

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'Rielley (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 George Robertson Room, Civic Centre
165 Sir Donald Bradman Drive, Hilton

on

TUESDAY, 25 AUGUST 2020
at 6.00pm

Public access to the meeting will be livestreamed audio only at the following internet
address: <https://www.westtorrens.sa.gov.au/livestream>

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****1.2 Electronic Platform Meeting****2 PRESENT****3 APOLOGIES****Apologies****Committee Members:**

Cr Cindy O'Rielly

Cr Jassmine Wood

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 25 February 2020 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 Council Policy Review Report

Brief

This report presents the status of Council policies as at 30 June 2020.

RECOMMENDATION

The Committee recommends to Council that the Council Policy Review Report be received.

Introduction

Council has approved a variety of policies which govern the day to day decision making and operations of the organisation. Council Policy reviews are undertaken by the department which is responsible for the policy, before being approved by the Executive and referred to the City Advancement and Prosperity General Committee (Committee) for recommendation to Council.

There are currently 81 active documents that are approved by Council as follows:

- 63 Council Policies
- 8 Terms of Reference
- 5 Codes of Conduct/Practice
- 5 By-laws.

Council policies undergo regular review by the Administration, when directed by Council or when a legislative change occurs to ensure that the policies meet current legislative requirements and the needs of Council and/or the community.

The review process for these documents is as follows:

- Council Policies are reviewed every five years unless there is a legislative requirement or other requirement to review them earlier.
- By-laws are reviewed every seven years as required by legislation.
- Terms of Reference are reviewed as determined by Council.
- Codes of Conduct/Practice are reviewed as required by legislation.

This report presents the current status of those policies that were due for review during 2020 as well as those overdue policies, all of which are under review or are on hold.

Discussion

Due for review in 2020

Six (6) policies are still to be reviewed during 2020, five (5) being Council policies and one (1) being a Terms of Reference (ToR).

Policy Title	Department	Classification
Building Fire Safety Committee Terms of Reference	Executive	TOR
Elected Member Gifts, Benefits and Hospitality Reporting Policy	Executive	Council
Parking Permits and Exemptions Policy	Regulatory Services	Council
Procurement Council Policy	Strategy and Business	Council

Policy Title	Department	Classification
Public Comment Policy	Executive	Council
Public Consultation Council Policy	Strategy and Business	Council
Sale and Disposal of Assets Policy	Strategy and Business	Council
Social Media Use and Management Policy	Strategy and Business	Council

Under continued review

The table below presents an update on Council policies which are currently under review. The relevant manager has provided a status update.

Policy Title	Due	Department	Classification	Managers Comments
Animal Nuisance Complaints Policy	2017	Regulatory Services	Council	Review has been delayed due to a process review, which resulted in the creation of a new general enforcement policy. The new general enforcement policy is currently undergoing legal review.
Asset Management Policy	2019	City Assets	Council	Review to be presented to the City Advancement and Prosperity Committee for approval.
Found Property Policy	2019	Strategy and Business	Council	This review resulted in a change in process requiring an assessment of compliance across the organisation.
Kerbside House Numbering Policy	2019	City Assets	Council	Review on hold as this policy is to be combined with Urban Verge Management Policy, which is in its final stages of review.
Mendelson Foundation Investments Policy	2019	Financial Services	Council	On hold - The Mendelson Foundation has currently changed the way it is managed. Manager Financial Services has requested to put the review on hold until the end of 2020.
Natural Environment Policy	2018	Strategy and Business	Council	Currently under review, which was delayed due to the completion of the relevant strategies.

Policy Title	Due	Department	Classification	Managers Comments
Reporting and Investigating Council Member Code of Conduct Complaints	2019	Strategy and Business	Council	On hold - Awaiting Local Government Reform as there will be likely changes the Council Member Code of Conduct.
Urban Verge Management Policy	2017	City Assets	Council	Final stages of review.
Waste Minimisation and Recycling Services Policy	2017	Regulatory Services	Council	On hold - Manager Regulatory Services and Team Leader Waste Management are currently reviewing the waste services regime. Policy will be reviewed once waste services review is complete.

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct climate impact in relation to this report.

Conclusion

This report provides the City Advancement and Prosperity General Committee with an update as to the current status of Council Policies undergoing review for consideration and recommendation to Council.

Attachments

Nil

8.2 Review of Council Policy - Asset Management

Brief

This report presents the reviewed *Council Policy - Asset Management*.

RECOMMENDATION(S)

The Committee recommends to Council that:

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

Introduction

The *Council Policy - Asset Management* (Policy) has been subjected to a scheduled review. The results of this review, shown as track changes, are presented for consideration by the Committee and recommendation to Council (**Attachment 1**).

Discussion

The review has resulted in a number of amendments to the Policy. Of particular note is the introduction of the concept of service levels associated with the provision and maintenance of Council's assets, determined on the basis of community expectations and Council's corporate and strategic goals.

If approved, these service levels will be incorporated into Council's asset management plans and form the basis of the annual budget. Key performance measures for service levels will be determined and used to assess asset management practices. Inspection regimes will also be integral to monitoring service levels and identifying renewal priorities.

In addition to service levels, a definition of 'lifecycle cost' has been included.

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct climate impact in relation to this report.

Conclusion

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

Attachments

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

Council Policy: Asset Management			
Classification:	Council Policy		
First Issued:	7 November 2006		
Dates of Review:	2014, <u>2020</u>		
Version Number:	<u>23</u>		
DW Doc set ID:	459426		
Next Review Due:	<u>2025</u>		
Applicable Legislation:	<i>Local Government Act 1999 (SA)</i>		
Related Policies or Corporate Documents:	Capitalisation of Assets Policy Revaluation of Assets Policy Fleet Management Policy Sale and Disposal of Assets Policy Strategic Directions 'Vision 2025' Report Asset Management Strategy City of West Torrens Asset Management Plans <ul style="list-style-type: none"> - Buildings - Roads - Footpaths - Stormwater - Recreation and Open Space Community Land Management Transport Strategy Council Owned Properties Review Open Space Strategy Bicycle Strategy DDADisability Action and Inclusion Corporate Plan Climate Change Action Plan Water Management Action Plan 10 Year Financial Management Plan		
Associated Forms:	Asset Disposal Form Asset Acquisition Form Revaluation Schedule		
Note:			
Responsible Manager:	Manager City Assets		
Confirmed by General Manager:	General Manager Urban Services	Date	<u>30 July 2020</u>
Approved by Executive:		Date	<u>4 August 2020</u>
Endorsed by Council:		Date	

City of West Torrens Policy - Asset Management

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City of West Torrens Policy - Asset Management

COUNCIL POLICY - Asset Management

1. ~~Preamble~~Introduction

1.1 This policy places asset management within the broader framework of Council's Strategic Plans, identified community needs, service plans and Council's systems and procedures.

1.2 This policy outlines Council's approach to sustainably managing its assets and therefore provide optimal value to the community.

4.21.3 It establishes principles for managing Council's assets by clearly linking them to service delivery and provides the framework to identify appropriate resource allocations to create, maintain and use assets on a sustainable basis.

4.31.4 The policy requires that Council manages its assets on both a day to day (operations and maintenance) and medium to long term (strategic and forward planning) basis.

4.41.5 Council is committed to ~~ensuring that assets are planned, created, operated, maintained, renewed and disposed~~sustainable asset management which involves managing the levels of, in accordance with Council's priorities for service delivery, at the , risk and infrastructure investment to achieve the most economical life cycle cost.

2. Purpose

2.1 Council is responsible for the community's significant investment in assets that support Council's core business of service delivery. This policy aims to implement consistent asset management practices to ensure the long term provision and appropriate management of assets by:

- Determining and delivering sustainable levels of service to address the needs of residents, the wider community, future generations and the environment.
- Implementing appropriate asset management strategies, including financial treatment, to safeguard community assets.
- Meeting and surpassing legislative requirements for asset management.
- Identifying and providing resources, building operational capabilities and allocating specific responsibilities for asset management to staff.
- Implementing transparent, consistent and responsible asset management processes that are informed by evidence based best practice.
- Implementing investment decisions that are planned and programmed to provide optimal value to the community.

3. Scope

3.1 This policy applies to all assets owned, controlled, or managed by the CWT.

4. Definitions

- 4.1 **Asset** - A fixed item or facility that has potential value to the CWT such as plant, machinery, buildings, roads etc.
- 4.2 **Asset Management** – The systematic and coordinated activities and practices of an organisation to optimally and sustainably deliver on its objectives through cost-effective lifecycle management of assets.
- 4.3 **Asset Management Plans** – Long term plans that outline asset activities and programs for each service area and resources applied to provide a defined level of service in the most economical manner.
- 4.4 **Level of Service** – The defined quality and quantity of services required to be delivered by Council to meet community expectations.
- 4.5 **Lifecycle Cost** – The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.

5. Policy Statement

- 5.1 Asset management will be integrated within Council's strategic planning activities and the assets treated as key resources required for the achievement of Council's objectives.
- 5.2 Council will implement appropriate evidence based best practice in its management of assets, and ensure that assets are planned, created, recorded, operated, maintained, renewed and disposed of in accordance with Council's service delivery priorities.
- 5.3 This strategic approach to asset management will ensure that Council delivers the most appropriate levels of service and uses its assets to provide a positive impact on:
- Members of the public and employees;
 - Council's financial position;
 - The environmental footprint left for future generations;
 - Council's ability to deliver approved levels of service and infrastructure;
 - The political environment in which Council operates; and
 - The legal liabilities of Council.

