No

Environment Grants 18-19

Environment Grants application

Application EG00003 From Adelaide West Uniting Church (AWUC)

ABN of auspicing organisation

25 068 897 781

Information from the Australian Business Register

ABN	25 068 897 781
Entity name	The Uniting Church In Australia Property Trust (SA)
ABN status	Active
Entity type	Other Unincorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	5000 SA

Information current as at 12:00am yesterday

Must be an ABN

Project Details

* indicates a required field

Project title: *

Prayer Garden & AWUC gardens

Provide a name for your project/program/initiative. Your title should be short but descriptive

Anticipated start date

01/06/2019

If unknown, provide your best guess or leave blank

Anticipated end date

01/08/2020

If unknown, provide your best guess or leave blank

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

This funding is for the Adelaide West Uniting Church prayer garden and surrounding garden.

We intend to plant native, indigenous food and butterfly, bee and bird attracting native plants, shrubs and one large tree in the prayer garden and the nature strips that surround the AWUC car parks.

Place an outside plaque that explains the indigenous plants, their use and the meaning of the art.

Planting will take place in winter 2019, with possible planting in 2020.

Must be no more than 150 words.

How does your project align to the strategic priorities of Council as outlined by the Community Plan? *

Environment Grants 18-19

Environment Grants application

Application EG00003 From Adelaide West Uniting Church (AWUC)

The plants will be endemic to the Adelaide plains and will enrich bio-diversity, and sustainability of local plants, birds, small animals and butterflies. We also plan to plant indigenous food and ceremonial plants.

The gardens will show case a local natural environment and will be accessible to the public, the local community, the AWUC community, facility users and neighbours.

The garden area is used by AWUC community and also is a thorough-fare to the college behind us, the new school being built nearby, the local community who live in the streets around AWUC and local youth who use the basketball area and the playground.

Must be no more than 150 words.

Refer to the City of West Torrens Community Plan at <https://indd.adobe.com/view/cdf238c2-6408-493c-b378-4e81069d4783>

Does this application respond to one or more of the program priority areas? *

The project intends to promote and enhance a

- an enhanced and sustainable natural environment
- connection place for AWUC community, facility users and the wider community.
- The garden will support bio-diversity, local indigenous plants and food plants, animals and butterflies.
- The garden will show case some of the art created in 2017/2018 - mosaic pavers, mosaics for rocks, and painted indigenous designs on rocks set in a resin water feature, and the coolamon shaped fire pit.

Must be no more than 150 words.

For Program Priority areas, refer to Page 2 of the Guidelines for City of West Torrens Grants and Sponsorships.

How does your project demonstrate innovation? Is there evidence and/or a clear reason for why it has been developed? *

The garden area is to show a beautiful, sustainable garden that integrates local indigenous plants and art, that will be open to the public (who use the property as a through fare) as well as different community groups that use the facilities.

The garden design will integrate the Coolamon shaped fire-pit and the other art which has indigenous elements which the community has created.

The plants have been considered in discussion with Indigenous people, (so we have chosen ceremonial and food plants as well as sustainable flowering plants for birds, butterflies and bees), an Indigenous nursery, as well as Trees for Life and a member and grower for the Butterfly Association.

Must be no more than 150 words.

How do you plan to engage the groups you are targeting for this project? *

We already promote within our AWUC communities when there are regular functions or activities e.g.: working bees, art days or family community meals.

We have letter box dropped the local area and advertised at our local church fair, events held at the AWUC facility.

We have also networked and communicated with local Aboriginal people.

We intend to engage the local communities in this way again, as a continuation of the plan that was commenced in 2017/2018.

Must be no more than 150 words.

Environment Grants 18-19

Environment Grants application

Application EG00003 From Adelaide West Uniting Church (AWUC)

Do you have a plan for how your project will be delivered? Does your plan consider risks involved, and how you will work with partner organisations (if applicable)? *

We have, and intend to communicate further with: Butterfly association, Trees For Life, Indigenous nurseries, artists and local indigenous people, local gardeners around design and plant selection.

There are regular volunteers and working bees, we will advertise for more at planting time. Hours below indicate planting & design.

Placement of art, large tree, and structures is a community discussion and decision through information points and feedback loops.

RISK: We have previously planted small tube stock - donated by the community. Due to the hot weather smaller tube stock have been harder to keep alive in January. Some larger feature plants (purchased by the community) were also stolen unfortunately.

We have this month installed a tap inside the prayer garden, before this water was carried by bucket from taps from the west side of the AWUC property. This new tap will help keep plants alive in January and make work easier for volunteers.

Must be no more than 150 words.

Roughly how many volunteer hours will be contributed to this project?

100

Must be a number.

Reporting your success

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

We will have a completed garden that integrates indigenous food plants, native plants, animals and butterfly friendly plants and our existing art into the space.

The plants will be mature enough to survive January heat.

Once plants start maturing we will see an increase in native birds and butterflies. The garden will be inviting and will therefore be used more often for different activities.

It will be a welcome space for the community to linger in.

The final garden design and placement of the art (already completed) will be done once the budget for planting has been confirmed.

Must be no more than 150 words.

Will the project be carried out in partnership with other relevant organisations? *

☐ Yes

☒ No

What will the grant funds be spent on?

Equipment (specify)	Materials (specify)	Other (specify)
nil	Tube stock /plants	nil
	140 mm + pots/plants	
	shrubs/ large pots	
	large tree	
garden plaque		

Environment Grants 18-19

Environment Grants application

Application EG00003 From Adelaide West Uniting Church (AWUC)

What is the total cost of the proposed purchases? *

\$1,220.00

Must be a dollar amount.

What is the amount sought from Council? *

\$1,220.00

Must be a dollar amount.

What is the amount to be funded by your organisation? *

\$500.00

Must be a dollar amount.

Publicity and Promotion**How will you promote your project, initiative or resource? ***

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Signage | <input checked="" type="checkbox"/> Email distribution | <input checked="" type="checkbox"/> Network Meetings |
| <input checked="" type="checkbox"/> Official Launch | <input checked="" type="checkbox"/> Flyers | <input checked="" type="checkbox"/> Social Media |
| <input checked="" type="checkbox"/> Newsletters | <input checked="" type="checkbox"/> Letterbox Drop | <input checked="" type="checkbox"/> Other: church fair |

Documentation checklist and further information**Attached is:****Supporting documents that may be appropriate (maximum of two pages)**

Filename: PLANTS AND COSTINGS, VOLUNTEER HOURS AWUC 2019.docx

File size: 24.9 kB

Maximum 25mb, recommended size no bigger than 5mb

Three quotes for purchases of any items more than \$1000*No files have been uploaded*

Maximum 25mb, recommended size no bigger than 5mb

Previous Grants received from Council

If applicable, please list all grants received from the City of West Torrens in the past three years.

Amount	Date received	Project, initiative or resource
\$2968	15th Nov 2017	Community Engagement / Art

Environment Grants 18-19

Environment Grants application

Application EG00003 From Adelaide West Uniting Church (AWUC)

Certification and Feedback

* indicates a required field

Certification

I certify that to the best of my knowledge the statements made within this application are true and correct.

I also confirm that I have read and understood the conditions for funding as outlined in the Guidelines for City of West Torrens Grants and Sponsorships and accept and agree to abide by the conditions therein.

I also accept and agree to abide by any additional conditions outlined in any approval letter.

I agree *

☒ Yes ☐ No

Name of authorised person *

Mrs Ruth Harbinson-Gresham
Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Council/Board member
Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

+61 450 694 844
Must be an Australian phone number.

Mobile number

0450694844

Contact Email *

ruthghg@gmail.com
Must be an email address.

Date *

30/03/2019
Must be a date

Applicant Feedback

You are nearing the end of the application process.

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

This section is not mandatory

Please indicate how you found the online application process:

☒ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.
Perhaps list documents needed in a tips section.

PLANT COSTING FOR ADELAIDE WEST UNITING CHURCH

PRAYER GARDEN AND SURROUNDS

TYPE	FROM	NUMBER	PER UNIT/ size	COST
Tube stock , e.g.: native spinach, salt bush, correas.	Kropinyeri / Ngopamuldi Indigenous Nursery SA., Trees for Life. Butterfly association.	Approx. 50 - 70	\$2 – 6 per tube depending on order size and plant type, delivery or pickup.	\$300
140 - 170 mm plant pots e.g hardenbergia, helichrysum apiculatum, crysocephal, Kangaroo paw	Bunnings or Coromandel native nursery	20	\$13 – 22 each (140 mm +)	\$350
Native shrubs	State flora, Bunnings, Coromandel native nursery	5	\$13 - 22	\$100
Larger tree/ fairly large stock	State Flora	1	\$60 – 120 depending on tree and size	\$120
Garden plaque	Sign Makers Adelaide	1	152 x 152 mm(\$280 + - \$350) Or 127 x 152mm	\$350
TOTAL				\$1220

AWUC has recently funded a new tap in the prayer garden, and will provide irrigation tubing and garden hose. Previous to 2019 there was no tap in the prayer garden area and most watering was done by bucket. This meant that keeping plants alive over January was more difficult. Volunteers monitor and manage the garden, watering regime and working bees.

We regularly have about 4 working bees a year in the garden. With extra volunteer hours over the summer months to tend to watering.

8.3 Update of Guidelines for City of West Torrens Grants and Sponsorships

Brief

This report presents a proposed update to the Guidelines for City of West Torrens Grants and Sponsorships.

RECOMMENDATION

The Committee recommends to Council that the Guidelines for City of West Torrens Grants and Sponsorships be updated to reflect the three additional statements outlined in this report.

Introduction

The Guidelines for City of West Torrens Grants and Sponsorships (Guidelines) outline the purpose of the grants, the types of grants, the funding priorities, general requirements, the eligibility and ineligibility criteria and the assessment criteria (**Attachment 1**). The Guidelines were last updated in August 2018. However, since the last update a few gaps have been identified which this update attempts to address.

Discussion

The Guidelines are available to the public on the City of West Torrens website and are the key tool used by applicants to guide their applications. A recent review evidenced a few gaps which the following updates aim to address and ensure they are clearer for applicants. The recommended updates comprise the addition of the following, which is shown as track changes in **Attachment 1**:

1. **Section 5 - Ineligible applications** - the following wording to be added:
 - 5.13 Seek funding that is to be used for overseas purchases without express approval by Council.
2. **Section 9 - General Requirements** - the following wording be added to Section 9
 - 9.10 Grant funds must not be used for overseas purchases without approval from Council.
 - 9.11 The City of West Torrens Logo is to be used on all promotional material to acknowledge sponsorship.
 - 9.12 A draft copy of the promotional material must be provided to the City of West Torrens Creative Services team to ensure that the logo is correctly represented according to the Council's Corporate Style Guide.
 - 9.13 Under no circumstances should Council's logo be downloaded from Council's website or another internet site for reproduction in promotional material. Questions and further information can be obtained from the City of West Torrens Creative Services team.'
 - 9.14 Grant funding is required to be returned to Council in the event that statements contained in the application process are found to be untrue or incorrect.

Recent applications have been for events that are being held outside of West Torrens. Consequently, to ensure the grant monies are prioritised to those events and activities held within the West Torrens, the community grants, community equipment grants and sponsorships assessment criteria has been amended, shown as track changes in **Attachment 1**.

Conclusion

It is recommended that four additional statements be made to the Guidelines for City of West Torrens Grants and Sponsorships to address gaps identified in the Guidelines.

Attachments**1. Draft Grants Guidelines**

Guidelines for City of West Torrens Grants & Sponsorships

Civic Centre
165 Sir Donald Bradman Drive
Hilton, SA 5033
Tel: 08 8416 6333
Email: csu@wtcc.sa.gov.au
SMS: 0429 205 943
Web: 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.
- **International Representation Grants** - to assist people over the age of 18 who have been selected to represent their institution, club or organisation overseas in a variety of areas such as sports, recreation, science, arts and culture.
- **Women in Sports** - to support sporting clubs with projects, initiatives and equipment to encourage women and girls to participate in sport, physical activity and active recreation.
- **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

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

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

- 3.1.1 Are located within the Council area and primarily serve West Torrens residents.
- 3.1.2 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.
- 3.1.3 Have a current ABN or are auspiced/sponsored by an incorporated body with an ABN.
- 3.1.4 Form a partnership (if an individual applicant) with one or more local community groups that have an ABN.
- 3.1.5 Are a school and can demonstrate a partnership with one or more local community group(s) for the delivery of the funded activity. Applications from schools require approval from the school's governing council/board prior to making a submission to the City of West Torrens.

- 3.1.6 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.

3.2 Junior Development Grants:

- 3.2.1 An individual resident of the City of West Torrens.
- 3.2.2 Participating in activities and events and/or representing their institution or the State with South Australia, Australia or internationally.
- 3.2.3 The applicant must provide a letter of support and confirmation of selection to represent Australia from either their club or relevant peak body.
- 3.2.4 Aged 18 years or younger at the time of the sponsored event or activity.
- 3.2.5 Applications must be received before the event/activity takes place.
- 3.2.6 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).

3.3 International Representation Grants:

- 3.3.1 An individual resident of the City of West Torrens.
- 3.3.2 Participating in activities and events representing their institution, South Australia or Australia internationally.
- 3.3.3 The applicant must provide a letter of support and confirmation of selection to represent Australia from either their club or relevant peak body.
- 3.3.4 Aged 18 years or over at the time of the sponsored event or activity.
- 3.3.5 Applications must be received before the event/activity takes place.
- 3.3.6 One application per person can be submitted per financial year.

4. Funding Priorities

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

- 4.1 Local events, activities and programs that celebrate multicultural and indigenous heritage.
- 4.2 Art in public spaces including community buildings, streetscapes and open spaces.
- 4.3 Connections between neighbours, older and young people, and the capacity for ageing in place.
- 4.4 Sporting, and recreational programs and facilities that provide a range of activities for all ages and capabilities.
- 4.5 Awareness of local safety issues and promotion of social responsibility and enjoyment of the local area.
- 4.6 Greater public awareness and appreciation of heritage sites, events and people of local significance.
- 4.7 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, including the State Education Department and the Commonwealth Departments responsible for Aged and Disability
- 5.6 Are eligible for funding by other levels of Government.
- 5.7 Are not open and/or accessible to the wider City of West Torrens community.
- 5.8 Seek funding for recurrent operating, for the day-to-day operation of the organisation/group.
- 5.9 Seek funding for salaries, where the salary forms part of the organisation's/individuals usual responsibility (not including instructors or tuition fees).
- 5.10 Seek funding for the payment of travelling allowances or prize money.
- 5.11 Seek funding for projects or initiatives which have already commenced or been completed prior to the application being lodged.
- 5.12 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;
- ~~5.125.13~~ Seek funding that is to be used for overseas purchases without express approval by Council.