6. Asset Management Plans

- 6.1 Asset Management Plans will:
- Be developed and reviewed every four years periodically;
 - Be developed and/or updated in accordance with changes to legislation that impacts on asset management and appropriate evidence based best practice approaches will be implemented across Council;

City of West Torrens Policy - Asset Management

- Accord with the principles set out in Council's strategic and long term financial goals and plans;
- Identify any non-performing assets and recommend whether they should be renewed or retired;
- Be informed by defined levels of service as approved by Council.
- Assist Council to manage the impacts of growth through demand management and infrastructure investment;
- Adopt a lifecycle approach to developing cost effective long term management strategies to meet defined levels of service;
- Contain a long term financial plan that identifies affordable expenditure and financing methods; and
- Identify, assess and appropriately control risk.

6.2 Asset Management Plans will recognise and address relevant legislative requirements, and the prevailing political, social and economic environments.

6.3 Asset renewal will be fully funded through depreciation in the annual budget.

6.4 An inspection program will be developed as part of asset management to ensure that agreed levels of service are maintained and to identify asset renewal priorities.

6.5 Service levels will be informed by targeted community consultation, evidence based best practice and the capacity of the community to bear the cost, and be set by Council.

7. Recording of Assets

7.1 A single Register of all assets under the control of Council will be maintained to comply with current Australian Accounting Standards.

8. Replacing and Retaining Assets

8.1 Assets will not be replaced or retained unless they provide for the service needs of the community, or the operating needs of the Council.

8.2 The funds required to deliver the approved service levels over the life of the Asset Management Plans will be detailed in both the annual and longer term budget estimates.

8.3 Asset renewal plans will be prioritised and implemented progressively, based on the level of service required and the effectiveness of the current assets to provide that level of service. Asset renewal will be considered separately from any new asset requirements.

8.4 Systematic and cyclic asset renewal reviews will be applied to all asset classes to ensure that assets are managed, valued and depreciated in accordance with best practice and current Australian Standards.

City of West Torrens Policy - Asset Management

- 8.5 Future life cycle costs will be reported and considered in all decisions relating to new services and assets, and to the upgrading of existing services and assets.

9. Asset Management Training

- 9.1 Council will provide the necessary tools and resources for training Elected Members and employees in financial and asset management practices.
- 9.2 Regular updates in legislation, regulations, accounting standards and asset management practices will be adopted and training made available for Elected Members and employees.
- 9.3 In the event that legislation or regulations change within the four year period prior to updating the Asset Management Plans, training updates will be developed for Elected Members and employees.

10. Levels of Service

- 10.1 Council will determine levels of service based on the community's expectations, strategic and corporate goals and legislative requirements.
- 10.2 Service levels adopted in asset management plans will form basis of the annual budget and long term financial plans.
- 10.3 Key performance measures for service levels will be determined and used in understanding outcomes.
- 10.4 An inspection regime assessing condition, function and capacity will be an integral part of asset management to monitor service levels and identify renewal priorities.

8.3 Review of Council Policy - Procurement

Brief

This report presents the reviewed *Council Policy - Procurement*.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The draft *Council Policy - Procurement*, attached to this report, be approved.
2. The Chief Executive Officer be authorised to make amendments of a formatting and/or minor technical nature to *Council Policy - Procurement*.

Introduction

The *Council Policy - Procurement* has undergone a scheduled review which took into account the recommendations contained in the *Procurement Audit* Report.

Discussion

The Procurement Audit, undertaken in 2019, recommended some minor and technical changes to be made to the *Council Policy - Procurement*. These have been incorporated into the amendments which are shown as 'track changes' (**Attachment 1**).

These amendments include the procurement risk assessment requirements being simplified and a more detailed outline of sustainability as it relates to procurement has been included at clause 5.1.7.2. The references to related policies and forms have also been updated.

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct climate impact in relation to this report.

Conclusion

The *Council Policy - Procurement* has undergone a scheduled review resulting in proposed minor, technical changes, and is presented to the Committee for its consideration and recommendation to Council.

Attachments

1. **Draft Council Policy - Procurement**

CITY OF WEST TORRENS



Council Policy: Procurement

Classification:	Council Policy
First Issued:	20 June 2000
Dates of Review:	30 September 2008 , 6 March 2012 , July 2015 , <u>2020</u>
Version Number:	3
DW Doc set ID:	3047780
Next Review Due:	21 July 2020 <u>2025</u>
Applicable Legislation:	<ul style="list-style-type: none"> • Local Government Act 1999 (SA) • Local Government (Financial Management) Regulations 1999 (SA) • Independent Commissioner Against Corruption Act 2012 (SA) • Freedom of Information Act 1991 (SA) • Work Health and Safety Act 2012 (SA) • Work Health and Safety Regulations 2012 (SA) • Code of Practice: Construction Work 2012 • Criminal Law Consolidation Act 1935 (SA) • Code of Conduct for Council Employees • Code of Conduct for Council Members
Related Policies or Corporate Documents:	<ul style="list-style-type: none"> • Asset Management Council Policy • Delegations Process Council Policy • Fleet Management Administration Policy • Fraud and Corruption Prevention, Control, Reporting and Investigation Policy • Fraud and Corruption Prevention and Control Council Policy • Employee Gifts and Benefits and Hospitality Administration Policy • Impairment of Assets Council Policy • Information Technology and Its Use Administration Policy • Public Consultation Council Policy • Enterprise Risk Management Administration Framework • Enterprise Risk Management Council Policy • Sub-delegation Process Administration Policy • Procurement Administration Policy • Credit Cards Administration Policy • National Competition Policy (Federal)

Doc Set ID - 3047780

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City of West Torrens Council Policy - Procurement

	<ul style="list-style-type: none"> • Work Health and Safety Administration Policy • Contractor Management Administration Policy
Associated Forms:	<ul style="list-style-type: none"> • Goods \$10k to \$200k - RFQ - Template • Professional Services \$10k to \$200k - RFQ - Template • Services \$10k to \$200k - RFQ - Template • Works \$10k to \$200k - RFQ - Template • Goods \$200k and over - RFT - Template • Professional Services \$200k and over - RFT - Template • Services \$200k and over - RFT - Template • Works \$200k and over - RFT - Template • Evaluation Plan - RFx - Template • Summary and Recommendation \$2k to \$10k - Including Verbal Quotes - Template • Summary and Recommendation \$10k to \$50k - Template • Summary and Recommendation \$50k to \$200k - Template • Summary and Recommendation \$200k and over - Template • RFQ Goods \$10k-\$200k • RFQ Professional Services \$10k-\$200k • RFQ Services \$10k-\$200k • RFQ Works \$10k-\$200k • RFT Goods • RFT Professional Services • RFT Services • RFT Works • Evaluation Matrix • Form – procurement recommendation \$200k • Form – procurement recommendation \$10k – \$200k • RFQ Summary Form – \$2000-\$10000
Note:	
Responsible Manager:	General Manager Organisational Support Business and Community Services
Confirmed by General Manager:	Date July 2015
Approved by Executive:	Date July 2015
Approved by Council:	Date 21 July 2015

City of West Torrens Council Policy - Procurement

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Council Policy - Procurement

1. Introduction

- 1.1 Section 49 of the [Local Government Act 1999](#) (the Act) requires each council to develop, maintain and adopt policies relating to the procuring goods, works and services to ensure that:
- a. value for money is obtained.
 - b. suppliers are treated fairly and ethically.
 - c. probity, accountability and transparency is intrinsic to the procurement process.
- 1.2 Council is committed to achieving compliance with the provisions of the [Work Health and Safety Act 2012](#) in its procurement process.

2. Purpose

- 2.1 This policy details:
- a. the framework used by the City of West Torrens (CWT) to procure goods, works and services.
 - b. a systematic approach to be used in the evaluation and selection of suppliers and contractors when seeking to procure goods, works or services.

3. Scope

- 3.1 This policy applies to all employees when procuring goods, works and services.
- 3.2 This policy does not apply to purchases made by credit card ~~which must be made in accordance with the [Administration Policy - Credit Cards](#).~~

4. Definitions

- 4.1 **Employee** means any full-time, part-time, contract, casual, work experience, trainees, and volunteers, as well as those persons working at a Council workplace through a contract or other similar external arrangement.
- 4.2 **Evaluation Plan** refers to a set of pre-determined criteria against which quotes or tenders are assessed.
- 4.3 **Local supplier** means those suppliers and contractors located within CWT's boundaries.
- 4.4 **Open Invitation to Tender** means a full public tender in which any interested party is able to submit an offer to supply goods, works or services.
- 4.5 **Panel Contract** means a standing offer arrangement with multiple pre-qualified providers established by the CWT or associated purchasing groups, e.g. LGA Procurement, Council Solutions, State Supply or Combined Charities etc.
- 4.6 **PCBU** refers to a person conducting a business or undertaking under the [Work Health and Safety Act 2012](#) and includes CWT and its suppliers, contractors and sub-contractors.

City of West Torrens Council Policy - Procurement

- 4.7 **Preferred Supplier/Contractor** means a preferred provider arrangement established by CWT through a competitive process or by a third party purchasing groups e.g. LGA Procurement, Council Solutions, State Supply or Combined Charities.
- 4.8 **Procurement** refers to the activity of obtaining goods, works and services to assist CWT in the delivery of its services.
- 4.9 ~~Procurer means any CWT employee who has delegated financial authority to acquire goods, works or services.~~
- 4.10 **Quote** means an offer submitted by a supplier or contractor in response to a request for quote which details the basis on which the supplier or contractor is willing to provide the required goods, services or works.
- 4.11 **Residual Risk Rating** means, for the purpose of this policy, the rating of a risk, assessed and determined by the CWT after risk controls are applied.
- 4.12 Responsible Officer means the CWT employee responsible for undertaking the procurement process.
- 4.12³ **RFQ** means a Request for Quote.
- 4.13⁴ **RFT** means a Request for Tender.
- 4.15⁴ **Select invitation to Tender** refers to an invitation to submit a tender to CWT that has been extended only to a small number of suppliers or contractors based on competence, experience, previous successful performance or in circumstances that do not warrant full public tender.
- 4.16⁵ **Supplier** refers to all people, companies and organisations that provide goods and/or services to the CWT.
- 4.17⁶ **Tender** means a formal offer submitted by a supplier/contractor in response to a request for tender which details the basis on which the supplier/contractor is willing to provide the required goods, services or works.
- 4.18⁷ **Works** refers to all construction and maintenance activity.

5. Policy Statement

6. Guiding Principles for Procurement

5.1.1 Value for Money

5.1.1.1 CWT will drive value for money in all of its procurement activities by deploying the most appropriate strategy to achieve its procurement objectives.

5.1.1.2 Value for money includes consideration of both cost and non-cost factors i.e.:

- Cost Factors - include the up-front price, through life costs such as maintenance and operating costs and disposal costs. CWT internal costs may also be included.

City of West Torrens Council Policy - Procurement

- Non-Cost Factors - may include fitness for purpose, quality, ability to meet schedule, service and support, training, sustainability, innovation and other value add opportunities.

5.1.2 Risk Management

5.1.2.1 [Use of appropriate processes and documentation is essential to minimising the risk to CWT.](#) The risks associated with any procurement will be managed in accordance with this policy and CWT's [Risk Management Framework Administration Policy](#).

~~5.1.2.2 All procurement activities require the identification and assessment of potential risks associated with the procurement. Risks will be assessed in accordance with CWT's [Risk Management Framework Administration Policy](#).~~

~~5.1.2.3 An initial risk assessment must be conducted early in the procurement process prior to developing the market documents. The risk assessment must be reviewed at key stages of the process to ensure that identified risks are being managed and any new risks are identified.~~

~~5.1.2.24 The risk assessment will be used to determine the response schedules included in the RFQ/RFT documents and the conditions of contract used to ensure effective and timely management of CWT's WHS obligations.~~

5.1.2.35 The risk assessment information identifying the required work and any pertinent hazard information relating to circumstances of proposed work that CWT is aware of (such as the presence of hazardous substances at the worksite, difficulties in accessing the worksite, working at heights etc.) must be provided as part of RFQ/RFT documents to contractors.

5.1.3 Efficiency

5.1.3.1 Panel arrangements, preferred suppliers/contractors and third party contracts will be used to improve the efficiency of the procurement process and reduce the time and cost impacts of repetitive bidding on potential suppliers.

5.1.3.2 CWT may collaborate with other councils to investigate opportunities for joint contracts to share resources, increase market leverage and improve value for money outcomes.

5.1.4 Probity and Accountability

5.1.4.1 All ~~procurement~~ [Responsible Officers](#) involved in procurement activities are required to observe the highest standards of integrity, probity and professional conduct and comply with the Mandatory [Code of Conduct for Council Employees](#) and other legislative requirements.

5.1.4.2 All stages of the procurement decision making process will be documented, defensible and preserve confidence in CWT's procurement process.

5.1.4.3 Suppliers and contractors will be treated fairly and equitably in any procurement process.

City of West Torrens Council Policy - Procurement

5.1.4.4 Non-conformance with this policy by employees may lead to disciplinary action.

5.1.5 Engagement with the Market

5.1.5.1 CWT will engage with the market, if necessary, to promote supply opportunities, provide supplier education and to investigate innovative supply solutions which deliver superior value.

5.1.6 Support of Local Business

5.1.6.1 CWT will ensure, as far as is practical, that local suppliers and contractors are able to bid for its work.

5.1.7 Sustainability

5.1.7.1 CWT will endeavour to source goods, works and services from socially, environmentally and ethically responsible suppliers and contractors.

5.1.7.2 Some of the principles of sustainable procurement to consider as part of the procurement process include:

- Adopting strategies to manage demand to avoid unnecessary consumption
- Give preference to goods and works that can be reused, repaired and recycled including recycled content
- Minimise environmental impacts by selecting products or services that have lower detrimental impacts over their lifecycle including production, use and disposal

5.1.8 Work Health and Safety

5.1.8.1 CWT will use only those contractors who demonstrate an appropriate Work Health and Safety (WHS) management system capability that, at a minimum, meets CWT's WHS policy standards.

7. Procurement Planning

7.1.1. CWT will establish a Procurement Plan with a strategic 5 year view and 12 month action plans outlining all of the expected procurement activities during that period.

7.1.2. CWT will analyse the annual spend of each contractor or supplier to determine any panel or preferred supplier opportunities. If expenditure against a single supplier/contractor, who is not on an existing contract, has exceeded \$200,000 in the previous financial year, CWT will determine if future requirements warrant a competitive market approach for those services, goods or works.

8. Panel and Preferred Contractors

8.1.1. CWT will develop and maintain a preferred supplier/contractor and panel contracts register to provide a pool of pre-qualified suppliers/contractors.

9. Funding Availability and Approval

City of West Torrens Council Policy - Procurement

9.1.1. Procurers will ensure that no procurement process is undertaken unless funds are approved within the relevant budget or held in reserve for that purpose.

5.4.1.1 The availability of funds in the budget, particularly the capital budget, does not necessarily represent an approval to proceed with the procurement process

5.4.1.2 Capital expenditure may need to be justified and approved by the CEO or Council, if required, before the procurement process commences.

9.1.2. Approval to engage a supplier or contractor must be undertaken in accordance with CWT's delegations framework.

10. Market Approach

10.1.1. The market approaches which may be used by CWT include:

- expressions of interest
- open invitation to tender
- select invitation to tender
- direct negotiation with a particular supplier/contractor or group of suppliers/contractors
- request for quotation
- joint procurement arrangements with other councils
- use of panel arrangements or preferred suppliers/contractors
- use of third party contracts such as LGA Procurement, G6, State Supply

10.1.2. CWT will select the most appropriate market approach based on a number of factors including:

- value of the acquisition
- risk profile of the acquisition
- complexity of the acquisition and the experience and skills of CWT [staffResponsible Officer](#)
- market profile including the number of suppliers/contractors, capacity and capability of the suppliers/contractors, specialist skills, market maturity and rate of technological change
- CWT's leverage in the market
- cost of the chosen approach compared to the potential benefits
- cost incurred by suppliers/contractors in responding compared to the value of the work
- time constraints or urgency due to impact on CWT operations
- approved budget

5.5.3 In the event the CWT seeks indicative costs from the market for budgeting purposes, this must be made clear to potential suppliers/contractors and no commitments to procure must be made.

5.5.4 In all other circumstances, subject to budget and internal approvals, a market approach will occur to engage a supplier or contractor subject to achieving an acceptable outcome in terms of value for money and risk and in line with delegations.

11. Procurement Process

City of West Torrens Council Policy - Procurement

- 5.6.1 The procurement process and documentation required depends on the total value of the procurement and the residual risk rating, resulting from a risk assessment of the purchase.
- 5.6.2 The value of the procurement will be determined from the total cost over the proposed length of the contract which will include all ancillary costs such as maintenance purchase or support agreements procured at the same time.
 - 5.6.2.1 The values in clauses 5.7 of this policy are based on total value calculated under this clause.
- 5.6.3 Procurement activities must not be split into smaller components in order to avoid the competitive process and documentation requirements.

12. Purchasing Approach Criteria**5.7.1 Purchases up to \$2,000**

- 5.7.1.1 Direct purchasing can occur for purchases with a total value of \$2,000 or less without the need for a purchase order or contract and payment is on invoice.

5.7.2 Purchases between \$2,001-\$10,000

- 5.7.2.1 Requires a minimum of two verbal or written quotes to be obtained and a purchase order provided to the supplier or contractor, which contains CWT's purchase terms and conditions, prior to the receipt of goods or services.

5.7.3 Purchases between \$10,001-\$50,000

- 5.7.3.1 Requires a minimum of two written quotes to be obtained and quotes will be evaluated against the predetermined ~~market approach and evaluation~~ [Evaluation criteria Plan](#).

5.7.4 Purchases between \$50,001-\$200,000

- 5.7.4.1 For purchases with a total value of between \$50,001 and \$200,000, a minimum of three written quotes must be obtained.

- 5.7.4.2 A formal RFQ is required with ~~the risk rating influencing the~~ [appropriate](#) conditions of contract and ~~the~~ response schedules included.

- 5.7.4.3 Evaluation criteria and weightings must be determined prior to the market approach and quotes must be evaluated in accordance with the Evaluation ~~Matrix~~ [Plan](#).

- 5.7.4.4 Approval of the selected supplier or contractor is via the [Summary and Recommendation \\$10k to \\$50k - Template](#) or [Summary and Recommendation \\$50k to \\$200k - Template](#) ~~Procurement Recommendation Report~~.

5.7.5 Purchases greater than \$200,000

- 5.7.5.1 For purchases with a total value over \$200,000, a selective or open RFT is required.

City of West Torrens Council Policy - Procurement

5.7.5.2 A full RFT document is required.

5.7.5.3 When a select tender process is used, reasons for that approach must be documented.

5.7.5.4 An ~~evaluation~~ [Evaluation plan](#) ~~Plan~~ must be developed prior to tenders being called which outlines the methodology to be used and the criteria and weightings.