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:

- 6.1. The organisation is located in the City of West Torrens and/or is supporting residents in the City of West Torrens.
- 6.2 The organisation has limited capacity to raise funds.
- 6.3 The organisation is incorporated and not for profit.
- 6.4 How the donation will target the most disadvantaged members of the West Torrens community (e.g. Homeless, families in need, frail aged, vulnerable people).
- 6.5 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 15%
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	40 5%
7	The application outlines matched funding, in kind support or partner contribution (financial and in kind)	40 5%
<u>8</u>	<u>The activity or event is being held within the City of West Torrens</u>	<u>15%</u>
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

- 9.1 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.
- 9.2 Applications will not be accepted when the same applicant submits multiple applications with no indication of priority based on need.
- 9.3 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.
- 9.4 Financial acquittal forms must be completed within six weeks of the activity being completed unless otherwise negotiated.
- 9.5 Applicants must hold the appropriate insurances for the implementation of their grant funded program/activity.
- 9.6 Applications must be completed in full or they will not be accepted.
- 9.7 Applications can be made at any time in the year, applicants will be advised of the outcome of their application within 12 weeks.
- 9.8 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.
- 9.9 Approval of applications is subject to annual budgetary limitations.
- 9.10 Grant funds must not be used for overseas purchases without approval from Council.
- 9.11 The City of West Torrens Logo is to be used on all promotional material to acknowledge sponsorship.
- 9.12 A draft copy of the promotional material must be provided to the City of West Torrens Creative Services team to ensure that the logo is correctly represented according to the Council's Corporate Style Guide.
- 9.13 Under no circumstances should Council's logo be downloaded from Council's website or another internet site for reproduction in promotional material. Questions and further information can be obtained from the City of West Torrens Creative Services team.
- 9.14 Grant funding is required to be returned to Council in the event that statements contained in the application process are found to be untrue or incorrect.

10. Grant amounts

- Community Grants: maximum of \$5,000
- Environment Grants: maximum of \$5,000
- Community Equipment Grants: maximum of \$3,000
- Sponsorships: maximum of \$5,000
- Donations: maximum of \$1,000
- International Representation Grants: maximum of \$500
- Involving Women in Sports Grants: maximum \$3,000
- 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
- Applicants can only apply for one grant per financial year, when the annual grants budget

has reached its limit all rounds will be closed until the following financial year. The Involving Women in Sports grants annual budget is capped at \$15,000.

11. Further information

For further information or assistance, please contact:

**Administration Officer, Community
Services Phone: 8416 6333**

8.4 Review of Council Policy - Fleet Management

Brief

The *Council Policy - Fleet Management* has undergone a scheduled review and is presented to the City Advancement and Prosperity General Committee for consideration and recommendation to Council.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The *Council Policy - Fleet Management* be approved.
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to the *Council Policy - Fleet Management*.

Introduction

The *Council Policy - Fleet Management* was first introduced in 2013 and is intended to provide guidance on the management of Council's vehicles, including purchasing and conditions of use.

Discussion

As part of the scheduled review, a number of minor amendments have been made to the policy, which are documented in tracked changes for ease of reference (**Attachment 1**).

These amendments include removing references made to "Australian Made" vehicles and amending vehicle selection criteria to include considerations surrounding electric and hybrid cars.

Conclusion

The *Council Policy - Fleet Management* has undergone a scheduled review and is presented to the Committee for consideration and recommendation to Council.

Attachments

1. **Draft Council Policy - Fleet Management**

CITY OF WEST TORRENS



**Council Policy:
Fleet Management**

Classification:	Council Policy		
First Issued:	<u>5-November-2013</u> <u>January 2019</u>		
Dates of Review:			
Version Number:	<u>12</u>		
DW Doc set ID:	2066658		
Applicable Legislation:	<i>Road Traffic Act 1961 (SA)</i> <i>Road Traffic (Miscellaneous) Regulations 1999 (SA)</i> <i>Private Parking Areas Act 1986 (SA)</i> <i>Local Government Act 1999 (SA)</i> <i>Road Traffic (Road Rules Ancillary and Miscellaneous Provisions) Regulations 1999 (SA)</i>		
Related Policies or Corporate Documents:	<u>Code of Conduct for Council Employees</u> <u>Asset Management Policy</u> <u>Fleet Management Administration Policy</u> <u>Purchasing and Tendering and Sale and Disposal of Assets Policy</u> <u>Purchasing and Tendering Policy</u>		
Associated Forms:	<u>Custodial Officer Fleet Management Policy Checklist</u>		
Note:	Green Vehicle Guide (www.greenvehicleguide.gov.au)		
Responsible Manager:	Manager City <u>WorksOperations</u>		
Confirmed by General Manager:	General Manager Urban Services	Date	<u>14-October-2013</u>
Approved by Executive:		Date	<u>15-October-2013</u>
Endorsed by Council		Date	<u>5-November-2013</u>

et ID - 2066658 Page

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City of West Torrens Council Policy - Fleet Management

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City of West Torrens Council Policy - Fleet Management

Council Policy - Fleet Management

1. Preamble

- 1.1 The City of West Torrens (CWT) maintains a fleet of vehicles for its operational purposes and regularly assesses the legal, social, environmental and financial implications in maintaining this fleet. Consequently, the on-going provision and types of vehicles which form the fleet will change due to prevailing circumstances.

2. Purpose

- 2.1 This Policy guides the maintenance and selection criteria of CWT fleet vehicles.

3. Scope

- 3.1 This Policy outlines the general principles associated with the selection and maintenance of CWT fleet vehicles.
- 3.2 Where the contents of this Policy differ to a current and valid contract of employment then the contractual arrangements will be honoured.

4. Definitions

4.1 Australian New Car Assessment Program (ANCAP) Rating

The ANCAP provides a one to five star rating for the level of occupant protection provided by vehicles in serious front and side crashes.

4.2 Green Vehicle Guide (GVG)

The Commonwealth Department of Infrastructure, Transport, Regional Development and Local Government maintains an interactive website called the Green Vehicle Guide (GVG) which is available at www.greenvehicleguide.gov.au. The GVG details the Greenhouse ratings, Carbon dioxide emissions, air pollution ratings and Overall (Star) ratings for all new vehicles up to 3.5 tonnes gross vehicle mass sold in Australia.

4.3 Green Vehicle Guide overall rating

This Policy refers to Green Vehicle Guide's overall rating (star rating). This one to five star rating is derived from the sum of the Greenhouse and Air Pollution ratings of each vehicle transposed into a star rating. This rating is to be used in determining the preferred vehicles up to 3.5 tonnes gross vehicle mass, for the CWT fleet, including consideration for alternate fuel eg: Hybrid and electric.

4.4 Fleet v Vehicles

All vehicles owned by CWT and used for the operation of its business.

4.5 Light Fleet v Vehicles

Vehicles owned by CWT under two tonnes unladen total mass.

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City of West Torrens Council Policy - Fleet Management

4.6 Vehicles

A vehicle is any vehicle considered part of the CWT fleet. This includes cars, bicycles, motor bikes, station wagons, utilities, all sized trucks.

4.7 Operational use

A vehicle which has been configured in a particular way to suit the work requirements of a work function or is fitted with equipment or contains tools of trade for the operations involved which must be carried in the vehicle at all times.

4.8 Trade use vehicles

Vehicles such as trucks, heavy and other operational plant used to undertake the day to day operations generally by the City Works Department.

5. **Policy Statement**

5.1 Type of Vehicle

5.1.1 In selecting vehicles for the CWT light vehicle fleet, the vehicle must have a minimum overall rating of 3.5 stars for passenger cars and 2.5 for operational and trade vehicles such as 4WD wagons, utilities and vans as detailed in the Green Vehicle Guide, to be reviewed annually.

5.1.2 Light ~~F~~fleet ~~v~~ehicles selected must have a minimum ANCAP 5 star rating for passenger cars and 4 for operational and trade vehicles such as 4WD wagons, utilities and vans.

5.1.3 In purchasing ~~l~~light ~~f~~fleet ~~v~~ehicles, a balanced assessment using weighted criteria should be used including:

- Annual Whole of Life Costs (including taxation and fuel consumption)
- CO2 Emissions
- Air Pollution
- ANCAP Safety Rating

5.1.4 When utilities, 4WDs and wagons are required for operational purposes, passenger air bags, ABS braking and diesel fuel (when available) must be included in the standard vehicle specification.

~~5.1.5 All other factors being equal, preference may be given to Australian assembled vehicles provided that the fleet mix continues to reflect current market trends and prudent financial management of Council's assets.~~

5.1.56 The passenger and light commercial fleet mix must comprise a minimum of 50% 4 cylinder vehicles.

City of West Torrens Council Policy - Fleet Management

5.1.67 Vehicles over 2 tonnes will be selected using the following criteria:

- Budget;
- Net asset return value;
- Annual operating costs;
- Availability of the make and model, including after sales service and parts; and
- The ability to meet operational requirements of the work area.

5.2 General Conditions of Use for Council Vehicles

5.2.1 A strict 'No Smoking' policy applies in all CWT vehicles.

5.2.2 Drivers must hold a current full or provisional class of licence for the vehicle being driven.

5.2.3 No unauthorised person is to drive the vehicle except in an emergency or to move the vehicle to a safe place.

5.2.4 Vehicles may not compete in any road competition or be used for commercial purposes.

5.2.5 Vehicles must not wilfully or recklessly misused or mistreated.

5.2.6 All vehicles must carry a First Aid kit.

5.2.7 All operational and trade use vehicles must carry a fire extinguisher.

5.2.8 No advertising or promotional stickers are to be placed on the vehicle unless it is a statutory requirement.

5.3 Vehicle Change Over and Warranties

5.3.1 Council has determined that the optimum economic changeover of all ~~f~~Eleet ~~v~~ehicles will be based on resale value, servicing and maintenance costs, downtime costs and changeover costs and may be up to 5 years or 120,000km whichever occurs first depending on the type of vehicle and prevailing market conditions.

5.3.2 Vehicles should not be held beyond the manufacturer's warranty period in order to minimise risks and maintenance costs.

8.5 Commonwealth Home Support Program update report

Brief

This report outlines the background and an update of the Commonwealth Home Support Program.

RECOMMENDATION

The Committee recommends to Council that the report on the update of the Commonwealth Home Support Program be received.

Introduction

The City of West Torrens receives a total of \$502,723 CHSP funding per year from the Commonwealth Government to provide Commonwealth Home Support Program (CHSP) services to its older residents. The aim of these services is to assist people to live independently in their own homes for as long as possible.

The long term plan of the Commonwealth Government is for the CHSP program to be phased out and all of aged care services to be transitioned to packaged care whereby the funding goes to the client and not directly to a provider, via grant funding, as is currently the case. It is anticipated that this change to packaged care will occur in the second half of 2020.

Discussion

Background

In June 2011, the Productivity Commission (Australian Government's research and advisory body) released the Inquiry Report, 'Caring for Older Australians'. This report formed the basis for the Commonwealth Aged Care Reforms which were aimed at assisting older Australians to remain independent, stay connected to their communities and exercise choice over their care. The first major change was the shift in the way aged care services were funded. In 2012, the Commonwealth Government took over responsibility for the funding for people over the age of 65 years, with the State Government taking responsibility for funding programs for people with disabilities who are under the age of 65 years.

The key changes to aged care services under this model were:

- Rebranding of the HACC (Home and Community Care) program to Commonwealth Home Support Program (CHSP).
- HACC becoming the State Government program for the provision of services to people with disability who are under the age of 65 years.
- Home Care Packages changed to Client Directed Care Package model. This means that people have an allocated budget with which to choose the services they require. There are no longer high level and low level packages, this has been replaced by 5 levels of packages based on care needs and budget allocation.
- Residential Aged Care is no longer referred to as High and Low care. The goal is to encourage people to 'Age-in-place' for as long as possible.
- Implementation of the "My Aged Care Gateway" and the RAS (Regional Assessment Service), the aim of My Aged Care is to centralise information, access and referral to all Commonwealth funded aged care. This is an online and phone service.

CHSP

Councils have continued to be funded to provide Commonwealth Home Care Services (CHSP), which comprises short-term and once off low level services. The aim of the CHSP is to help older people live as independently as possible, with a focus on working with people, rather than doing for people. It is about working on people's strengths, capacity and goals to help people remain living independently and safely at home. People are eligible for CHSP services if they are having trouble undertaking everyday activities without help and, therefore, need support to live independently in the community. To access these services, people must call My Aged Care and then be assessed by a Regional Assessment Service (RAS) rather than Council staff. The RAS then make referrals to agencies (such as councils) through an online portal. The long-term aim of the Commonwealth has been to phase out CHSP and transition everyone to packages. This has not yet occurred and therefore CHSP funding has been extended several times over the years. The most recent funding extension announcement was made on 3 April 2019 when the Department of Health sent out advice to all CHSP funded services that current CHSP grant agreements will remain in place until 30 June 2020.

City of West Torrens CHSP program

The City of West Torrens receives a total of \$502,723 CHSP funding per year from the Commonwealth Government. The service types that are provided with this funding are:

- Domestic Assistance (e.g. cleaning)
- Home Maintenance (e.g. tap washers, fly screens)
- Home Modifications (e.g. ramps, rails)
- Social Support (e.g. volunteer visits, social lunches)

These services are very well used by the community and the CHSP team received excellent results at the last Commonwealth Audit in 2017. Due to the Commonwealth Government's long term plan to stop funding CHSP and make all of aged care services packages, the Administration has been working on transition from a service based model to a community development model. The transition has involved:

- Ensuring that all CHSP services are short-term.
- Increased networks with aged care providers and RAS to assist CHSP clients to access information about packages and other providers.
- Information sessions for older residents on services available to them.
- Recruitment of a Community Development Officer focussed on Active Ageing to roll out an Active Ageing program for older residents with the take up of this program exceeding expectations. It is providing residents with opportunities to remain healthy and active in their community as they age to increase wellbeing and prevent the need for services at an earlier age.