5.7.5.5 Tenders must be evaluated in accordance with the Evaluation Plan and approval of the selected supplier or contractor is via the [Summary and Recommendation \\$200k and Over - Template](#).

13. Using Preferred Suppliers/Contractors

- 5.8.1 If a preferred supplier/contractor is engaged a direct purchase can be undertaken in accordance with this policy.

5.8.1.1 Documentation Required:

If the value of the purchase is less than \$2,000, no purchase order is required and payment is on invoice. If the value is greater than \$2,000, a Purchase Order must be raised which references the contract under which the procurement is made.

14. Using Panel Contracts

- 5.9.1 If the procurement is made against a Panel Contract with fixed lump sum pricing, a direct purchase can be undertaken. If the Panel Contract is based on a schedule of rates, the number of quotes obtained must be in accordance with the requirements of clauses 5.7.3 to 5.7.5.

5.9.1.1 .Documentation Required:

- a) If the value is less than \$2,000, no purchase order is required and payment is on invoice. If the value is greater than \$2,000 and competitive quotes are obtained, the Panel RFQ document should be used.
- b) Approval of the selected contractor is via the [Procurement Recommendation Report Summary and Recommendation](#) is required if the value is greater than the CWT officer's delegation.
- c) A Purchase Order must be created and submitted for all purchases greater than \$2,000 and must reference the contract under which the purchase is made.

15. Exceptions

- 5.10.1 Circumstances may arise when the use of a competitive process is not practical or will not meet the objectives set out in clause 5.1, or the required number of quotes cannot be obtained. Examples when this may be the case include:

- if the benefits to be obtained through a competitive process are outweighed by the costs of the process
- if the market structures are such that a monopoly exists and therefore a competitive process will not provide any benefit
- technical support or upgrades linked to existing products or software
- if the skills required are specialised and can only be provided by a single provider
- if there is an urgent and pressing need to acquire the goods, services or works and a competitive process will adversely impact on CWT operations or the community
- if a preferred supplier/contractor arrangement already exists

- 5.10.2 In these circumstances, the reasons for not obtaining the required number of quotes will be documented ~~in the RFQ Summary Form – \$2,000-\$10,000 or procurement recommendation.~~

City of West Torrens Council Policy - Procurement

16. Audit

5.11.1 Regular audits will be conducted to ensure compliance with the policy requirements.

17. Confidentiality

5.12.1 CWT will not disclose the confidential details of any offer received from a supplier or contractor to unauthorised persons without the prior written consent of the supplier or contractor unless required to do so by law.

5.13 Delegations

5.13.1 Council has delegated authority to the Chief Executive Officer (CEO) to make decisions in respect of matters covered by this policy including decisions unless referral to Council is otherwise required.

5.13.2 The CEO is authorised to further delegate the authority to [staffResponsible Officers](#) (~~delegated-officers/procurers~~) to make decisions in respect of the matters covered in this policy.

5.13.2.1 Financial sub-delegations are recorded in the publicly available *City of West Torrens* [Delegations and Subdelegations Framework](#) and reviewed at least annually.

5.13.3 Delegated [and sub-delegated](#) officers are required to ensure that all procurement activities comply with the provisions of this policy and in accordance with their approved delegations.

5.14 Consultation

5.14.1 If required, CWT will undertake public consultation in accordance with Section 50 of the *Local Government Act 1999* and it's [Public Consultation Policy](#).

5.15 Availability

5.15.1 This policy will be available for inspection in the Civic Centre and the Hamra Centre during normal opening hours as well as on Council's website.

5.15.2 Copies may be purchased at a fee set annually by Council and as detailed in Council's [Fees and Charges Register](#).

5.16 Responsibilities

5.16.1 Council

Council is responsible for approving and maintaining procurement policies

5.16.2 Executive Management Team

The role of the Executive Management Team is to:

- a. Monitor compliance with the CWT's legislated procurement responsibilities and policy.
- b. Ensure that managers and supervisors have been provided with training and that they understand and can apply the requirements of the procurement ~~procedure~~ policy to the areas and activities under their control.
- c. Consult with other PCBU's, so far as is reasonably practical, if their duty of care overlaps.

5.16.3 Managers/Supervisors

Managers/Supervisors are responsible for ensuring:

- a. That ~~procurement~~ Responsible Officers have the requisite skills and training to undertake the requirements of their role.
- b. That any staff assisting ~~procurement~~ Responsible Officers in the procurement process are fully conversant with the requirements of this policy.
- c. Compliance with this policy.

5.16.4 The Centre-Led Procurement Team

The Centre Led Procurement Team is responsible for:

- a. Implementing, maintaining, and monitoring the processes set in this policy.
- b. Providing the framework and tools to enable ~~procurement~~ Responsible Officers to undertake the procurement processes required in this policy.
- c. The development and maintenance of the Preferred Supplier/Contractor and Panel Contracts Register and currency of information.
- d. Communicating and consulting with shared duty holders and workers involved in the contract and documenting these discussions.
- e. Ensuring that training for workers with responsibilities related to procurement is identified and delivered and the training register in relation to this training is kept up to date.
- f. Initiating audit and review activities as required.

5.16.5 ~~Procurement~~ Responsible Officers

~~Procurement~~ Responsible Officers are responsible for:

- a. Ensuring, as far as is reasonably practical, that reasonably foreseeable hazards are identified, assessed and controlled when elimination is not practical.
- b. Ensuring compliance with this policy.
- c. Ensuring contractual documentation specifies which party is the Principal Contractor and has control of the workplace when required.
- d. Ensuring contractors have been given all information available to CWT in relation to hazards and risks at or in the vicinity of the workplace where the work is to be carried out as part of the selection and engagement process.
- e. Reviewing and assessing the suitability of contractor WHS and hazard management systems as part of the contractor selection process, in consultation with WHS Coordinator, if required.

8.4 Annual Service Plans 4th Quarter 2019/20 Progress Update

Brief

This report presents the 4th quarter review of the 2019/20 Annual Service Plans and progress in the delivery of Council's Community Plan.

RECOMMENDATION

The Committee recommends to Council that the Annual Service Plans 4th Quarter Progress Report 2019/20 be received.

Introduction

The *Annual Service Plans 4th Quarter 2019/20 Progress Report (Attachment 1)* outlines the Administration'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 4th Quarter Progress Report*.

Discussion

The performance of the organisation, as a whole, for the 4th quarter of 2019/20 is as follows:

- 81.6% On-track/Completed,
- 13.4% Monitor; and
- 5.0% Off-track.

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

Ten (10) actions were reported as 'off track' in the fourth quarter of 2019/20, which represents 5.0% of the total number of actions. These relate to:

1. Undertake a review of Council's Public Health Plan;
2. Update Council's Water Management Action Plan;
3. Develop an Environmental Sustainability Strategy;
4. Develop and undertake a program to build a resilient business and community;
5. Coordinate a review of Council's Community Plan;
6. Review the 'Reports to Council process';
7. Update the Transport Strategy, including incorporation of the Bicycle Strategy;
8. Undertake staged electrical and structural upgrades at the Thebarton Theatre complex;
9. Project manage and contract manage the staged relocation of the Hilton RSL; and
10. Develop and implement an 'Infrastructure Compliance Inspection' program.

Twenty-seven (27) actions were reported as 'monitor' in the fourth quarter of 2019/20, which represents 13.9% of the total number of actions. These relate to:

1. Coordinate an annual 'Local Heritage Grants' program;
2. Seek opportunities and facilitate Green Infrastructure initiatives;
3. Undertake environmental sustainability monitoring and reporting;
4. Update the City of West Torrens Open Space and Public Places Plan;
5. Progress local and regional implementation of the Building Western Adelaide document and Tourism Destination Action Plan;
6. Develop a strategy for public art in the City of West Torrens;

7. Ensure that risk management processes are integrated into the organisation through application of the annual Risk Management Plan;
8. Undertake Audit and Review in accordance with the Annual Internal Audit Program;
9. Review Council's 'Waste Minimisation and Recycling Policy';
10. Review the Parking Complaints process and implement improvements;
11. Review the 'Public Waste Bin Installation, Maintenance and Collection process';
12. Facilitate the divestment of the surplus Marion Rd Depot site;
13. Facilitate the divestment of the Brickworks Riverfront land site;
14. Provide quarterly reporting on Continuous Improvement activities to the Executive Team and Council;
15. Project manage and contract manage the stage reconstruction of facilities at Lockleys Oval, Apex Park and Mellor Park, in accordance with the Master Plan;
16. Project manage and contract manage the staged construction of the Camden Oval Precinct Development;
17. Project manage and contract manage the staged construction of the Weigall Oval redevelopment;
18. Project manage and contract manage the staged construction of the Kings Reserve development;
19. Review and implement internal referral processes and service improvements;
20. Implement the Novar Gardens and Camden Park LATM;
21. Develop the Richmond/Mile End LATM;
22. Develop the Marleston Precinct LATM;
23. Undertake the 2019/20 capital works program for stormwater drainage, including the Stirling St and Sheriffs Rd drainage upgrades;
24. Undertake the 2019/20 capital works program for road reconstruction;
25. Continue the upgrade of the Morphet Rd depot to improve functionality and incorporate environmental best practices;
26. Develop a 'Council Enforcement Policy'; and
27. Review the Private Swimming Pool Inspection process and transition to mobile technology.

The COVID-19 pandemic has contributed significantly to many of the above actions not progressing as planned in the fourth quarter, particularly given the inability to undertake face-to-face consultations and community events along with staff resources being redirected to manage and monitor the restrictions imposed. Notwithstanding these complex challenges, 82% of all actions were completed or on-track by the end of the 2019/2020 financial year.

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct climate impact in relation to the report.

Conclusion

The Annual Service Plans 4th Quarter Progress Report outlines Council's progress in implementing its Community Plan.

Notwithstanding the challenges presented by COVID-19 over the second half of the financial year, 82% of actions were completed or on track with only 5% of actions reported as 'off track' and 13% of actions reported as 'monitor'.

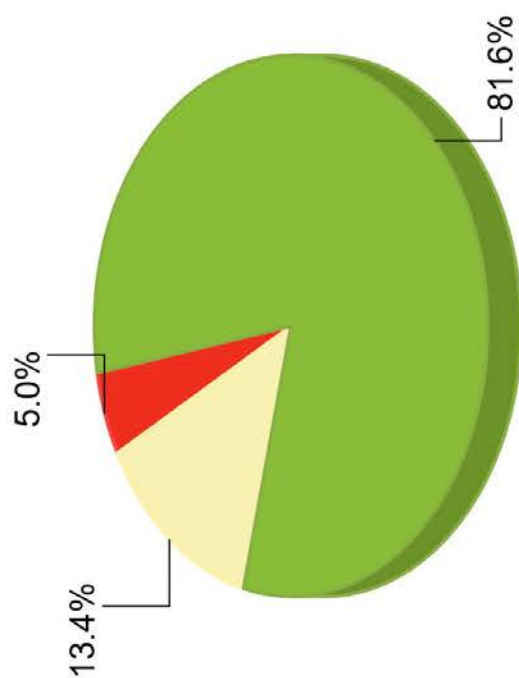
Attachments

1. Annual Service Plans 4th Quarter 2019/20 Progress Report



Annual Service Plans 4th Quarter Progress Report 2019/20

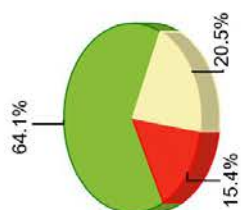
April - June 2020

City of West Torrens

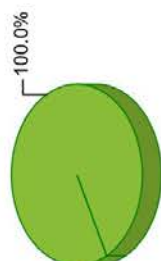
On Track = At least 90% of action target achieved	164
Monitor = Between 70 and 90% of action target achieved	27
Off Track = Less than 70% of action target achieved	10
Total Actions reported	201

Business and Community Services Division

Strategy and Business

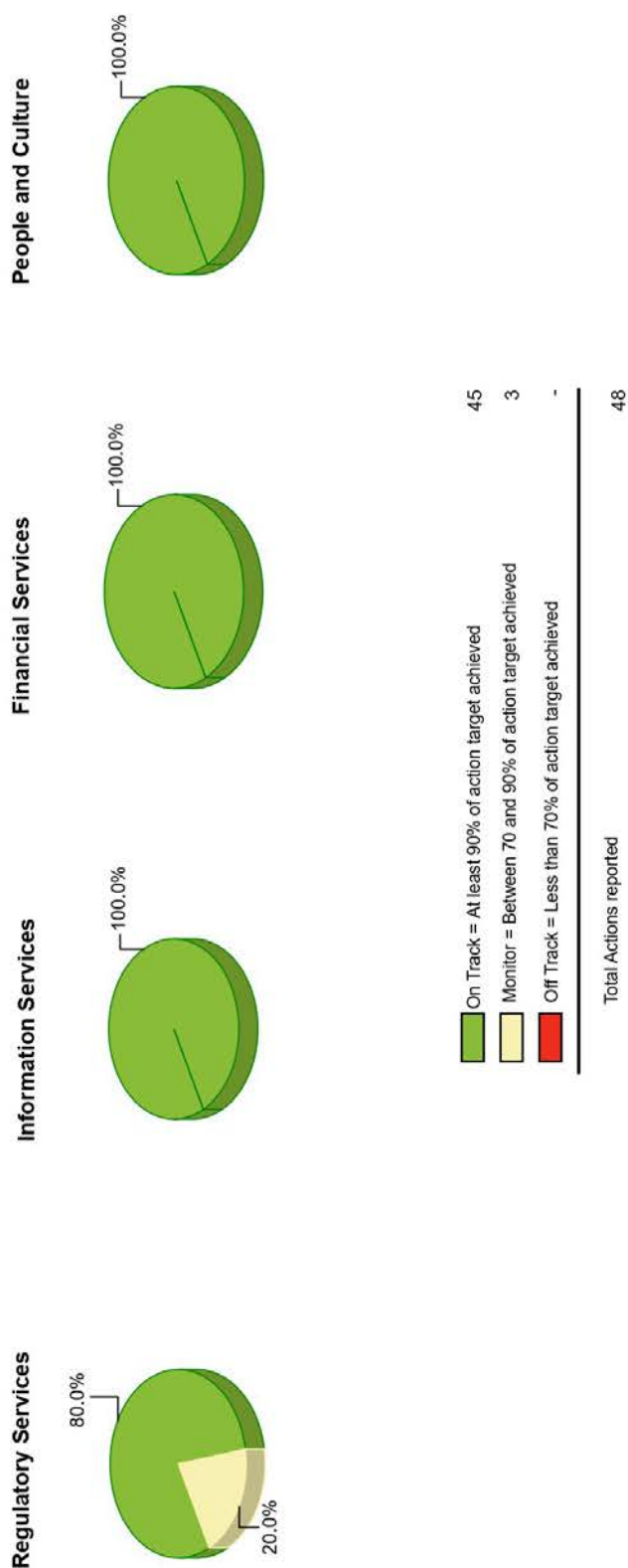


Community Services



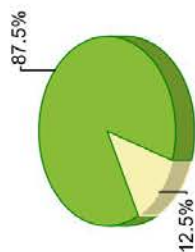
On Track = At least 90% of action target achieved	39
Monitor = Between 70 and 90% of action target achieved	8
Off Track = Less than 70% of action target achieved	6
Total Actions reported	53

Corporate and Regulatory Services Division



Office of the Mayor and CEO

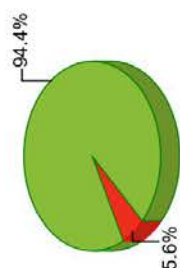
Office of the Mayor and CEO



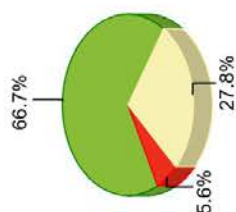
On Track = At least 90% of action target achieved	21
Monitor = Between 70 and 90% of action target achieved	3
Off Track = Less than 70% of action target achieved	-
<hr/>	
Total Actions reported	24

Urban Services Division

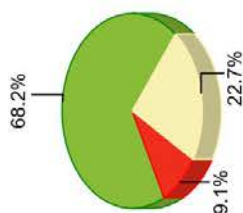
City Operations



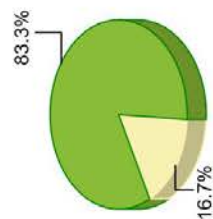
City Assets



City Property



City Development



On Track = At least 90% of action target achieved	59
Monitor = Between 70 and 90% of action target achieved	13
Off Track = Less than 70% of action target achieved	4

Total Actions reported


76

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Business and Community Services Division

Aspiration: 1 A Community That Embraces Diversity

Long Term Strategy: 1.2 Instil a sense of identity and pride within the West Torrens' community.
Short Term Strategy: 1.2.1 Facilitate public awareness and appreciation of our local history.


ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
1.2.1.1 Coordinate an annual Local Heritage Grants program.	In Progress	80%	100%	30/06/2020	<p>A review to streamline the assessment criteria for this year's heritage grant round has been undertaken and approved by Council. Data suggests that every dollar spent on heritage renovations represents \$3 of flow-on economic benefits for the local economy, therefore it would be prudent to progress the Heritage Grants at this time as a strategic economic stimulus activity. At the Council Meeting on 22 October 2019, a total of \$22,650 in grants was committed to successful grant applicants. Of that figure, \$6921 of grant funding has been finalised, with other grant recipients still to complete the grant funded works before seeking reimbursement.</p> <p>Letters and promotion for the next funding round are due to be sent to owners of local heritage properties and contributory items around the start of the new financial year.</p> <p>Grant funds will need to be carried forward to fulfill the program.</p>	Team Leader Strategy	

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

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
2.4.2.1 Undertake a review of Council's Public Health Plan.	In Progress	20%	100%	30/06/2020	Due to the review of Council's Community Plan being placed on hold because of the Covid-19 pandemic, any relevant consultation results to be used for the Public Health Plan review could not be collected. As such, the project was not completed and will need to be carried over to the 2020/21 financial year.	Corporate Planner	




ACTIONS WITH OFF-TRACK OR MONITOR STATUS

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
4.3.3.2 Seek opportunities and facilitate Green Infrastructure initiatives.	In Progress	85%	100%	30/06/2020	The Administration is progressing through the project 'Street trees in challenging spaces' project (a successful 'Greener Neighbourhoods' funding application). This project will develop a booklet of designs to support better growing conditions for street trees in challenging spaces and places for metro councils. The challenges associated with Covid-19 caused some delays and modifications to project tasks, which will result in this project extending into the 2020/21 financial year.	Environment Sustainability Planner	 YELLOW