Conclusion

The City of West Torrens is currently funded to provide short term CHSP services. The Administration is providing these short-term CHSP services and are transitioning to an Active Ageing community development model in preparation for a change in the CHSP funding model.

Attachments

Nil

8.6 Strategy Activities Report February to March 2019

Brief

This report presents the Strategy Activities Report February to March 2019.

RECOMMENDATION

The Committee recommends to Council that the Strategy Activities Report February to March 2019 be received.

Introduction

A report is presented, on a bi-monthly basis, detailing the progress and status of key projects and activities within the Strategy Unit since the last report to the Council or relevant Committee.

Discussion

Corporate Planning

Annual Service Plans 2018/19 Quarterly Reporting

Responsible managers and officers commenced their Annual Service Plan 3rd Quarter 2018/19 Progress Update.

Draft Public Realm Design Manual

An overview document which highlights key features of the *draft* Public Realm Design Manual (Manual) was presented as a pre-brief to Elected Members and the manual itself was subsequently approved by Council at its 6 April 2019 meeting.

Review of the Natural Environment policies and guideline

A review of CWT's Natural Environment policies and associated guideline is currently being undertaken.

Community Planning

Community Needs Analysis Project

Engagement activities continue. Community members have been encouraged to complete the 'Community Needs Survey', in either hard copy or electronically. Data from these surveys will be consolidated with the surveys that have been completed online to analyse community needs.



The survey has been promoted through Council's social media, website and Messenger column. To date a total of 304 online responses have been received. Analysis of the demographics of respondents was undertaken and under-represented groups identified. Individuals from these under-represented groups were targeted via existing Council groups/activities and Councillors approaching their constituents.

The results of the analysis are to be further verified through a future workshop with Elected Members in May to identify community needs.

IAP2 Training

The Team Leader of Strategy completed training for the International Association of Public Participation Certificate. This training will assist with ensuring the required outcomes of community and stakeholder engagement processes are embedded in Strategy projects and additional rigour in contemplating the level of risk involved in a project is addressed through comparative engagement techniques.

Social Infrastructure

Staff from the Strategy Unit, Community Services and City Property met with colleagues at City of Adelaide to scope shared objectives with regard to planning for social infrastructure, to inform a project being undertaken by City of Adelaide.

Environmental Sustainability

Tree Factsheets

Facts on a range of tree species have been developed using software 'iTree Eco'. This information has been incorporated into tree factsheets that are being placed on Council's website.

Open space planning

Staff visited sites along the Sturt River to look at how the City of Holdfast Bay and City of Marion were changing open space along the Sturt River drainage channel, in conjunction with SA Water.

WaterSensitive SA event - 'Innovation in the development sector'

Staff attended a session held by Water Sensitive SA to learn more about case studies across Australia that are integrating innovative design solutions for new urban developments. Presenters described how their developments are environmentally sustainable, technologically savvy, and liveable and support resilient communities.

Container Deposit Scheme Scoping Paper

The Administration submitted the approved response to The Environment Protection Authority SA (EPA)'s scoping paper to review SA's container deposit scheme titled *Improving South Australia's Recycling Makes Cents - A Scoping Paper to Review SA's Container Deposit Scheme*.

The response to the scoping paper was approved at the Council meeting on 19 February 2019, and lodged by the closing date of 22 February 2019.

Single-Use Plastic Products Discussion Paper

The Administration submitted the approved response to Green Industries SA discussion paper, *Turning the Tide on Single-Use Plastic Products Discussion Paper*.

The response to the discussion paper was approved at the Council meeting on 19 February 2019, and lodged by the closing date of 22 February 2019.

Rainwater Tank Rebates

One rainwater tank rebate application was received during the reporting period of February to March. Bringing the total number of applications received for the 2018-19 financial year to twenty-one, and the total payment to \$850 to date.

Rebates for Solar PV Panels for Community Groups

The Solar Panel Rebates for Community Groups program is currently being offered for a 12 month trial period. No applications have been received to date despite extensive promotion of the rebate scheme.

Economic Development***Economic Development Strategy***

Strategy staff and Management continue to work closely with staff in the Office of Mayor and CEO to shape the Council's Economic Development Plan. The Plan is designed to contribute towards achieving the West Torrens' community vision to be the best place to live, work and enjoy life by balancing the needs and priorities of business and residents.

Productive Economy Discussion Paper

The Administration submitted the approved response to The State Planning Commission (SPC) and DPTI's jointly released *Productive Economy Discussion Paper*.

A response to the discussion paper, was approved at the Council meeting held 19 February 2019, and submitted by the consultation closing date of 22 February 2019.

Land Use Planning - Intergovernmental Relations***Adelaide Airport Master Plan***

Staff attended the Adelaide and Parafield Airports Planning Co-ordination Forum which included an overview of the Adelaide Airport Master Plan project timelines.

Plympton Residential DPA

Discussions have resumed between the Administration, the developer and developer's planning consultant (Homes Dyer) regarding the opportunities for 65-73 Mooringe Ave, Plympton with further information and a formal report anticipated to be presented to Council in the coming months.

Urban Tree Fund

The Administration is in the process of developing a policy to guide the strategic use of any funds collected as a result of the established Urban Tree Fund.

Planning Reform

The Administration continues to participate in planning reform activities, including attendance at workshops and live streaming events provided by DPTI, LGA and other industry specialists, which have comprised of sessions on phase one of the Planning and Design Code, e-planning and general updates.

Consultation for phase one of the Planning and Design Code closed 29 March 2019.

The Administration provided a technical response on the basis that the Code sits outside of this Council's land. A thorough investigation and review of the policies detailed in Phase One has been undertaken in preparation for the release of the subsequent Codes and to inform input into the subsequent phases of the Code which will be more applicable to land in West Torrens.

Upcoming consultations are anticipated, as follows:

- Discussion Papers below are anticipated as indicated, with particular attention drawn to the change in date for People and Neighbourhoods paper, from March 2019 to *after* July 2020.
 - People and Neighbourhoods (July 2020)
 - Design in the Planning System (March 2019)

DPTI has indicated that some information will be forthcoming with regard to heritage, character, design and infill:

- Regulations
 - Fees and Charges
 - Referrals
 - Building Inspection
- Phase Two Code - Regional Councils (June 2019)
- Phase Three Code - Greater Adelaide Councils (September 2019)

Conclusion

This report details the activities of the Strategy Unit for February/March 2019.

Attachments

Nil

8.7 Annual Service Plans 3rd Quarter 2018/19 Progress Update

Brief

This report presents the 3rd quarter review of the 2018/19 Annual Service Plans and progress in the delivery of Council's Community Plan.

RECOMMENDATION

The Committee recommends to Council that the Annual Service Plans 3rd Quarter Progress Report 2018/19 be received.

Introduction

The *Annual Service Plans 3rd Quarter 2018/19 Progress Reports (Attachment 1)* outlines Council's progress in implementing its *Community Plan* and provide updates on the delivery of the actions that implement the *Community Plan Aspirations* as outlined in Figure 1.

Figure 1 Community Plan Aspirations




Below is an explanation of the reporting format:


Pie Charts

The pie charts graphically illustrate how Council as a whole, and each individual department, is progressing with the delivery of Annual Service Plan actions.

Action Status

The status of the actions presented in the Quarterly Report may be listed as monitor or off-track. Please note, on-track and completed actions are not presented in the Report.

Monitor means the action has not progressed to where the relevant department manager was expecting, but it is within 70-90% of the quarterly target. When the status of an action is monitor, the attached quarterly report shows a yellow traffic light () in the right hand column.

Off-track means the action has not progressed to where the relevant department manager was expecting and is less than 70% of the quarterly target. When the status of an action is off-track, the attached quarterly report shows a red traffic light () in the right hand column.

An explanation of why a particular action has off-track or monitor status is contained within the *Annual Service Plans 3rd Quarter Progress Report*.

Discussion

The performance of the organisation, as a whole, for the 3rd quarter of 2018/19 is as follows:

- 91.1% On-track/Completed,
- 4.2% Monitor; and
- 4.7% Off-track.

Note that figures may be greater or less than 100% due to rounding effects.

In the third quarter of 2018/19, seven (7) actions were completed, some ahead of schedule. These related to:

1. Review and update the Hamra Centre Library service and resources;
2. Oversee the implementation of the improved Thebarton Hub booking system;
3. Replace end-of-life IT assets including desktop and tablet computers, Multi-Function Devices and ICT infrastructure equipment;
4. Provide Members of the newly elected Council with ICT hardware and software;
5. Continue the ongoing stormwater network condition audit;
6. Coordinate the transition of the City Operations department from the Marion Rd location to the Morphett Rd location; and
7. Improve documentation of continuous improvement activity.

Nine (9) actions were reported as 'off track' in the third quarter of 2018/19, which represents 4.7% of the total number of actions. These relate to:

1. Initiate a review of Council's Public Health Plan;
2. Develop an Environmental Sustainability Strategy;
3. Coordinate a review of Council's Community Plan;
4. Review HR related policies to reflect legislative and organisational changes and/or when scheduled for review;
5. Develop, deliver and embed an organisational wide training program on EEO compliance and prevention of bullying, harassment and discrimination;
6. Project manage and contract manage the staged construction of facilities at Lockleys Oval, Apex Park and Mellor Park, in accordance with the Master Plan;
7. Manage the design and approval processes for the upgrade of Peake Gardens Riverside Tennis Club facilities;
8. Develop a Master Plan/Concept Plan for the upgrade of the Richmond Oval Grandstand; and
9. Implement the Liquor Licensing Reform as applicable to the City of West Torrens including review of the City of West Torrens Liquor Licensing Policy.

Eight (8) actions were reported as needing to be 'monitored' in the third quarter of 2018/19. This represents 4.2% of the total number of actions and are as follows:

1. Initiate a review of the City of West Torrens Open Space and Public Places Plan;
2. Project manage and contract manage the staged construction of the Camden Oval Precinct Development;
3. Project manage and contract manage the staged construction of the Weigall Oval redevelopment;
4. Review the City of West Torrens Building Inspection Policy;
5. Complete the Novar Gardens and Camden Park Local Area Traffic Management Plan;
6. Implement the Torrensville Thebarton Local Area Traffic Management Plan;
7. Complete the review and update of the Transport Strategy and Bicycle Strategy and incorporate them into one document; and
8. Develop the Richmond/Mile End Local Area Traffic Management Plan solutions paper.

Due to various factors including; competing work priorities, awaiting finalisation of other projects, additional budget requirement and awaiting on State Government advice/plans, the above actions are not progressing as planned. It is anticipated that many of these actions will need to be carried over to the 2019/20 Service Plans. The CEO's approval to revise the completion dates for two (2) projects is detailed below.

CEO approval to change timeframes

Due to the factors listed above and in the attached reports, two (2) projects have been unable to meet their scheduled completion dates. The CEO has therefore approved for the completion dates be revised for the actions as below:

- *Review the City of West Torrens Building Inspection Policy* - revise completion date from 31/03/2019 to 30/06/2019; and
- *Complete the review and update of the Transport Strategy and Bicycle Strategy and incorporate them into one document* - revise completion date from 31/03/2019 to 30/06/2019.

Conclusion

The Annual Service Plans 3rd Quarters Progress Report outlines Council's progress in implementing its Community Plan.

Nine actions have been reported as off track and eight actions have been reported as requiring monitoring, with consequent revision of the completion date for two actions.

Attachments

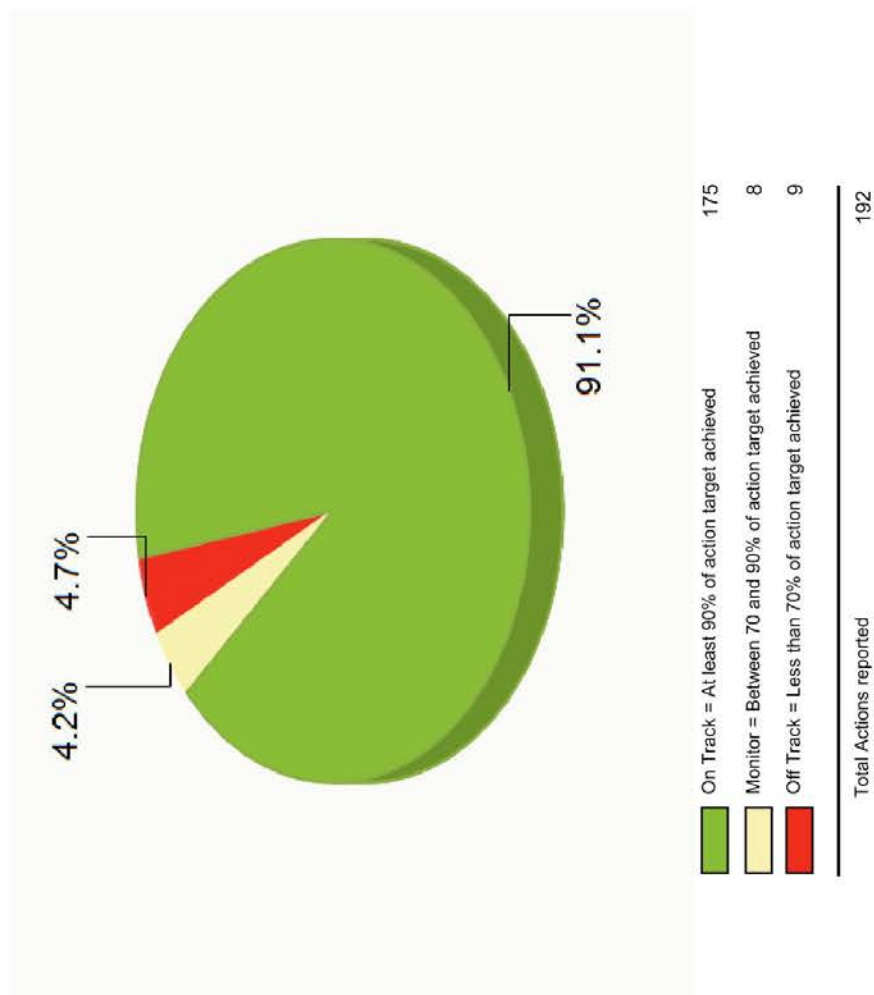
- 1. Annual Service Plans 3rd Quarter 2018/19 Progress Report**



Annual Service Plans 3rd Quarter Progress Report 2018/19

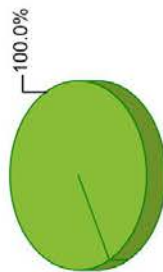
January - March 2019

City of West Torrens

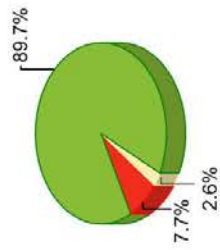


Business and Community Services Division

Community Services

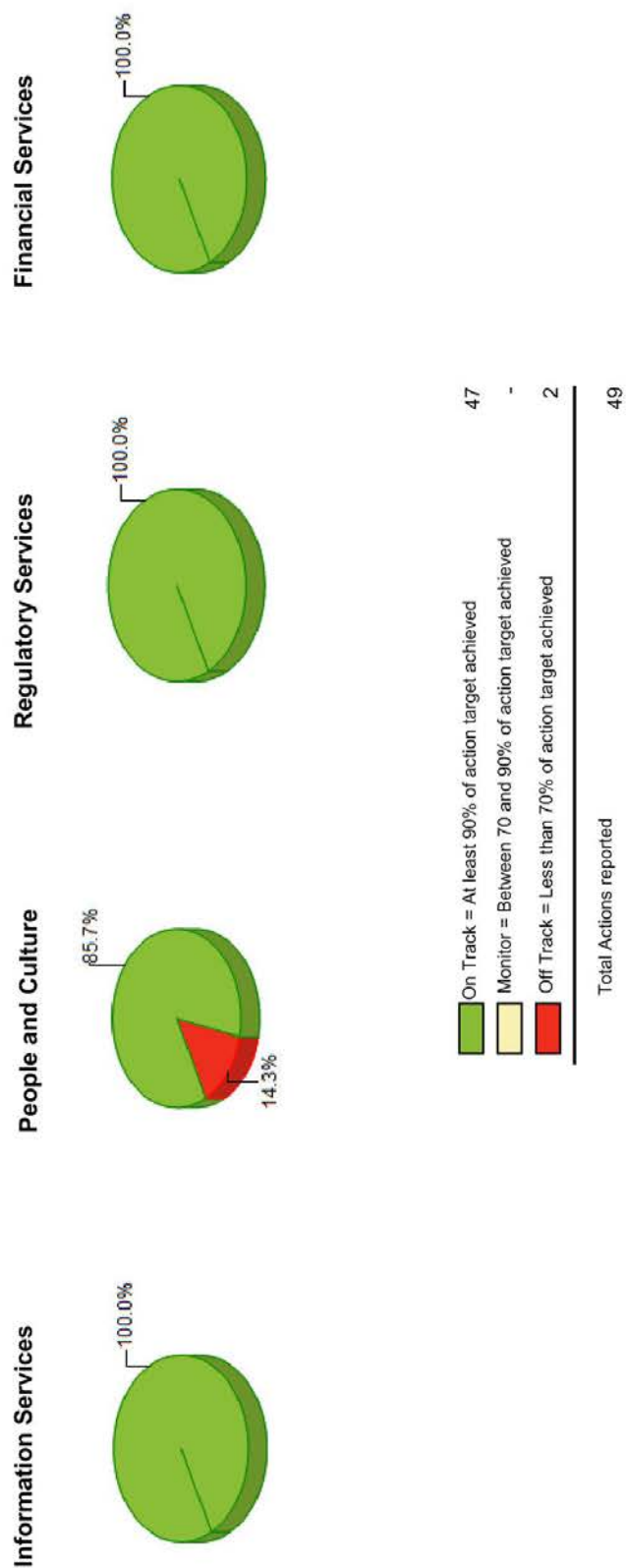


Strategy and Business



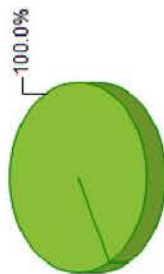
On Track = At least 90% of action target achieved	48
Monitor = Between 70 and 90% of action target achieved	1
Off Track = Less than 70% of action target achieved	3
Total Actions reported	52

Corporate and Regulatory Services Division



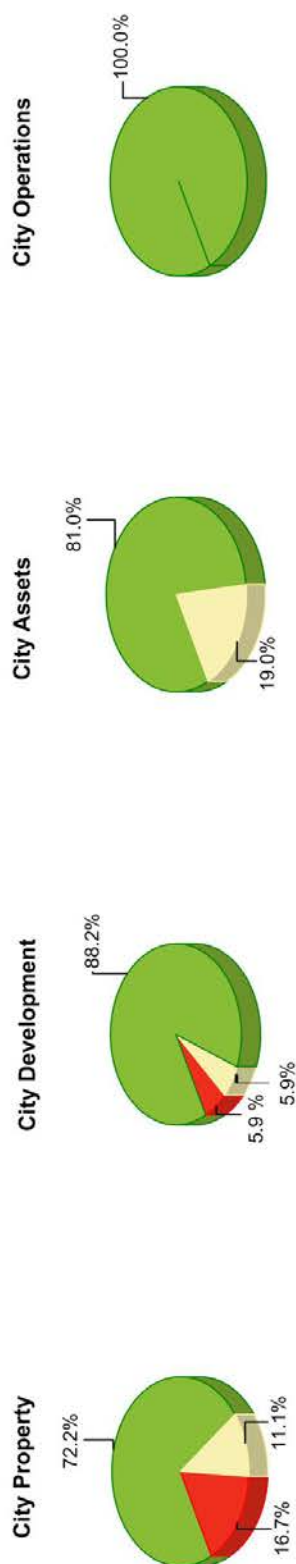
Office of the Mayor and CEO

Office of the Mayor and CEO



On Track = At least 90% of action target achieved	22
Monitor = Between 70 and 90% of action target achieved	-
Off Track = Less than 70% of action target achieved	-
Total Actions reported	22

Urban Services Division



On Track = At least 90% of action target achieved	58
Monitor = Between 70 and 90% of action target achieved	7
Off Track = Less than 70% of action target achieved	4
Total Actions reported	69


ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Business and Community Services Division

Aspiration: 2 Active, Healthy and Learning Communities

Long Term Strategy: 2.4 Foster the health and well-being of the community.


Short Term Strategy: 2.4.2 Identify and collaborate with partners to plan for community well-being.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
2.4.2.2 Initiate a review of Council's Public Health Plan.	Not Started	0%	10%	30/06/2019	Council's review of the Public Health Plan has been somewhat delayed due to the late release of the State's Public Health Plan, which the Council's Plan must align with. In addition, other major projects and resolutions of Council have taken precedence.	Team Leader Strategy	 RED

Aspiration: 4 Reduction of our Ecological Footprint

Long Term Strategy: 4.3 Prepare for and respond to the challenges of a changing climate.

Short Term Strategy: 4.3.3 Work collaboratively with our partners, community and businesses to plan for, and adapt to, the impacts of a changing climate.


ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
4.3.3.5 Develop an Environmental Sustainability Strategy.	Not Started	0%	50%	30/06/2019	The project has not yet started due to competing priorities and is unlikely to commence before May 2019. Continuation of this project will therefore need to be carried over to the Strategy and Business 2019/20 Service Plan.	Environment Sustainability Planner	 RED

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Aspiration: 7 An Appealing and Valued Open Space Network

Long Term Strategy: 7.1 Develop a network of open spaces across the City, based on a balance of environmental, social and economic factors.


Short Term Strategy: 7.1.1 Identify opportunities to enhance equitable access to open space to achieve active, vibrant and connected communities.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
7.1.1.1 Initiate a review of the City of West Torrens Open Space and Public Places Plan.	In Progress	22%	30%	30/06/2019	The project has been delayed due to progress with the Open Space for Higher Density Structure Plan research project designed to inform the next phase of the OS&PP Plan. Delay has also occurred due to the Greening Strategy requested by Council. It is anticipated this project will be initiated within the forecast timeframe.	Team Leader Strategy	 YELLOW

Aspiration: 14 Leading governance and technology.

Long Term Strategy: 14.1 Adopt leading governance and information technology systems and practices.



Short Term Strategy: 14.1.4 Ensure that Council's plans, projects and activities are aligned with the Community Plan.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.4.3 Coordinate a review of Council's Community Plan.	In Progress	10%	30%	30/06/2019	Given that the Community Needs Analysis project will be used to inform the review of the Community Plan, completion of the Community Needs analysis project is required to inform the Community Plan. The review of the Community Plan will need to extend beyond June 2019 following the completion of the Community Needs Analysis project.	Corporate Planner	 RED

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Corporate and Regulatory Services Division

Short Term Strategy: 14.1.6 Cultivate a workforce culture where people feel safe, valued and encouraged to reach their full potential.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.6.31 Review HR related policies to reflect legislative and organisational changes and/or when scheduled for review.	In Progress	50%	75%	30/06/2019	<p>A number of policies have been reviewed and are pending Executive approval. Leave Policy was revised, consultation occurred, finalised and is now published. The Managing Poor Performance, and Employee Complaints and Grievance policies have been reviewed.</p> <p>Additionally, Anti-bullying and Harassment is a new policy. Initial feedback has been received from GM Corporate & Regulatory. Documents will be revised based on feedback before resubmitting to GM Corporate & Regulatory.</p> <p>The new Parental Leave policy is being drafted along with the guideline for managers and employees relating to flexible work arrangements upon return from parental leave. These will be submitted to GM Corporate & Regulatory in the next quarter prior to going to Executive for approval.</p> <p>The Recruitment & Selection policy has been reviewed and is to be submitted to GM Corporate & Regulatory.</p>	HR Business Partner	
14.1.6.40 Develop, deliver and embed an organisational wide training program on EEO compliance and prevention of bullying, harassment and discrimination working collaboratively with Fair treatment Officers.	In Progress	25%	75%	30/06/2019	<p>This project received Executive approval to proceed at the end of this quarter.</p> <p>Recruitment will commence in the last financial quarter of 2019 (Apr - June 2019), with Fair Treatment Officers to be nominated and undertake training.</p>	HR Business Partner	




ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Urban Services Division



Aspiration: 1 A Community That Embraces Diversity

Long Term Strategy: 1.1 Recognise and celebrate our diverse community and facilitate opportunities for community connection.

Short Term Strategy: 1.1.3 Develop and facilitate the use of community facilities as points of social, recreational and educational interaction.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
1.1.3.2 Project manage and contract manage the staged construction of facilities at Lockleys Oval, Apex Park and Mellor Park, in accordance with the Master Plan.	In Progress	45%	75%	30/06/2019	<p>Works are in progress at Lockleys Oval and Apex Park. Expected completion for Apex Park is mid-2019 and for Lockleys Oval is early 2020. Details of the project delays have been previously reported via Council/Committee reports.</p> <p>Development approvals for Mellor Park Master Plan Upgrade and Lockleys Oval Stage 2 are still pending.</p>	Manager City Property	
1.1.3.3 Project manage and contract manage the staged construction of the Camden Oval Precinct Development.	In Progress	60%	75%	30/06/2019	<p>Works are underway and the expected completion is mid-2019 for the Football Clubroom building and early April for the Soccer Change room building.</p> <p>Additional funding was received through the September budget review and scoping of works is currently underway. Further works are expected to commence in September 2019.</p>	Manager City Property	
1.1.3.4 Project manage and contract manage the staged construction of the Weigall Oval redevelopment.	In Progress	55%	75%	30/06/2019	<p>Detailed design of Stages 2 and 3 has been completed and the procurement process undertaken, with tenders closing on 19 March.</p> <p>The project is off track as evaluation of submissions is continuing and the tender/contract is yet to be awarded. It was found that all tenders were greater than the project budget and the Administration will therefore need to evaluate the project scope and report back to Council before proceeding to award the tender.</p>	Manager City Property	

ACTIONS WITH OFF-TRACK OR MONITOR STATUS



1.1.3.7 Manage the design and approval processes for the staged upgrade of Peake Gardens Riverside Tennis Club facilities.	In Progress	50%	75%	30/06/2019	Detailed design is complete and the Development Application has been submitted however this project is on hold awaiting additional budget allocation.	Manager City Property	 RED
1.1.3.8 Develop a master plan/concept plan for the upgrade of the Richmond Oval Grandstand.	In Progress	25%	75%	30/06/2019	Due to competing priorities with the development of the hubs and limited funding allocations, there has been no progress on this project since the last quarter.	Manager City Property	 RED

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Aspiration: 6 A Well-Designed Built Environment

Long Term Strategy: 6.3 Foster well-being and safety within the built form.

Short Term Strategy: 6.3.1 Maintain health and safety standards in the built form within regulatory requirements.




ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
6.3.1.4 Review the City of West Torrens Building Inspection Policy.	In Progress	85%	100%	31/03/2019	The City of West Torrens Building Inspection Policy is currently under review, however due to Council elections and formation of the new Council, it will not be presented to the Council for consideration until May/June 2019. The CEO has therefore approved that the completion date for this action be extended to 30 June 2019.	Team Leader Building	 YELLOW
6.3.1.5 Implement the Liquor Licensing Reform as applicable to the City of West Torrens including review the City of West Torrens Liquor Licensing Policy.	In Progress	10%	75%	30/06/2019	The Liquor Licensing Reform is being implemented in stages and staff continue to track its implementation by the State Government Consumer and Business Services. At this stage, most changes relevant to local government are still pending announcement by the State Government and are not expected to be announced until 2020 for implementation shortly after. The Administration will consider the value of commencing the review of Council's Liquor Licensing Policy prior to the legislative changes.	Team Leader Compliance and Monitoring	 RED

ACTIONS WITH OFF-TRACK OR MONITOR STATUS


Aspiration: 8 Accessible and Reliable Transport Options

Long Term Strategy: 8.1 Facilitate the healthy, safe and effective movement of people through the City.