ACTIONS WITH OFF-TRACK OR MONITOR STATUS							
4.4.3.3 Undertake environmental sustainability monitoring and reporting, including Carbon Footprint and Annual Water Consumption Reports.	In Progress	80%	100%	30/06/2020	Shortcomings in the monitoring abilities of water consumption using the Trellis Software package have been identified caused by errors with the billing data format received from SA Water. Communication with Trellis is ongoing to resolve this issue. As such, progress of the water consumption reporting has been hindered, and reporting has not yet been completed. This has also hampered progress of carbon emission analysis as the focus has been on resolving the issues around water consumption analysis. It is anticipated that these issues will be resolved by late July/early August 2020. There are no budget implications regarding this delay as reporting and analysis is undertaken internally and hence there are no carry overs.	Environment Sustainability Officer	
4.4.3.4 Update Council's Water Management Action Plan.	In Progress	60%	100%	30/06/2020	Update of Council's Water Management Action Plan has not progressed past its previous quarter's progress, due to internal stakeholder engagement being hampered by Covid-19. Updating of the plan will resume in July 2020, and is anticipated for completion by the end of 2020. There are no budget implications regarding this delay as updating of this report is being undertaken internally and hence there are no carry overs.	Environment Sustainability Officer	
4.4.3.5 Develop an Environmental Sustainability Strategy.	In Progress	50%	100%	30/06/2020	Preparation of this Strategy had commenced, however due to competing demands on Council staff and the delays caused by Covid-19, this project has experienced delays and will need to be completed in the 2020/21 financial year. There are no implications for delay.	Environment Sustainability Planner	

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 Update the City of West Torrens Open Space and Public Places Plan.	In Progress	85%	100%	30/06/2020	URPS/Wax Design has commenced this project and has met with the Project Steering Committee (comprising Council staff from a range of departments). The challenges associated with Covid-19 has caused some delays and modifications to project tasks which will result in this project extending into the 2020/21 financial year.	Environment Sustainability Planner	 YELLOW

Aspiration: 9 A Thriving Business Environment

Long Term Strategy: 9.1 Encourage economic growth and productivity.

Short Term Strategy: 9.1.2 Participate in economic development activities in collaboration with other local and state government organisations, including regional alliances.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
9.1.2.1 Progress local and regional implementation of the Building Western Adelaide document and Tourism Destination Action Plan.	In Progress	80%	100%	30/06/2020	The website changes and updates have been provided and final modifications are being considered. Delay has occurred due to resources being directed to Covid-19 recovery activities.	Economic Development Planner	 YELLOW

City of West Torrens

Annual Service Plans 4th Quarter Progress Report 2019/20

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Aspiration: 10 A Vibrant City

Long Term Strategy: 10.1 Foster a vibrant and inviting City.
 Short Term Strategy: 10.1.1 Identify and promote the distinctive identity of West Torrens.


ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
10.1.1.2 Develop a strategy for public art in the City of West Torrens.	In Progress	70%	100%	30/06/2020	The preferred consultant has been engaged and the project commenced. A survey has been prepared to consult the community on public art. Delay has occurred due to resources being directed to Covid-19 recovery activities.	Economic Development Planner	 YELLOW



ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Aspiration: 14 Leading governance and technology.

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


Short Term Strategy: 14.1.3 Promote a risk management culture across Council operations and activities.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.3.1 Ensure that risk management processes are integrated into the organisation through application of the annual Risk Management Plan.	In Progress	70%	100%	30/06/2020	<p>The annual risk management plan is 70% completed. Tasks completed have include risk inductions, active participation as part of the WAZEMC, the annual operational risk review as well as the full and mid year strategic risk reviews.</p> <p>Significant delays to completion of quarter three and four activities have occurred due to the impact of Covid-19. These impacts included limited staff resourcing as well as access to key stakeholders required to progress or complete tasks. Activities not completed in quarter three and four will be rolled over into the new 2020/21 planning cycle.</p>	Organisational Resilience Officer	


ACTIONS WITH OFF-TRACK OR MONITOR STATUS						
14.1.3.2 Undertake Audit and Review in accordance with Annual Internal Audit Program.	In Progress	70%	100%	30/06/2020	<p>The internal audit program is continuing. Due to Covid-19, Audit Committee meetings were placed on hold for a period of time across quarters three and four and reports were presented to Council for information.</p> <p>Significant delays to completion of quarters three and four audit activities occurred due to the impact of Covid-19. These impacts included limited staff resourcing as well as access to key stakeholders required to progress or complete tasks.</p> <p>Activities and audits commenced but not completed in quarters three and four will be rolled over into the new 2020/21 planning cycle.</p>	 YELLOW
14.1.3.5 Develop and undertake a program to build a resilient business and community.	In Progress	60%	100%	30/06/2020	<p>Due to Covid-19 further work on items in the plan were placed on hold due to resourcing issues and the need to concentrate on assisting with documentation/planning for contingencies/Recovery Planning etc. Activities not completed in quarter three and four will be rolled over into the new 2020/21 planning cycle.</p>	 RED

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

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	30%	100%	30/06/2020	Unfortunately due to the evolving Covid-19 restrictions, planned consultation via 'pop ups', focus groups and staff and Elected Member workshops were postponed. In recognition of the impact of the pandemic, an amendment to the Local Government Act, allowing an extension of 3 months for the completion of strategic management plans, was passed. As such, the project was not completed and will need to be carried over to the 2020/21 financial year.	Corporate Planner	

Short Term Strategy: 14.1.7 Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.


ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.7.23 Review the 'Reports to Council' process and implement improvements, in partnership with the Continuous Improvement and Executive teams.	Not Started	0%	100%	30/06/2020	This project was not undertaken due to resourcing issues, exacerbated by Covid-19 priorities. This project will therefore need to be carried over to the 2020/21 financial year.	Manager Strategy and Business	

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Corporate and Regulatory Services Division

Aspiration: 4 Reduction of our Ecological Footprint



Long Term Strategy: 4.1 Facilitate the minimisation of waste production and maximise resource recovery.
Short Term Strategy: 4.1.1 Promote waste minimisation and resource recovery within Council, community, local businesses and industry.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
4.1.1.4 Review Council's Waste Minimisation and Recycling Policy.	In Progress	75%	100%	30/06/2020	Work is continuing with the Waste Contractor to identify new types of services, which will be included in the policy. Once the policy is in draft form consultation with the community will be undertaken. This project will therefore need to be carried over into the 2020/21 financial year for completion.	Manager Regulatory Services	

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Aspiration: 14 Leading governance and technology.

Long Term Strategy: 14.1 Adopt leading governance and information technology systems and practices.
Short Term Strategy: 14.1.7 Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.7.21 Review the Parking Complaints process and implement improvements, in partnership with the Continuous Improvement team and Service Centre team.	In Progress	70%	100%	30/06/2020	Workflows have been agreed upon and review of the system module is being undertaken to accommodate the functionality requirement. Slow progression on the project has been due to resourcing. The project will continue into 2020/21	Manager Regulatory Services	
14.1.7.22 Review the Public Waste Bin installation, maintenance and collection process and implement improvements, in partnership with the Continuous Improvement team and City Operations department	In Progress	75%	100%	30/06/2020	Working in conjunction with City Operations, the project is slightly off track due to other waste management priorities and Covid-19 priorities. Compostable bags installed in the doggy bag dispensers in the dog park in Moss Ave Kurralla Park are currently being assessed. Continuation of this project will occur in 2020/21.	Manager Regulatory Services	

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Office of the Mayor and CEO

Aspiration: 11 Sustainable Financial Management

Long Term Strategy: 11.1 Employ sustainable financial management principles
Short Term Strategy: 11.1.1 Actively seek alternative revenue sources other than rates.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
11.1.1.3 Facilitate the divestment of the surplus Marion Rd Depot site.	In Progress	80%	100%	30/06/2020	Purchaser and CWT executed and exchanged contracts on 22 June 2020.	Chief Executive Officer	


Aspiration: 12 Proactive Asset Management

Long Term Strategy: 12.1 Ensure assets are utilised and maintained at their optimum.
Short Term Strategy: 12.1.1 Plan, develop and manage Council's assets with consideration to community and business needs and economic, social and environmental values.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
12.1.1.20 Facilitate the divestment of the Brickworks Riverfront land site.	In Progress	75%	100%	30/06/2020	Initial discussions have taken place with Council's property adviser with formal selling agent yet to be appointed. No further action was undertaken due to Covid-19 priorities.	Chief Executive Officer	

Aspiration: 14 Leading governance and technology.

Long Term Strategy: 14.1 Adopt leading governance and information technology systems and practices.
Short Term Strategy: 14.1.7 Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.7.10 Provide quarterly reporting on Continuous Improvement activities to the Executive Team and Council.	In Progress	75%	100%	30/06/2020	The final quarter activity report is still under development due to a slight delay with Covid-19 priorities.	Program Leader Continuous Improvement	

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.