Short Term Strategy: 8.1.1 Review and implement improved traffic management approaches to address traffic flows, speeds and local traffic issues.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
8.1.1.2 Complete the Novar Gardens and Camden Park Local Area Traffic Management Plan.	In Progress	60%	75%	30/06/2019	Stage 2 Consultation was completed early December 2018 and all resident feedback has been reviewed. The plan of works has been modified and consultation is to occur with the working party as well as localised consultation.	Traffic Engineer	
8.1.1.3 Implement the Torrensville Thebarton Local Area Traffic Management Plan.	In Progress	60%	75%	30/06/2019	The upgrade to Sherriff Street and Ashley Street intersection is scheduled to commence mid April 2019. The consultation for Maria St slow points has been completed. Consultation for the traffic management device at Ashley Street and Hayward Avenue, including the removal of the "Bus Only" device at West Street, is scheduled to be undertaken in April 2019.	Traffic Engineer	
8.1.1.4 Complete the review and update of the Transport Strategy and Bicycle Strategy and incorporate them into one document.	In Progress	80%	100%	31/03/2019	The draft 'themes' of the document were presented to the Elected Members Strategic Workshop in March. The document content is being developed, however finalisation of the Strategy will occur in the 2019/20 financial year, subsequent to the review of Council's Community Plan. As such, finalisation of the document will be included in the City Assets 2019/20 Service Plan. The CEO has therefore approved for the completion date for this action be extended to 30 June 2019.	Traffic Engineer	

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

8.1.1.5 Develop the Richmond/Mile End Local Area Traffic Management Plan solutions paper.	In Progress	65%	75%	30/06/2019	<p>Stage 1 public consultation has been completed for the area. All feedback has been reviewed and preliminary key issues have been identified.</p> <p>The initial LATM Plan has been developed and is to be discussed with the working party prior to broader consultation.</p>	Traffic Engineer	
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8.8 Progress on Implementing Council Decisions

Brief

This report provides an update on completed and outstanding Council and Committee resolution actions.

RECOMMENDATION

The Committee recommends to Council that the report be received.

Introduction

At the meeting of the former Policy, Planning and Performance Committee on 23 August 2011 a request was made for a report to be provided at each meeting of the Committee of outstanding actions relating to resolutions of Council and Committees.

Furthermore, at the 29 August 2016 meeting of the Committee, the Chief Executive Officer agreed to incorporate completed actions into the attached 'Progress on Implementing Council Decisions Report'. Actions that have been completed since the preceding meeting of the Committee will be included on the report.

Discussion

A copy of the completed actions since 26 February 2019, and outstanding resolution actions to 2 April 2019 is provided for Members' information (**Attachment 1**). Updates/comments are to 16 April 2019.

Conclusion

The Progress on Implementing Council Decisions Report provides an update on completed and outstanding Council and Committee resolution actions for Members' information.