Strategy:

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	85%	100%	30/06/2020	The construction works have been completed at both Apex Park and Lockleys Oval with ancillary works continuing at both sites including landscaping elements. New leases/licences with the 5 user groups are in the process of being executed for the Lockleys facility due to the Covid-19 restrictions. The Mellor Park stage of the project is not complete and requires carryover into 2020/2021. Development Approval has been granted for the Mellor Park master plan upgrade, and the procurement process is complete. It is anticipated that demolition and construction work will commence in early August 2020.	Manager City Property	
1.1.3.3 Project manage and contract manage the staged construction of the Camden Oval Precinct Development.	In Progress	85%	100%	30/06/2020	Stage 2 works - the turf and irrigation upgrade - for the Camden Football Oval have been completed. Procurement for the redevelopment of the netball/tennis courts and a new play space is complete and work will commence in September 2020. This is the final part of the Stage 2 upgrade of works which also included the re-profiling and irrigation upgrade of the Oval. This project will require a carry over of funds for the completion of the final elements of Stage 2.	Manager City Property	

City of West Torrens


Annual Service Plans 4th Quarter Progress Report 2019/20

ACTIONS WITH OFF-TRACK OR MONITOR STATUS						
1.1.3.4 Project manage and contract manage the staged construction of the Weigall Oval redevelopment.	In Progress	80%	100%	30/06/2020	Stages 2 and 3 works are off track by 20% due to inclement weather and Covid-19. The laying of turf for the soccer field was delayed for approximately 3 - 4 weeks at the commencement of Covid restrictions, which in turn delayed work to the baseball and junior fields. Inclement weather then caused further delays. The project is expected to be completed by September 2020 and will require a carry-over of funds.	 YELLOW
1.1.3.8 Project manage and contract manage the staged construction of the Kings Reserve Development.	In Progress	85%	100%	30/06/2020	<p>A concept plan for the playspace development was presented to Council and approved in June 2020. Detailed design and a cost estimate is underway. Grant funding documentation specifies the completion date for the project as December 2020 and the Administration is on-track to meet this deadline.</p> <p>This project will carry-over to the 2020/21 financial year.</p>	 YELLOW

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Aspiration: 6 A Well-Designed Built Environment





Long Term Strategy: 6.2 Facilitate retail, commercial and industrial activity that is compatible with neighbouring land uses.
Short Term Strategy: 6.2.1 Support a range of retail, commercial and industrial development, while minimising conflicts with neighbouring land uses.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
6.2.1.2 Review and implement internal referral process and service improvements.	In Progress	85%	100%	30/06/2020	<p>Ongoing process improvements to the lodgment and assessment processes within both the planning and building teams continued to be implemented during the quarter.</p> <p>Review of the internal engineering referrals process has produced five (5) new engineering guideline fact sheets for customers which are still in draft format, nearing finalisation for publication. The check sheet for use by Planners to assist in undertaking their planning assessments is still under review and refinement.</p> <p>New Pathway tasks, for application tracking, have also been added/adapted to better reflect the types of referrals. This has assisted officers being able to prioritise the type of feedback required and the time frame within which it is done.</p> <p>All service improvements will continue to be monitored and reviewed to ensure upon completion they best reflect any changes that may result from the implementation of the Planning reforms.</p>	Team Leader Planning	

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
8.1.1.1 Implement the Novar Gardens and Camden Park Local Area Traffic Management Plan.	In Progress	89%	100%	30/06/2020	The LATM Plan has been completed and endorsed by Council. Budget allocation will be sought in the 2020/21 financial year for the Stage 1 project. Detailed design is to be completed.	Traffic Engineer	
8.1.1.3 Update the Transport Strategy, including incorporation of the Bicycle Strategy.	In Progress	65%	100%	30/06/2020	A draft outline of the plan is intended to be presented to Elected Members in the coming months. This action will need to be carried over to 2020/21. There are no budget implications.	Traffic Engineer	
8.1.1.4 Develop the Richmond/Mile End Local Area Traffic Management Plan.	In Progress	70%	100%	30/06/2020	Following the return of ordinary conditions, stage 2 consultation is scheduled for July/August 2020. Development of the report is ongoing. Delays occurred due to Covid-19 suspension of consultation and traffic surveys.	Traffic Engineer	
8.1.1.5 Develop the Marleston Precinct Local Area Traffic Management Plan.	In Progress	85%	100%	30/06/2020	Traffic data analysis has been complete. Stage 1 consultation has been closed. Data processing for feedback has been completed and will now require summarising. First round of engagement with EMs to discuss key issues identified is planned for July/August 2020.	Traffic Engineer	




ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Aspiration: 12 Proactive Asset Management

Long Term Strategy: 12.1 Ensure assets are utilised and maintained at their optimum.

Short Term Strategy: 12.1.1 Plan, develop and manage Council's assets with consideration to community and business needs and economic, social and environmental values.




ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
12.1.1.2 Undertake staged electrical and structural upgrades at the Thebarton Theatre complex.	In Progress	10%	100%	30/06/2020	Weslo Holdings (Theatre management) received a grant from the State Government for \$500,000 to undertake an air-conditioning upgrade. The scope of the electrical upgrade has therefore been altered as consultants (engaged by Weslo Holdings) are now required to investigate the feasibility/cost effectiveness of the upgrade due to the complexities of the site. All remaining Council projects regarding Thebarton Theatre are on hold until these works are undertaken. Information will be provided to Council as it becomes available from Weslo Holdings and/or their consultants.	Manager City Property	 RED
12.1.1.3 Undertake the 2019/2020 capital works program, as allocated in the 2019/20 budget and annual business plan, for stormwater drainage, including the Stirling St and Sheriffs Rd drainage upgrades.	In Progress	80%	100%	30/06/2020	This project will require carry-over into 2020/2021. The detailed design and tender process for the Sheriff St drainage upgrade is completed. Construction works are scheduled to be commence in July 2020. The detailed design and tender process for Stirling St drainage upgrade is completed. The tender process is completed. Construction works are scheduled to commence in July 2020.	Team Leader Asset and Project Management	 YELLOW

ACTIONS WITH OFF-TRACK OR MONITOR STATUS							
	In Progress	80%	100%	30/06/2020	Detailed design works are currently in progress for Bagot Avenue, and Admella Street. Bagot Ave was delayed due to major gas works being undertaken in the street and also to be eligible for grant funding under Special Local Roads Program. Admella Place was delayed due to be eligible to submitting the project for grant funding under the Open Space grant program. Road reconstruction works at Norma Street, Surrey Road, Starr Avenue, Halsey Road and Weetunga Street are completed. The detailed design and tender process for Holland Street and Marleston Avenue is completed and construction works will commence in July 2020.	Team Leader Asset and Project Management	
12.1.1.4 Undertake the 2019/2020 capital works program, as allocated in the 2019/20 budget and annual business plan, for road reconstruction.							
12.1.1.25 Project manage and contract manage the staged relocation of the Hilton RSL.	In Progress	45%	100%	30/06/2020	The Design Development package for 173 Sir Donald Bradman Drive is complete. Investigations are continuing as to the suitability of the West Adelaide Football Clubroom as an alternative option for shared facility with the Hilton RSL. This project is on hold and will be required to be carried over into 2020/2021.	Manager City Property	
12.1.1.26 Continue the upgrade of the Morphett Rd depot to improve functionality and incorporate environmental best practices.	In Progress	85%	100%	30/06/2020	The final two components (wash-down bays and solar system) for 2019/2020 have been commissioned and will be finalised by the end of the first quarter of 2020/21. Carry-over will be required as the work will not be undertaken until the new financial year.	Manager City Property	

ACTIONS WITH OFF-TRACK OR MONITOR STATUS

Aspiration: 14 Leading governance and technology.

Long Term Strategy: 14.1 Adopt leading governance and information technology systems and practices.
Short Term Strategy: 14.1.7 Promote innovation and continuous improvement of Council's operations and activities, while strengthening relationships between Council departments.

ACTION	STATUS	% COMP.	TARGET	COMP. DATE	EXEC. COMMENTS	RESP. OFFICER	PROGRESS INDICATOR
14.1.7.11 Develop a Council 'Enforcement Policy'.	In Progress	85%	100%	30/06/2020	A draft Enforcement Policy has been drafted and is currently with the Governance Team. Following legal review, it will be presented to the Executive Team in the third quarter for 2020.	Manager City Development	
14.1.7.12 Review the Private Swimming Pool inspection process and transition to mobile technology, in partnership with the Continuous Improvement team.	In Progress	80%	100%	30/06/2020	The electronic inspection process, has been complete as much as possible with the existing corporate systems functionality. The further expansion of electronic inspection functionalities will not be possible until further Objective corporate functionality is obtained.	Manager City Development	
14.1.7.13 Develop and implement an Infrastructure Compliance Inspection program, in partnership with the Continuous Improvement team.	In Progress	60%	100%	30/06/2020	The project has been placed on hold due to Covid -19 taking priority. The Continuous Improvement team have been unable to continue with the project during this time. It is anticipated that the project will be carried over into 2020/21 when Administration return to normal work practices.	Manager City Operations	

8.5 Citizen of the Year Signage

Brief

This report provides an overview and approximate budget cost for recognising City of West Torrens Australia Day Citizens of the Year with a public plaque.

RECOMMENDATION

The Committee recommends to Council that anodised plaques commemorating the Australia Day Citizen of the Year, Young Citizen of the Year and Community Event of the Year be manufactured and erected on the Hamra Centre Library wall for awards invested from 2020 onwards.

Introduction

The Administration has been approached by Cr Kym McKay to investigate installing commemorative plaques in a public location for West Torrens Australia Day Citizens of the Year. Cr McKay provided photographs of a similar concept undertaken by the City of Port Lincoln, whereby that council recognises its award winners with an 'honour board' at the city's foreshore.

This honour board lists the name and year of the:

- Australia Day Citizen of the Year
- Australia Day Young Citizen of the Year
- Australia Day Community Event of the Year.

This report presents a proposal, for Council's consideration, to implement a similar concept in West Torrens.

Discussion

Each year, Council calls for nominations of worthy locals to be nominated for an Australia Day Citizen of the Year Award, Australia Day Young Citizen of the Year Award and Australia Day Community Event of the Year Award for West Torrens. In most recent years the number of nominations received has diminished, despite efforts by the Administration to widely promote these prestigious Awards. Conversations with nearby western region councils confirms that they too are experiencing a decrease in nominations.