Attachments

1. Progress of Implementing Council Decisions

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
1	02/04/2019	Council	9.4 - City Services and Amenity Committee Item 11.2 West Torrens Dog Park - Greyhound Off-Leash Initiative	Mugavin / Papanikolaou that: 1. Council endorse an "off-leash" greyhound event at the Moss Avenue dog park for a trial period of six months; 2. The Chief Executive Officer be authorised to restrict access to 'greyhounds only' at the Moss Avenue dog park on event days from 9:00am to 12 noon pursuant to Section 7 of the City West Torrens Local Government Land By-Law No. 2 of 2017 subject to the application to the Dog and Cat Management Board as detailed in Point 3 (below) is approved. 3. An application be made to the Dog and Cat Management Board to seek an exemption to Section 45C of the Dog and Cat Management Act 1995. 4. A further report be presented to Council at the end of the trial period on whether the "off-leash" greyhound events for a further period be undertaken.	Bill Ross	Implementation in progress.	In progress
2	02/04/2019	Council	12.2 - City Facilities and Waste Recovery General Committee Item 8.3 Weigall Oval Masterplan and Facilities Upgrade - Update	Vlahos / O'Rielly that: 1. The report be received; and 2. The options identified within this report regarding traffic safety along Birdwood Terrace be implemented by the Administration.	Angelo Catinari	The Committee Report (26 March 2019 - Approved By Council on 2 April 2019) identified the following actions: - Courteous messaging be painted on the shared path such as "Children present", or "Shared path, please slow down"; - Standard pedestrian signage be erected both along Birdwood Tce for vehicle traffic as well as along the shared path for bicycle traffic; - Natural landscaping options around the junior playspace be investigated and implemented during the Stage 2 works. 16/04/2019 - Works scheduled to commence in May 2019.	In progress
3	02/04/2019	Council	15.1 - Weekly Green Bin Collection Trial	Woodward / Kym McKay that the City Facilities and Waste Recovery General Committee is provided with a proposal to consider the trial of a weekly Green bin collection for a period of up to 12 months in a small location or suburb in West Torrens. The trial would not change the collection cycle for Red or Yellow bins. Also, that West Torrens investigate the potential of State Government funding to assist with the cost of a trial.	Bill Ross	A report will be presented to the next Facilities and Waste Committee meeting.	In progress
4	02/04/2019	Council	17.1 - Request for Grant of Permit - Peter Cochrane Transport Pty Ltd	Anne McKay / Nitschke that: 1. Council enter into a permit with Peter Cochrane Transport Pty Ltd for a term of 3 years, commencing on 1 May 2019 and concluding on 30 April 2022, at an initial permit fee of \$6,000pa plus GST (the permit fee to escalate on each anniversary of the commencement date by Adelaide All Groups CPI). 2. The Mayor and Chief Executive Officer be authorised to sign and/or seal any documentation to give effect to the grant of permit.	Angelo Catinari	16/04/2019 - Updated permit has now been finalised, (updates reqd from Council Meeting) for issue to Peter Cochrane Transport. Permit to be completed in May 2019.	In progress
5	02/04/2019	City Services and Amenity Standing Committee	11.1 - Public Realm Design Manual	Kym McKay / O'Rielly that: 1.The draft Public Realm Design Manual be approved. 2.It delegates the review and update of the Public Realm Design Manual to the Chief Executive Officer.	Pauline Koritsa	Council approved the Public Realm Design Manual at its 6 April meeting - it is currently being finalised for release in the next few weeks.	In progress
6	26/03/2019	City Facilities and Waste Recovery General Committee	8.4 - Apex Park, Lockleys Oval and Mellor Park - Update	COMMITTEE RESOLUTION - 26/03/2019 Vlahos/Mugavin that: 1. The Administration continue to investigate opportunities to relocate the West Torrens Pigeon Club from Lockleys Oval to alternative facilities within the City of West Torrens and that a future report be provided to this Committee detailing the outcome of those investigations. 2. The Administration undertake any necessary procedures to enable demolition of the former Scouts log cabin clubroom building, located in the south-western corner of Apex Park, to occur. COUNCIL RESOLUTION - 2/04/2019 Woodward/Kym McKay that consideration of Item 8.4 Apex Park, Lockleys Oval and Mellor Park - Update from the Adoption of General Committee Recommendations of the City Facilities and Waste Recovery General Committee Meeting held on 26 March 2019, lie on the table.	Angelo Catinari	16/04/2019 - (1) West Torrens Pigeon Club from Lockleys Oval to alternative facilities - Initial meeting held on 15 April 2019 with the West Torrens Pigeon Club to investigate possible options of relocation. The option of the Plympton Community Centre has been considered or the option to trial a new location for a season. Investigations are continuing. 16/04/2019 - (2) Apex Park (Former Scouts Log Cabin) - No further action taken by the Administration in regard to the demolition as per Council's resolution on 2 April 2019 to 'lie on the table'.	In progress
7	26/03/2019	City Facilities and Waste Recovery General Committee	8.5 - Hilton RSL - Update on Potential Relocation	Vlahos/Anne McKay that: 1. The Administration continue to further progress Option 2 as detailed in the Agenda report for the proposed relocation of the Hilton RSL from the current location of 147 Sir Donald Bradman Drive, Hilton to 173-187 Sir Donald Bradman Drive, Cowandilla. 2. A detailed design be developed with improved budget project costs and a report be brought back to this Committee once this work is finalised.	Angelo Catinari	16/04/2019 - Detailed design has commenced for the relocation of the Hilton RSL. Once the detailed design has been finalised with budget costs, an update report will be presented to the Committee for consideration. The detailed design is anticipated to be finalised in later 2019.	In progress
8	26/03/2019	City Facilities and Waste Recovery General Committee	9.2 - Trial with Shopping Centre(s) to provide more options to sort recycled material	Mayor Coxon/Reynolds that the City Facilities and Waste Recovery General Committee is provided with a proposal to consider a trial at Council impacted collection points to provide more options to sort recycled material at source and to improve the quality of the recycled material. E.g. being able to separate paper, cans, plastic and glass at source.	Bill Ross	Being assessed.	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
9	05/03/2019	City Services and Amenity Standing Committee	11.1 - Land Management Agreement - 55 Torrens Avenue, Lockleys and 15 Dunrobin Street, Lockleys (Ron Wait Court Subdivision)	K McKay / Huggett that: 1. Endorsement be given for the City of West Torrens to enter into a Land Management Agreement with Rivergreen Estate Pty Ltd and Francesca Corso pursuant to s57(2) of the Development Act 1993 relating to the whole of the land comprised in Certificates of Title Register book Volume 5476 Folio 402 and Volume 5827 and Folio 444 being 55 Torrens Avenue, Lockleys and 15 Dunrobin Street, Lockleys. 2. Authorisation be given to the City of West Torrens Mayor and Chief Executive Officer to sign and seal the Land Management Agreement between the City of West Torrens, Rivergreen Estate Pty and Francesca Corso pursuant to s57(2) of the Development Act 1993 relating to the whole of the land comprised in Certificates of Title Register book Volume 5476 Folio 402 and Volume 5827 and Folio 444 being 55 Torrens Avenue, Lockleys and 15 Dunrobin Street, Lockleys.	Angelo Catinari	LMA has been signed by both parties and is awaiting lodgement to Lands Titles Office.	In progress
10	05/03/2019	Council	8.1 - Shade over Playground at Kesmond Reserve, Ashford	Papanikolaou / Woodward that a report be presented to a future meeting of Council detailing the feasibility of, and costings for, placing a large shade sail over the playground at Kesmond Reserve, Ashford.	Angelo Catinari	16/04/2019 - Quote for project has been arranged. Works to be undertaken as part of the Capital Works program (playgrounds) for 2019/2020	In progress
11	05/03/2019	Council	16.1 - Community led event for the completion of the West Thebarton/Philips St rejuvenation	Nitschke / Mugavin that: 1. A meeting be convened by the Mayor, Chief Executive Officer and the Thebarton Ward Councillors together with the local business owners and traders adjacent to the Stirling Street Reserve to discuss a proposal for a 'community led' event to mark the completion of the West Thebarton/Philips St rejuvenation. 2. The objective of such meeting be to determine the level of support that Council can reasonably provide for an 'Open for Business' event. 3. In accordance with Council Policy on Naming of Council Assets, the proposed event to incorporate an unveiling of a new name for the Stirling Street Reserve.	Terry Buss	29/3/19 - meeting organised for Monday 1 April 2019 at 4pm with Mayor, Ward Cr/s, GM Business and Community, Gordon Andersen and Martyn from Ricca Coffee to discuss proposal. Further meeting held with GM Business and Community and interested parties to progress.	In progress
12	26/02/2019	City Advancement and Prosperity General Committee	8.2 - Draft Open Space for Higher Density Structure Plan	Tsiaparis / Nitschke that: 1. The draft Open Space for Higher Densities Structure Plan be approved for progression to public consultation pursuant to Council Policy - Public Consultation. 2. The Chief Executive Officer be authorised to make any required minor administrative edits to the draft Open Space for Higher Density Structure Plan prior to public release for consultation in accordance with the funding agreement. NOTE: Cr Cindy O'Rielly requested that Richmond should be included in the list of suburbs for Policy Area 19 (Page 19 of the Agenda). Cr Kym McKay sought clarification as to whether the Linear Park was included in the formula for Policy Area 36. The Administration committed to follow this up and get back to Committee Members.	Pauline Koritsa	16/4/19 Public consultation approach currently being developed	In progress
13	19/02/2019	Council	17.3 - Community Meeting on Infill Development	Nitschke/Papanikolaou that Council not proceed with holding a Community Meeting relating to Urban Infill Development in the City of West Torrens, but instead, pursue the following actions: 1. Actively encourage the West Torrens Community, via Council's Website and Social Media, to get involved and have their say on discussion papers and other consultation opportunities made available by the Department of Planning, Transport and Infrastructure relating to the new Planning and Design Code resulting from the passing of the Planning, Development and Infrastructure Act 2016; and 2. Develop a communications plan to insure the West Torrens Community is fully informed of the changes that will occur in the planning reform process once the Planning, Development and Infrastructure Act 2016 is fully implemented by June 2020; and 3. Seek to arrange a Community Briefing delivered by the Department of Planning, Transport and Infrastructure staff on the proposed changes to the planning reform process to provide opportunity for the Department of Planning, Transport and Infrastructure staff to hear directly from our Community on their concerns on Urban Infill Development in the City of West Torrens; and 4. Note and support the actions of the Mayor and Chief Executive Officer to liaise with their counterparts at other inner-rim Councils on the issues of Urban Infill with the aim of collectively informing the State Government of Community concerns with the current rate and poor development outcomes of infill and uplift development occurring within inner metropolitan Adelaide.	Terry Buss	CEO has contacted the State Planning Commission to advise them of Council's motion. State Planning Commission (SPC) representatives invited to present to Council at the 21 May Council meeting. Further discussions with the SPC to take place early May regarding the presentation to Council and the Community meeting.	In progress
14	19/02/2019	City Finance and Governance Standing Committee	11.1 - Live Streaming of Council Meetings	Coxon/Woodward that: 1. Council notes the risks and benefits associated with live streaming Council meetings and provides its in-principle support for live streaming and recording of Council meetings to occur subject to suitable funding being provided to install the appropriate visual and audio equipment within the Council Chamber. 2. Council further consider funding the amount of \$30,000 as part of the 2019/20 budget process to allow live streaming and recording of Council meetings to occur.	Bill Ross	\$30,000 including on the supplementary list for Council to consider in the 2019/20 budget process.	In progress
15	05/02/2019	Council	15.1 - Cost for road cooling trial	Woodward / K McKay that Council provide a report and costing, for consideration in the upcoming 2019/2020 budget, to commence a trial of techniques to cool road surfaces in West Torrens and address the issues associated with urban heat islands.	Pauline Koritsa	16/4/19 Staff liaising with the City of Charles Sturt to ascertain if costs can be obtained.	In progress
16	15/01/2019	Council	14.13 - Proposed Lease to SA Badminton Association Inc.	Reynolds/Vlahos that: 1. SA Badminton Association Inc. be granted a lease of the WA Satterley Hall for a term of 5+5+5 years from 1 April 2019 at a commencing rental of \$10,000 per annum plus GST; 2. The lease agreement be amended to replace the word "adjoining" with "neighbouring or nearby" at Clause 7.2.2; and 3. The Mayor and Chief Executive Officer be authorised to sign and seal any necessary documentation to give effect to the grant of lease.	Angelo Catinari	13/2/19 - Consultation has been undertaken and the agreed lease has been forwarded to the Club for execution. 16/04/2019 - The agreed lease is with the Club awaiting return to Council for execution. (Club representative currently on leave)	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
17	15/01/2019	Council	14.15 - Request for a Right of Way over Council Reserve Land - 125 Hayward Avenue, Torrensville	McKay/Vlahos that: 1. It provide its consent to the request for a right of way to be granted in favour of Mr. Angus Sobels in accordance with the plans submitted with all costs associated with the creation of the right of way over Allotment 102 in DP 35310 be borne by the applicant; and 2. The Mayor and the Chief Executive Officer be granted authority to sign and/or seal any documentation to give effect to the request.	Angelo Catinari	20/02/2019 - Currently engaging a conveyancer to undertake necessary amendments to the Deposited Plan. 15/04/2019 - Plan of amendment prepared and is awaiting lodgement with Lands Title Office.	In progress
18	11/12/2018	Council	12.5 - Cost to upgrade reserve spaces in the City Of West Torrens	McKay / Pal that Urban Services Division prepare a report on upgrading reserve spaces across the City of West Torrens by providing service connection points that provide suitable access to power, water and sewage connection points and where identified natural gas connections to enable more equitable access to higher needs festival events and community use across the whole of City.	Angelo Catinari	13/2/19 - A report to be provided to the City Facilities and Waste Recovery Committee meeting to be held on 28 May 2019 for its consideration.	In progress
19	06/11/2018	Council	17.1 - Aircraft Noise Survey Outcomes	Vlahos/O'Rielly that: 1. The results of the Aircraft noise Survey be noted; 2. Its policy position, to be used to influence the Department for Planning, Transport and Infrastructure's (DPTI) development of the new Planning and Design Code, with respect to aircraft noise be the ANEF contour map recognising >25 ANEF as the threshold for managing aircraft noise and excluding land divisions in >40 ANEF with the following additional measures be approved by Council as its position with regard to Aircraft noise: a. Development should be designed and located having regard to the flight paths, height restrictions and noise exposure forecasts issued by Adelaide Airport Limited. b. Residential development on land within the area defined by Fig R1/1 is affected by aircraft noise from Adelaide Airport and should be designed, constructed and insulated to minimise the effects of noise c. Dwellings (and dwelling additions with habitable rooms) are constructed in accordance with the Australian Standard 2021-2015: Acoustics – Aircraft noise intrusion – Building siting and construction: or d. Dwelling (and dwelling additions with habitable rooms) include the following construction techniques: i) shielding windows and doors with external blinds and verandahs; ii) using masonry walls for external walls and if brick veneer construction is used fully, by insulating the cavity wall with 75mm to 100 mm insulation (rockwool or fibreglass); iii) keeping window size to a minimum and using 6mm single glazing or double glazed windows; where possible, windows of sensitive rooms should be oriented away from the direction of view to the flight path; iv) air-conditioning sensitive rooms using split or ducted system. Wall mounted air-conditioning units should not be used as they provide a weak path for sound transmission; v) shielding door with entrance verandah and using solid core construction; vi) sealing airtight all cracks in the housing construction. Crack between doors, windows and the house construction should also be weather sealed; vii) positioning air exhausts in non-sensitive rooms, e.g. wall vents should not be placed in bedrooms or living rooms: and viii) insulating the ceiling space with 75mm to 100mm ceiling insulation (rockwool or fibreglass) 3. Council write to the relevant authority responsible for developing Australian Standard 2021-2015 and ask them to take into consideration the fact that some airports have curfews and also whether decibel reading at locations could be used in determining the standards rather than ANEFs.	Pauline Koritsa	20/2 Position will be used in feedback to DPTI where appropriate.	In progress
20	06/11/2018	Council	17.2 - Glandore Character Policy Area Protection DPA	Farnden/Woodward that: 1. It approves the Statement of Intent (SOI), included at Attachment 2 of the agenda report, to amend policy in the Urban Corridor Zone adjacent to Glandore Character Policy Area 24 which has been updated to reflect the changes to the SOI requested by of the Minister for Planning, as detailed in his 3 October 2018 letter to Council. 2. That the amended Statement of Intent be submitted to the Minister's delegate requesting formal approval to progress the Council-initiated Development Plan Amendment proposal in accordance with the process nominated in the draft SOI, subject to any minor changes of an editorial or technical nature. 3. That interim operation (which is subject to a separate approval process by the Minister) be sought for the DPA to ensure orderly and proper development while the DPA is progressed. 4. The Chief Executive Officer be authorised to make any minor changes to the Statement of Intent that are of an editorial or technical nature as required to: a. facilitate the submission of the Statement of Intent to the Minister for Planning. b. effect the implementation of interim operation of the DPA.	Pauline Koritsa	20/2 Amended Statement of Intent sent to DPTI and approved by the minister on 19 December 2018. 16/4/19 DPA in the investigation stage.	In progress
21	16/10/2018	Council	15.3 - Street lighting in Ashford and Keswick	Mangos/Nitschke given the recent good progress with the LGA and SA Power Networks on LED public lighting, that Council provide a cost/benefit analysis to fix the known sub-standard street lighting in the City of West Torrens.	Angelo Catinari	26/11/2018 - Council Administration attending a public lighting information session with SAPN on 28 November 2018 13/02/2019 - Report being drafted for presentation to the City Services and Amenity Standing Council Meeting to be held on 5 March 2019. 15/04/2019 - Report not presented to 5 March 2019 meeting. A presentation was made to Elected Members Strategic Workshop. Final report to be presented at a future meeting.	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
22	02/10/2018	Urban Services Prescribed Standing Committee	11.1 - Waiver of Land Management Agreement at 9 Ayliffe Place, Novar Gardens	Demetriou/McKay that: 1. Council waives the Owners Obligations of the Land Management Agreement (dealing number 8566879) relating to the gabion wall proposed as part of Development Application no. 211/887/2018 at 9 Ayliffe Place, Novar Gardens; and 2. Council writes to the landowners and other parties of the properties subject to the Land Management Agreement (dealing number 8566879) consulting on whether to rescind the Land Management Agreement from all affected titles. 3. A further detailed report be presented to a future meeting of Council.	Angelo Catinari	08/10/2018 - Owners Obligations of the Land Management Agreement waived as per Council decision. 02/11/2018 - Consultation Letters sent to landowners and other parties of the properties with feedback to be provided by end of January 2019. 14/2/2019 - Consultation period has concluded. 16/4/2019 - An update report presented to Council's meeting for consideration.	In progress
23	18/09/2018	Finance and Regulatory Prescribed Standing Committee	11.4 - Kerbside wheelie bins sticker: No parking on bin collection day	Woodward/Farnden that the Administration initially purchases a quantity of 250 kerbside wheelie bins stickers and conduct a trial for 6 months and provide a report back to Council on the outcome of the trial.	Bill Ross	Bin stickers purchased and trial underway. Trial to finish 26 April 2019. A report will be presented to the next Facilities and Waste Committee meeting.	In progress
24	04/09/2018	Council	15.1 - Monitoring Traffic and Parking at Lipsett and Marshall Terrace Brooklyn Park	Palmer/Haese given that an Early Learning Centre and a new Primary School was recently approved by Council in May 2018 for the former College of Divinity site on Lipsett Terrace Brooklyn Park, the Administration monitor the traffic and parking conditions of the new school when operational, on Lipsett and Marshall Terrace, so that any adverse traffic impacts arising can be identified and addressed. If any significant traffic impacts were to be identified from this review, that a further report to Council be prepared for its consideration.	Angelo Catinari	16/11/2018 - Traffic Count scheduled in late November 2018. 07/01/2019 - Traffic count results collected in December 2018. No immediate action is required as both speed and traffic volume are within acceptable level. 13/02/2019 - Traffic and parking conditions continue to be monitored in the new school year. 15/04/2019 - Traffic to be reviewed after opening of School in January 2020.	In progress
25	04/09/2018	Council	17.1 - Kerbside Bin Audit	McKay/Demetriou That: 1. Pursue strategies for the diversion of organic materials from the general waste bin, including actions to: • Further increase awareness of kitchen caddies and compostable bags that are available from Council; • Explore alternative ways to distribute caddies and compostable bags; • Further increase awareness of compost bin and worm farm rebates that are available from Council; • Further increase participation in food waste recycling in multi-unit developments. 2. Pursue community educational programs based on: • Further increasing the awareness that e-waste is banned from landfill and highlighting available drop off locations within the Council area; • Reducing contamination in comingled and organics recycling bins; • Ensuring educational materials are regularly updated and use images and languages other than English whenever possible. 3. Consider providing residents with a selection of bin sizes to increase engagement and landfill diversion as a part of the next waste collection contract. 4. Review rebates on compost bins and worm farms.	Bill Ross	Implementation underway.	In progress
26	04/09/2018	Urban Services Prescribed Standing Committee	11.1 - Reid Street Permit - Update	Nitschke/Vlahos that: 1. The existing permit for the use of the portion of Reid Street, Thebarton granted to Thebarton Management Pty Ltd (being the entity that will sign the permit on behalf of the owners) be amended to include a revised permit fee and area (as delineated in Attachment 1) of \$1,200 p.a plus GST and 60m2 respectively. 2. The permit fee escalate by Adelaide All Groups Consumer Price Index (CPI) (or similar index should that index be discontinued) on each anniversary of the commencement date. 3. The Mayor and Chief Executive Officer be authorised to sign and seal any documentation giving effect to the grant of permit.	Angelo Catinari	28/11/2018 - The revised Permit is currently with lawyers for final changes. Once finalised, it will be forwarded to the entity for execution. 13/2/2019 - The matter is continuing with the lawyers for final changes prior to execution of the Permit. 16/04/2019 - The matter is still continuing with the lawyers for final changes prior to execution of the Permit.	In progress
27	04/09/2018	Urban Services Prescribed Standing Committee	11.2 - Opening of Roads - Craig Street and Weaver Avenue, Richmond	O'Rielly/Cr Michael Farnden that: 1. It declare the private roads, which are currently described as Allotments 92, 93, and 95 in Deposited Plan 2633 (being portion of Weaver Avenue, portion of Chambers Avenue and portion of Craig Street, Richmond) to be public roads. 2. The Administration undertake any further necessary actions to facilitate this declaration.	Angelo Catinari	28/11/2018 - The declaration of Craig Street and Weaver Ave (portion) to be public roads has been Gazetted in October 2018 and the Surveyor General has been notified. Awaiting formal response from the Surveyor General in order to progress with the process. 13/2/2019 - Continuing to await a formal response from the Surveyor General in order for the closure process to commence. 16/04/2019 - Road Closure process to commence in late April 2019.	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
28	21/08/2018	Council	9.2 - Item 15.2 Report on the relocation of the Jubilee Park tower Brought Forward for Consideration at this Point in the Meeting	Woodward / Farnden that Council provide a report into the options and actual cost to relocate the Amazone Tower at Jubilee Park to another budgeted park upgrade and replace the equipment with something more height appropriate. Options to replace to the Tower would take account of the close proximity of houses to the boundary of Jubilee Park and ensure resident privacy was not impacted.	Angelo Catinari	15/01/2019 - A report to be presented to Council for consideration. 15/01/2019 - A report was provided to Council at its meeting held on 15 January 2019 in which Council adopted to deter this matter in order to allow time for alternative options to be investigated with the resident. 31/01/2019 - A meeting was held with the residents, Mayor, Ward Councillors and staff to consider options of relocating the structure within Jubilee Park. An update will be provided to a future meeting of Council following further logistical investigations. 16/04/2019 - An update will be provided to a future meeting of Council following further investigations.	In progress
29	07/08/2018	Council	15.2 - Development of a dog park in Torrensville	McKay / Farnden that the Administration prepare a report that looks at obtaining a section of unused and unkempt Linear Park that is under the control of the water Minister at the end of Hayward Avenue and West Street Torrensville, for the purpose of setting up a dog park for small and large dogs in line with the concept used at the Pooch Park at Rowells Road Lockleys.	Angelo Catinari	04/09/2018 - Administration has commenced initial discussions with SA Water. 26/11/2018 - Administration is continuing discussions with SA Water. 13/2/2019 - Discussions continue with a report to be presented at a future meeting of Council. 16/04/2019 - Discussions continue with a report to be presented at a future meeting of Council.	In progress
30	07/08/2018	Council	15.5 - Lighting options for the West Torrens dog park in Marlestone	Woodward / Farnden that the Administration present a report to the Urban Services Committee on the low cost options to increase the level of lighting in the West Torrens Dog Park at Marlestone. The report also to include options to increase parking immediately adjacent the dog park to allow for better access and improved safety.	Angelo Catinari	04/09/2018 - Report currently being prepared. 26/11/2018 - This will form part of budget deliberations for the 2019/2020 budget. 13/2/2019 - Funding has been included in the 2019/2020 budget proposals for deliberation by Council. 16/04/2019 - Awaiting approval of the 2019/20 Council Budget.	In progress
31	10/07/2018	Corporate Planning Policy and Performance Prescribed Committee	9.1 - Elected Member Training and Development	Farnden/McKay that Council establish a maximum of \$4,000 per financial year for an Elected Member (excluding the Mayor) to be available for their personal education and development, including attendances at conferences and/or member based events. The cap would exclude attendance where the Elected Member is representing the Council in an official capacity and attendance is not discretionary. e.g. being a member of a Board, but not only being a member or associate of a particular organisation. The cap would also exclude costs for attendance at the Australian Local Government Association Annual National Congress, the Local Government Association South Australia Annual General Meeting or the Local Government Association South Australia Ordinary General Meeting for first-time Elected Members during the first three years of their first term. Any unspent budget cannot be rolled over to the subsequent year.	Bill Ross	Policies are being reviewed by Governance and a system to monitor expenditure is being established by the Office of the CEO.	In progress
32	26/06/2018	Civic Committee	7.2 - Green Initiatives Program - Solar PV Battery Rebate for Community Groups	Woodward / Haese that: 1. It approves the implementation of a Solar PV Battery Storage Rebate Program for Community Groups on a 12 month trial basis subject to appropriate funding being made available by Council. 2. \$30,000 to fund Council's Green Initiatives Solar PV Battery Rebate Program be referred to the September 2018 budget review. 3. The Administration prepares guidelines for the rebate program using the following criteria and information detailed within this report, with the addition of the two clauses: • the system purchased must only be to provide for the needs of the community group • copies of electricity bills and system maintenance reports must be submitted to Council on an annual basis 4. A review be undertaken at the completion of the 12 month trial period, the outcomes of which to be reported to the Committee.	Pauline Koritsa	4/9/18 - The implementation of a 12 month trial of the Solar PV Battery Storage Rebate Program for Community Groups is awaiting Council's September budget review to determine if funds are available as per the Committee recommendation made 26/06/18. (The September budget review is likely to be postponed due to Caretaker Mode for the upcoming Council Election).	In progress
33	26/06/2018	Civic Committee	8.1 - Public Art Walking Trail	Nitschke / Rypp that: 1. The report be received. 2. A report be presented back to a future meeting of the Committee detailing: a) The owner of the land on which each piece of artwork, listed in Council's Public Art Trail Register, is located; and b) The budget required to restore or repair those pieces of artwork listed in Council's Public Art Trail Register.	Pauline Koritsa	4/9/18 - Due to operational priorities, this action is on hold pending resourcing constraints; it is envisaged work toward this action will be undertaken with a report presented in the third quarter.	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
34	22/05/2018	Community Facilities Prescribed General Committee	9.2 West Torrens Birkalla Soccer Club - Financial Support Request	<p>Demetriou/Vlahos that:</p> <p>1. It approves Option 3 as its preferred option of providing support for infrastructure expenses including lighting upgrade at Camden Oval, this option being that;</p> <p>Council assumes responsibility for undertaking the infrastructure works sought by the West Torrens Birkalla Soccer Club (as outlined in their letter dated 18 April 2018). Once works are completed, a payment plan will be structured based on actual costs. The payment plan could be divided over a twenty (20) year period or less, dependent upon the final cost of works. CPI could be added to the advance repayment amount each year should Council so wish.</p> <p>2. It provide its consent in its capacity of landlord, subject to any necessary development approval(s), for the upgrade of the pitch floodlighting.</p>	Angelo Catinari	<p>28/06/2018 - progressing with action. West Torrens Birkalla SC confirmed of Council's decision. Solicitors currently drafting funding agreement between Council and Club. Implementation of the works program for the funding - soccer pitch lighting and scoreboard currently in progress.</p> <p>04/09/2018 - Solicitors currently finalising draft funding agreement between Council and Club. Negotiations continuing with WTB Birkalla Soccer Club. Implementation of the works program for the funding - soccer pitch lighting and scoreboard currently are underway.</p> <p>26/11/2018 - Solicitors finalised funding agreement between Council and the West Torrens Birkalla SC. Awaiting the Club's authorisation of the document. Implementation of the works program for the funding - soccer pitch lighting and scoreboard currently in progress.</p> <p>13/2/2019 - The Loan Agreement has been executed. Costings for the works are currently being finalised to be undertaken as part of the loan.</p> <p>16/04/2019 - Awaiting for finalisation of the purchases against the loan. A Schedule is to be provided to the Club.</p>	In progress
35	27/03/2018	Community Facilities Prescribed General Committee	8.13 - Richmond Oval - West Adelaide Football Club - Development of Masterplan (Brought Forward for Consideration at this Point of the Meeting)	<p>Demetriou/Trainer that:</p> <p>1. The report be noted.</p> <p>2. "Option 3" of the draft Masterplan, with the additions/amendments sought by the West Adelaide Football Club (i.e. redevelopment of the former cricket club building for use by umpires and opposition teams, and redevelopment of the existing change rooms within the grandstand per the Option 2 alternative) be endorsed in principle and that:</p> <p>i) Funding to further progress the development of the Masterplan to detailed design (cognisant of the need to implement any approved initiatives in a staged manner) be sought through the 2018/19 budget process or a future budget variation;</p> <p>ii) A cost consultant be engaged to provide a preliminary high-level costing for the proposed initiatives for the new female facilities and grandstand elements of the Masterplan;</p> <p>iii) A further report be provided to the Committee following the completion of detailed design drawings and receipt of the costing document.</p>	Angelo Catinari	<p>23/04/2018 - Meeting held with consultants on 17/04/2018 to progress the resolutions. A report will be provided to the Community Facilities Committee in the fourth quarter 2018.</p> <p>28/06/2018 - Project continuing with consultants with an update to be provided at future Community Facilities Committee meeting.</p> <p>04/09/2018 - Project continuing with consultants. Update to be provided at a future Community Facilities Committee meeting.</p> <p>28/11/2018 - Project continuing with consultants. Update to be provided at a future meeting of Council.</p> <p>13/2/2019 - A joint submission for funding has been submitted by the Football Club for nominated upgrade works. The CEO of WAFC resigned late 2018 and a new CEO has been appointed. A meeting will take place in February to discuss the upgrade and master plan with the new CEO.</p> <p>16/04/2019 - Meeting held with new CEO. Pending formal notification from the Club regarding changes to the scope of works for the Masterplan. Options for the grandstand are continuing.</p>	In progress
36	27/02/2018	Civic Committee	7.4 - Mural Art Options in City of West Torrens	Nitschke / Woodward that the Public Art Strategy continues to be developed with the aim of addressing issues and concerns surrounding public art installations, as well as promoting the introduction and commissioning of both temporary and more permanent works within the City of West Torrens.	Angelo Catinari	<p>23/04/2018 - Public Art Strategy to be developed in the coming months.</p> <p>04/09/2018 - Public Art Strategy is continuing to be developed - a report will be presented to a future meeting of the CFGC.</p> <p>26/11/2018 - Public Art Strategy is continuing to be developed - A report to be presented to a future meeting of Council.</p> <p>13/2/2019 - Meeting held with public art consultant regarding a Public Art Strategy. A Strategy continues to be developed and will be presented to a future meeting of Council for endorsement.</p> <p>16/04/2019 - The Strategy continues to be developed and will be presented to a future meeting of Council for consideration.</p>	In progress
37	06/02/2018	Council	15.2 - Waste Bin System Concept for Disposable Coffee Cups	McKay / Demetriou that the Waste Working Party Group research a unique waste bin system concept to exclusively receive paper disposable coffee cups and so called compostable coffee cups and other paper liquid holding cups to be placed in high use areas such as cafés; strips and shopping centres. And research the options to have the collected disposable cups transported to a recycling facility in Ballarat that has a successful method of recycling the cups and salvaging the long fibre paper content for recycling.	Bill Ross	This motion looks to have been overtaken by what is now available via DETPAK. Withdrawal being considered.	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
38	06/02/2018	Council	15.3 - Coffee Cup Incentives for Coffee Shop/Café	McKay / Mangos that the waste working party in conjunction with the administration report on the feasibility of the once off \$500.00 incentive to any Coffee Shop / Café; that provides a minimum discount of \$0.50c per cup if they implement "Bring Your Own Cup" and sign up to the Australia Wide Web Site "Responsible Cafes" and display a poster declaring the offer. The \$500.00 incentive payment is paid at the 12 month anniversary of implementation.	Bill Ross	This motion looks to have been overtaken by what is now available via DETPAK. Withdrawal being considered.	In progress
39	06/02/2018	Council	16.1 - Recyclable Cups	Mangos / Palmer that Council consider the procurement of 1,000 recyclable cups with Council's logo placed upon them, with the cups to be given to 'coffee shops', and in turn customers, in order to reduce waste to landfill and promote recycling. Referral to the Waste Working Party to occur.	Bill Ross	Proceeding with this motion is not intended, given a unit cost per coffee cup in the vicinity of \$10 to \$11. A brief report is to be presented to the next Facilities and Waste Committee meeting..	In progress
40	12/12/2017	Council	15.3 - Increasing Green Space in City of West Torrens	Woodward / Farnden that Council, with an objective to increase green space within its urban environment: 1. Undertake an audit, including use and review of existing plans, of all parks and green spaces within the City as part of the 2018/19 budget and annual business plan; 2. Use audit data to assess what investment and targets will be required during the next 10 years to sustain, improve and increase green space and reduce urban heat intensity; 3. Use audit data to prioritise parks and green space for allocation of future funds; 4. Collaborate with the inner-rim councils of Adelaide to lobby the State Government for better access to open space contribution funds given the inner-rim councils are more adversely affected by the loss of green space due to urban infill development; 5. Collaborate with the inner-rim councils of Adelaide to lobby the State Government for a contribution from property developers to directly contribute financially to Councils to offset the loss of green infrastructure resulting from urban infill development; 6. Identify various options where increased financial contribution from State Government and Developers to Councils can be used to increase green space, including options to acquire new green space and to incentivise residential and commercial ratepayers to increase green space. 7. Identify areas owned by State Government and Commonwealth government in the City of West Torrens, where increased green space is achievable, and actively lobby for the achievable increase. 8. Explore options where more green space and reduced heat intensity can be provided as part of the design principles for urban infill development. 9. That the poor environmental outcomes in the recent green space and heat intensity reports presented to Council, be considered as part of finalising the City of West Torrens Tree policy.	Pauline Koritsa	Action to be implemented throughout the 2018/19 Financial Year. 4/9/18 - Additional progress is being made as a result of subsequent Council resolutions that further the objectives of this 9-point plan. Progress has been made to identify opportunities for greening and cooling through a process of analysis. The recently adopted 'Tree Strategy' includes a tree audit which will help highlight further opportunities for greening, streetscapes and parks. The Administration has undertaken advocacy related to improving tree canopy in infill areas through a variety of feedback mechanism as part of the planning reform and responses to related documents. 4/9/18 Legal counsel has been sought, and advice received (docset ID below) on setting up an Urban Tree Fund as per the subsequent resolution of Council.	In progress
41	12/12/2017	Strategy and Community Prescribed Standing Committee	11.2 - Aircraft Noise Policy Position	Mayor Trainer / Woodward that: 1. The item be deferred. 2. As City of West Torrens residents are particularly affected by this aircraft noise policy position, Council writes to the Minister to advise that Council intends to undertake essential consultation with affected residents and request that no decisions be made with regard to the Aircraft Noise land use planning policy until such time as Council has completed that consultation and determined its position with regard to the management of aircraft noise.	Pauline Koritsa	4/9/18 - Letter advising Council's intention to undertake consultation on Aircraft noise has been sent to the Minister- and a response has been received. Councillors have been sent details of a proposed approach to the 'essential consultation'- for their comment and approval. Consultation completed and a report is being compiled for presentation to Council in October 2018	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
42	03/10/2017	Urban Services Prescribed Standing Committee	11.2 - Preservation of the Windsor Theatre Movie Posters	McKay / Rypp that: 1. It supports the preservation of the Windsor Theatre movie posters. 2. It authorises Administration to select the most appropriate method of preserving the posters. 3. It authorises Administration to contact the West Torrens Historical Society, the State Library and the National Film and Sound Archives to determine their interest in the posters.	Angelo Catinari	06/11/2017 - Investigations have commenced. 19/02/2018 - Met with consultants within the last two weeks seeking a fee offer to provide options for the preservation of the movie posters. 23/04/2018 - At the Community Facilities Committee Meeting on 27 March 2018 the following update was provided. Administration sought advice from a preservation agency and has been advised that any involvement from them in regard to this matter would be subject to their formal engagement and significant fees to inspect and prepare an options paper. Given this information, the Administration is currently investigating other options for preservation or documentation and will report back to the Committee at a future meeting. 28/06/2018 - Update to be provided at the next scheduled Community Facilities Committee meeting to be held on 24 July. 04/09/2018 - Administration continues to provide updates via the reporting at the CFGC meetings. 28/11/2018 - A DA has been submitted for demolition of the property at Mellor Park with the Administration currently considering options following advice received by heritage consultants. Investigations continue into using a portion of the structure (walls) with movie posters for public art statement within the Reserve taking place. 13/2/2019 - Investigations continue into the structural viability of retaining a portion of the wall of movie posters for a public art statement within Mellor Park. Awaiting approval for the demolition of the building. 16/04/2019 - Awaiting approval for the demolition of the building. Options for the Wall Posters will be considered as part of the development of the Reserve.	In progress
43	05/09/2017	Urban Services Prescribed Standing Committee	11.1 - Admella Street Upgrade Concept	Nitschke / O'Rielly that: 1. The project and concept design developed for the upgrade of Admella Street and associated public space be endorsed. 2. The project is advanced within the current financial year through the allocation of funds for the development of detailed design and documentation of the project works. These funds to come from within existing City Assets operational budget. 3. A further report be presented to a future Council meeting once the detail design is completed.	Angelo Catinari	16/02/2018 - Currently undertaking detailed design. 23/11/2018 - Detailed design underway. 15/04/2019 - Detailed design near completion. A report is scheduled for presentation to Council in June 2019.	In progress
44	06/06/2017	Council	16.1 - Brickworks - Request for Masterplan	Woodward / Farnden that in regard to the Brickworks surplus land, the Chief Executive Officer: 1. Arrange to hold a workshop for Elected Members and senior staff to establish an overall vision for the higher and best use of surplus land at the former Brickworks Markets site at Torrensville. 2. Following the outcomes of 1 above, develop a project brief to go to the market seeking fee proposals from interested parties to develop a Masterplan for potential development options of the surplus land at the former Brickworks Markets site at Torrensville, including the heritage listed Hoffman Kiln. 3. The project brief is to allow for appropriate community consultation to be undertaken and also allow for appropriate delivery and funding mechanism options to be explored during development of the Masterplan. 4. As part of the next budget review process, recommend to Council an appropriate budget amount to undertake development of the Masterplan.	Terry Buss	28/6/17 - Workshop arranged for Tuesday 29 August, 6pm-9pm for EMs and relevant staff. 12/9/17 - Workshop arranged for 29 August cancelled by CEO in consultation with EMs. Workshop will be rescheduled to a suitable date in the near future. Given the current state of the frontage of the site due to the Torrens to Torrens Project, it is not appropriate to present the site to the market. Indications are that the site may be vacated by DPTI contractors in the first quarter of 2018, and given we are pushing toward the Festive Season, there is no urgency to undertake the workshop in the remainder of 2017 and a date in early 2018 to hold the workshop will be looked at by the CEO. Elected Member workshop held April 2018 where matter was discussed. Agreed that the CEO is to develop and EOI and report back to Council. 20/02/2019 - This issue will also be listed for discussion at the March 2019 EM Strategic Workshop. 18/3/19 - The matter was discussed at the EM Workshop held 16 March 2019 where Members indicated their preference for the site to be used for both community and commercial use and have asked the CEO to investigate options for redevelopment.	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
45	20/09/2016	Strategy and Community Prescribed Standing Committee	11.2 - Carparking Fund Legal Advice	Palmer / McKay that, as a result of the assenting of the Planning, Development and Infrastructure Act 2016, the establishment of a car parking fund and an associated Car Parking Contribution Fund policy be deferred until such time as the transitional legislation that will apply to an 'off-setting contribution scheme' is known.	Pauline Koritsa	3/11/2016 - Updated advice has been received from KelledyJones on 4 October 2016 advising that the transitional legislation outlines that an existing car parking fund will automatically become an off-setting scheme under section 197 of the PDI Act on the date of its commencement. Investigations on location and nature of a car parking fund/off setting scheme will be commenced. Staff are monitoring the transitional implementation of sections fo the PDI Act 2016. 4/9/18 Section 197 has not yet been activated.	In progress
46	02/04/2019	Council	9.2 - Item 17.2 - Community Grant Application - SA Bangladeshi Community of the Reports of the Chief Executive Officer brought forward for consideration at this point in the meeting	Kym McKay / Mugavin that Council grant approval of the Community Grant application for \$3,000 from the South Australian Bangladeshi Community Association for a Bangla New Year event being held 14 April 2019 at Woodville Town Hall.	Pauline Koritsa	SABCA advised of approval of grant application on 5/4/2019, invoice received from SABCA and processed on 8/4/2019.	Completed
47	02/04/2019	Council	17.3 - Reporting Directions and Public Interest Disclosure Guidelines	O'Rielly / Tsiaparis that the feedback on the Reporting Directions and Public Interest Disclosure Guidelines, contained within the Agenda report, be approved and submitted to the Independent Commissioner Against Corruption.	Pauline Koritsa	Feedback from motion taken and drafted into letter to the ICAC (with the LGA CC'd). Letter emailed and original mailed on 4 April 2019.	Completed
48	26/03/2019	City Facilities and Waste Recovery General Committee	8.6 - Plympton Community Centre Upgrade	Vlahos/Mugavin that the proposed project budget allocations be referred to 2020/2021 budget deliberations to commence a staged program of works to the Plympton Community Centre.	Angelo Catinari	16/04/2019 - No further action required by Administration until the commencement of the 2020/2021 budget deliberations.	Completed
49	19/03/2019	Council	1.1 - Letter of support to the Mayor of Christchurch	McKay/Huggett that in response to the recent terror attack in Christchurch, the Mayor write to the Mayor of Christchurch expressing our support and sincere sympathy to the people of Christchurch and specifically to the families of the victims and survivors.	Terry Buss	Letter of support signed by Mayor Coxon and emailed to the Mayor of the City of Christchurch. An auto-acknowledgement has been received.	Completed
50	19/03/2019	Council	15.1 - Sponsorship for the Hellenic Presidential Guard (Evzones) visit to Adelaide	Vlahos/Papanikolaou that Council provide \$5000 in sponsorship for the visit of the Hellenic Presidential Guard (Evzones) to Adelaide as part of ANZAC Day celebrations and that Council liaise with the Hilton RSL to attempt to arrange for their participation in the ANZAC Day dawn parade and service in the Hilton Memorial Gardens.	Pauline Koritsa	Cr Vlahos provided invoice to Kathleen Allen who arranged with Finance to pay the \$5000 sponsorship. This was done by Wednesday 27 March. Gordon Anderson is liaising with the Hilton RSL to determine how the Evzones can be incorporated into the ANZAC Day Service. Adriana Christopoulos to work with the Greek Community and the RSL to finalise arrangements and also liaise with Cr Vlahos.	Completed
51	19/03/2019	Council	17.1 - Debenture Loan Authorisation	Vlahos/Papanikolaou that: 1. The borrowing of \$12,659,646 be authorised from the Local Government Finance Authority by means of the issue of a debenture on the security of the general revenue of the Council, pursuant to section 135 of the Local Government Act 1999; 2. The loan be for a term of 15 years and be repaid by 30 half yearly instalments; and 3. The Mayor and the Chief Executive Officer be authorised to sign and seal all documents associated with obtaining the loan.	Bill Ross	20/03/19 LGFA informed of the decision of Council and completed debenture loan request form emailed to LGFA. LGFA advised that loan application will be processed with an expected finalisation date of 15th April 2019.	Completed
52	19/03/2019	Council	17.2 - Election of Greater Adelaide Regional Organisation of Councils Representatives	Woodward/McKay that the election for Greater Adelaide Regional Organisation of Councils Representatives Casual Vacancies Ballot Paper be completed, identifying: 1. Mayor Michael Coxon (City of West Torrens) 2. Deputy Mayor Tim Pfeiffer (City of Marion) as its preferred candidates and be submitted to the Local Government Association pursuant to clause 4.4.5 of the Greater Adelaide Regional Organisation of Council's Terms of Reference.	Pauline Koritsa	Ballot paper has been completed by the Mayor and returned to the LGA	Completed
53	19/03/2019	Council	17.3 - 2019 Council Best Practice Showcase and LGA Ordinary General Meeting	Vlahos/Tsiaparis that: 1. The voting delegates to the 2019 Local Government Association Ordinary General Meeting be Mayor Michael Coxon and Deputy Mayor Graham Nitschke (proxy), as previously resolved by Council at its meeting of 5 February 2019. 2. Council approves the attendance of Mayor Michael Coxon and Cr/s Graham Nitschke and Elisabeth Papanikolaou at the 2019 Council Best Practice Showcase and Local Government Association Ordinary General Meeting on Thursday 11 and Friday 12 April 2019 at the Adelaide Entertainment Centre including the Networking Dinner being held on Thursday 11 April 2019 at the Adelaide Entertainment Centre. 3. Expenses be reimbursed in accordance with Council policy. 4. Subject to their confirmation, Council approves the attendance of the spouse/partner of the attending Elected Member at the Networking Dinner on Thursday 11 April 2019 at the Adelaide Entertainment Centre, and further, consistent with Council policy, that the cost of any incidental meals be met by Council.	Terry Buss	LGA Showcase and OGM registrations confirmed for Mayor Coxon and Cr/s Nitschke and Papanikolaou. No further action required.	Completed
54	19/03/2019	Council	17.4 - Nominations sought for the Stormwater Management Authority Board	Tsiaparis/Vlahos that Cr Kym McKay be nominated to the Stormwater Management Authority.	Pauline Koritsa	Nomination sent to LGA	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
55	19/03/2019	Council	17.5 - Nominations sought for the Metropolitan Seaside Council's Committee	McKay/Wilton that Cr Brandon Reynolds and Cr Jasmine Wood (proxy) and the General Manager Urban Services, or his delegate, be nominated to the Metropolitan Seaside Councils Committee.	Pauline Koritsa	Email Sent confirming nominations	Completed
56	19/03/2019	Council	17.6 - Nominations sought for the Metropolitan Strategic Roads Committee	Wood/Tsiaparis that Cr Brandon Reynolds be nominated to the Metropolitan Strategic Roads Committee.	Pauline Koritsa	Nomination sent to LGA	Completed
57	05/03/2019	Council	12.1 - City Advancement and Prosperity General Committee Meeting	Vlahos / Papanikolaou that the Minutes of the City Advancement and Prosperity General Committee held on 26 February 2019 be noted and the recommendations adopted with an amendment to City Advancement and Prosperity General Committee Item 8.11 Community Grants - January 2019 to March 2019, sponsorship application Item 7 - I Am Worth More Ltd be amended from \$5,000 to \$2,000.	Pauline Koritsa	Approval letter with adjusted amount sent to applicant 11/3/2019.	Completed
58	05/03/2019	Council	15.1 - Tree removal in Oakmont Reserve, Novar Gardens	A McKay / Wilton that following the most recent public consultation which occurred with residents that surround the Oakmont Crescent Reserve on its planned upgrade including the removal of a number of the existing Pine trees, that the Council proceed to remove the remaining two (2) identified Pine Trees earmarked to be retained as part of the works scheduled in the coming months. This follows the wishes of the majority of residents surveyed.	Angelo Catinari	26/03/2019 - Final update letter and concept plan for stage 2 works at Oakmont Crescent Reserve provided to Crs A McKay and Wilton and distributed to relevant residents.	Completed
59	05/03/2019	Council	17.2 - ALGA National General Assembly of Local Government 2019	Vlahos / Huggett that: 1. Council approves the attendance of Mayor Coxon and Cr/s Brandon Reynolds, David Wilton, Graham Nitschke, Surender Pal, Dominic Mugavin at the ALGA National General Assembly being held at the National Convention Centre in Canberra from 16 to 19 June 2019. 2. Expenses be reimbursed in accordance with Council policy; and 3. Subject to their confirmation, Council approves the attendance of the spouse/partner of an attending Elected Member and further, consistent with Council policy, that costs other than airfares be met by Council.	Terry Buss	Attendees registered as per Council resolution.	Completed
60	05/03/2019	Council	17.3 - Australian Mayoral Aviation Council Annual Conference 2019	Wood / Tsiaparis that: 1. Council approves the attendance of Mayor Coxon and Cr/s Brandon Reynolds, George Vlahos and Surender Pal at the Annual AMAC Conference at the Four Points by Sheraton in Melbourne from Wednesday 1 to Friday 3 May 2019. 2. Expenses be reimbursed in accordance with Council policy. 3. Subject to their confirmation, Council approves the attendance of the spouses/partners of attending Elected Members and further, consistent with Council policy, that costs, other than air fares or other travel costs, be met by Council.	Terry Buss	Attendees registered as per Council resolution.	Completed
61	26/02/2019	City Advancement and Prosperity General Committee	8.1 - Affordable Housing Discussion Paper Proposed Response	Mayor Coxon / K McKay that the information in the report form the basis of a response to be prepared by the Administration and submitted to the LGA within the required timeframe, by 8 March 2019.	Pauline Koritsa	Response provided to the LGA within the timeframe.	Completed
62	26/02/2019	City Advancement and Prosperity General Committee	8.4 - Council Policy - Mobile Closed Circuit Television	Nitschke / K McKay that: 1. The Council Policy - Mobile Closed Circuit Television be approved. 2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical and/or editorial nature to the Council Policy - Mobile Closed Circuit Television.	Pauline Koritsa	The Council Policy - Mobile Closed Circuit Television has been placed on the policy hub and public website	Completed
63	26/02/2019	City Advancement and Prosperity General Committee	8.5 - Review of the Council Policy - Asset Naming	Mayor Coxon / Wood that: 1. It approves the draft Council Policy - Asset Naming. 2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to the draft Council Policy - Asset Naming.	Pauline Koritsa	The revised Council Policy - Asset Naming has been placed on the public website and the policy hub.	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
64	26/02/2019	City Advancement and Prosperity General Committee	8.6 - Review of the Council Policy - Annual Budget	K McKay / Papanikolaou that: 1. The revised Council Policy - Annual Budget be approved. 2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to the Council Policy - Annual Budget.	Pauline Koritsa	The revised Council Policy - Annual Budget has been placed on the public website and the policy hub.	Completed
65	26/02/2019	City Advancement and Prosperity General Committee	8.7 - Review of the Council Policy - Rate Rebates, Remissions and Postponement	Papanikolaou / K McKay that: 1. The revised Council Policy - Rate Rebates, Remissions and Postponement be approved. 2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to the Council Policy - Rate Rebates, Remissions and Postponement.	Pauline Koritsa	The revised Council Policy - Rate Rebates, Remissions and Postponement has been placed on the public website and the Policy Hub	Completed
66	26/02/2019	City Advancement and Prosperity General Committee	8.8 - Review of Council Policy - Revaluation of Assets	Wood / Papanikolaou that: 1. The draft Council Policy - Revaluation of Assets be approved. 2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to Council Policy - Revaluation of Assets.	Pauline Koritsa	The revised Council Policy - Revaluation of Assets has ben placed on the public website and the policy hub.	Completed
67	26/02/2019	City Advancement and Prosperity General Committee	8.9 - Revocation of Council Policy - Elected Members' Electronic Communication Facilities	Nitschke / K McKay that the Council Policy - Elected Member's Electronic Communication Facilities be revoked.	Pauline Koritsa	The Council Policy - Elected Member's Electronic Communication Facilities has been removed from the public website and has been archived on the policy hub.	Completed
68	26/02/2019	City Advancement and Prosperity General Committee	8.10 - Revision of the Elected Members Allowances, Facilities, Support and Benefits Policy	Mayor Coxon / Nitschke that the sentence "a report on telephone usage will be reported quarterly to Council" be deleted from Section 5.4 of the Elected Members Allowances, Facilities, Support and Benefits Policy and the revised policy be adopted.	Bill Ross	The Council Policy - Elected Members Allowances, Facilities, Support and Benefits has been updated on the Policy Hub and the public website	Completed
69	26/02/2019	City Advancement and Prosperity General Committee	8.11 - Community Grants - January 2019 to March 2019	K McKay / Wood that the distribution of community grants, as detailed in the report and attachment, be approved.	Pauline Koritsa	All approval letters sent out to applicants 11/3/2019.	Completed
70	26/02/2019	City Advancement and Prosperity General Committee	8.12 - Annual Service Plans 1st and 2nd Quarters 2018/19 Progress Updates	Wood / Tsiaparis that: 1. The Annual Service Plans 1st and 2nd Quarters Progress Reports 2018/19 be received; 2. The completion and start dates for the nominated actions from the Community Services, Strategy & Business, City Assets, City Development, City Property, Financial Services and Information Services 2018/19 Service Plans be revised as detailed in the report; and 3. The nominated actions from the Office of the Mayor and CEO 2018/19 Service Plan be deleted, as detailed in the report.	Pauline Koritsa	Service plans updated as per report.	Completed

9 OTHER BUSINESS

10 CONFIDENTIAL

Nil

11 NEXT MEETING

25 June 2019, 6.00pm in the Mayor's Reception Room.

12 MEETING CLOSE