The concept to erect a public commemoration to our Australia Day Citizens of the Year and Community Event of the Year could add more interest to the Awards and, possibly, entice more nominations in the future. Council currently recognises recipients:

- in print - via Talking Points
- online - via Council's website and social media.

The establishment of a public commemoration could add another level of importance and prestige to the Awards and provide a very public recognition of those who have helped the West Torrens community.

As the Australia Day Awards are a civic function of Council, it is fitting that any commemoration to recipients would be located near the Civic Centre.

The Hilton Civic Precinct does have high traffic areas, which could offer excellent locations for a public commemoration to our Australia Day Award recipients. The Hamra Centre wall lends itself to being the preferred option for this public commemoration.

The proposed design is shown as **Attachment 1**. The attachment also shows an alternative location to the Hamra Centre wall which is also located in the memorial gardens, near the table tennis table. However, this alternative location is not the preferred location on the basis that it would likely be more costly and the traffic in that area would be less than is offered by the Hamra Centre wall. In addition, the Hamra Centre wall provides plenty of room to add many more names and would add an element of visual interest for passers-by.

Cost

The Administration has obtained a quote from KP Sales - Engraving and Signage - a company based at Thebarton that manufactures plaques for official opening events for Council. KP Sales recommendation for longevity would be an anodised aluminium plaque that would be engraved at a cost of \$65 + GST each. As such, the cost of purchasing and installing three plaques per year would be in the region of \$200 per year.

Commencement

It is considered fitting that the commemoration plaques be installed commencing with those names of the citizens of the year at the time of the approval of this report i.e. the 2020 Citizens and Community Event of the Year.

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct climate impact in relation to the report.

Conclusion

This report presents a proposal to erect a public commemoration of Council's Citizens of the Year and Community Event of the Year on Council's Hamra Centre wall.

Attachments

1. Australia Day Plaque Proposal

Hamra Centre Library



A stand alone sign board could be erected near the outdoor tennis table, however this has not been costed and would be more expensive than singular signs as proposed.

The wall of the Hamra Centre Library could be utilised and dotted with plaques - one plaque would cover one brick. This location provides room to grow as the curved wall continues around to the entrance way of the library. These plaques would look best white on black to contrast with the sandstone brick as per visual below



8.6 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 7 July 2020, and outstanding resolution actions to 11 August 2020 is provided for Members' information (**Attachment 1**). Updates/comments are to 19 August 2020.

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct climate impact in relation to the report.

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 on Implementing Council Decisions

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
1	04/08/2020	Council	Item 17.3 - Appointment of a new Council Assessment Panel	Reynolds / O'Rielly that: 1. Cr Graham Nitschke be appointed as the Council member of the Council Assessment Panel, pursuant to Section 83(1)(b) of the Planning, Development and Infrastructure Act 2016, for a two (2) year period from 1 January 2021 to 31 December 2022. 2. Cr Jassmine Wood be appointed as the Deputy Council member of the Council Assessment Panel, pursuant to Section 83(1)(b) of the Planning, Development and Infrastructure Act 2016, for a two (2) year period from 1 January 2021 to 31 December 2022. 3. It approves the proposed recruitment and selection process for the appointment of five independent members, including the Presiding Member and a deputy member, to the Council Assessment Panel (CAP) for a two-year term from 1 January 2021 to 31 December 2022. 4. A Selection Panel be established to make a recommendation to Council for the appointment of independent members to the CAP, to consist of the following representatives being: •Cr/s Kym McKay and George Vlahos •Mr Angelo Catinari, GM Urban Services •Ms Hannah Bateman, Manager City Development & Assessment Manager •Ms Rachel Knuckey, Team Leader Planning 5. A report be presented to the Council recommending the appointment of the independent members to the CAP in December 2020.	Angelo Catinari	19/08/2020 - Recruitment advertising will commence in September 2020.	In progress
2	04/08/2020	Council	Item 17.4 - Proposed Road Closure - Weaver Avenue, Richmond	Vlahos / Nitschke that: 1(a) The Council advise the Surveyor-General that it has provided an opportunity for person(s) who have made an objection or application to make submissions in support of their objections or applications at its meeting of 4 August 2020 regarding the proposed closure of the northern extent of Weaver Avenue (north of Craig Street), Richmond and subsequently considered the matters raised. Following such consideration the Council resolve to proceed with closure of the road, and; (b) The land subject to the road closure be sold and the proceeds used for a beneficial community purpose(s). (c) The land be excluded from the classification of Community Land upon conversion of it from open to closed road. (d) SA Power Networks (SAPN) be advised that Council wishes SAPN to relocate its infrastructure from the land upon which it sits at the northern end of Weaver Avenue and that necessary funding (of approximately \$55,000 plus GST) be provided by Council to facilitate this removal. The funding be "reimbursed"/credited following sale of the land. (e) A further report be provided to Council following the receipt of advice from the Surveyor-General, prior to any further action being taken by the Administration in regard to this matter.	Angelo Catinari	19/8/20 - The Road Process Order and Final Plan have commenced.	In progress
3	04/08/2020	Council	Item 17.7 - Call for Nominations for Local Government Association President and Greater Adelaide Regional Organisation of Councils Member	Pal / Nitschke that: Mayor Michael Coxon be nominated to the Greater Adelaide Regional Organisation of Councils.	Pauline Koritsa	19/8/20 - Email sent to Mayor Coxon with required forms and information for his nomination.	In progress
4	04/08/2020	Council	Item 17.10 - Nominations sought for the SA Flood Warning Consultative Committee	Reynolds / Tsiaparis that: Andrew King, City of West Torrens Coordinator Engineering Services, be nominated for the SA Flood Warning Consultative Committee.	Pauline Koritsa	19/8/20 - Nomination forms provided to Mr King who has until 9 September to submit nomination	In progress
5	21/07/2020	Council	Item 16.1 - Branding guidelines and naming policy for Council owned sporting and community facilities	Vlahos / Pal that the Administration prepare a report recommending: 1. Brand identity guidelines for placement on Council owned sporting and community facilities; and 2. A policy for the naming of Council owned sporting and community facilities that recognise the achievements, significant service and efforts of individuals and groups that have contributed significantly to, and enriched, the cultural and social aspects of the City of West Torrens.	Pauline Koritsa	19/8/20 - Meeting has been scheduled with relevant staff to discuss	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
6	21/07/2020	Council	Item 17.2 - Proposed Management Model / Fees and Charges - New Council Facilities	Vlahos / Wood that: 1. The report be noted. 2. The fees and charges, terms and conditions of hire and management model as detailed within this report be endorsed for the Lockleys Oval Sporting Facility, Apex Park Community Facility, Weigall Oval Sporting Facility and the Camden Oval Sporting Facility. 3. The Terms and Conditions of Hire for Thebarton Community Centre be applied to the hire of Lockleys Oval Sporting Facility, Apex Park Community Facility, Weigall Oval Sporting Facility and the Camden Oval Sporting Facility, all with additional temporary clauses which shall be removed at the revocation of the Covid-19 Major Emergency Declaration as contained in this report. 4. The management model for Lockleys Oval Sporting Facility, Apex Park Community Facility, Weigall Oval Sporting Facility and the Camden Oval Sporting Facility be reviewed at the conclusion of the initial 12 month lease/licence period for each facility.	Angelo Catinari	19/8/2020 - The Administration has commenced developing the documentation and online forms required for hire of the new community facilities. Apex Park is now available for hire and requests are managed by Community Centre staff (based at Thebarton Community Centre). Additional security requirements are being investigated at the new Lockleys facility however the meeting rooms will be available within a week or two for hire by the public.	In progress
7	21/07/2020	Council	Item 17.3 - Proposed New Year's Day (2021) Concert - Thebarton Oval / Kings Reserve	Vlahos / Kym McKay that: 1. The South Australian National Football League (SANFL) be advised that Council provides its in principle consent to the SANFL for the proposed New Year's Day 2021 event to be held at the Thebarton Oval and Kings Reserve, Torrensville, subject to the provision of an Event Management Plan and/or additional information, with approvals and/or protocols by no later than 15 August 2020 including, but not limited to the following: • Confirmatory advice from both SA Health and SA Police that consent has been provided for the event to occur; and • The Event Management Plan addressing, to the satisfaction of Council the following - noise, traffic/parking, environmental, security/crowd management/public safety, food/alcohol management and any other matters deemed relevant. 2. Should the information provided by SANFL be deemed not to the Administration's satisfaction, and the SANFL not agree to any amendments which may be requested by the Administration, a further report be provided to Council. 3. As it will not be feasible for an alternate party/ies to hire the Thebarton Community Centre, and given that Kings Reserve will be temporarily fenced, on the day of the proposed concert, the SANFL be advised that use of Kings Reserve will be conditional upon it agreeing to pay hire fees of \$7,500 plus GST for hire of both the Thebarton Community Centre and Kings Reserve for 1 January 2021. Further, the SANFL be required to pay a bond or security in the amount of \$20,000 related to the use of Kings Reserve, the Thebarton Community Centre and the Thebarton Oval surrounds. 4. The SANFL be further advised that it remains the party responsible to either reinstate and/or repair any damage which may arise to Thebarton Oval or Kings Reserve to the satisfaction of Council or to reimburse any costs in excess of the bond which may be incurred by Council resulting from the conduct of the event.	Angelo Catinari	19/8/2020 - A letter was sent to SANFL on 22 July 2020 advising of the Council resolution and conditions of holding the event. Awaiting an Event Management Plan.	In progress
8	21/07/2020	Council	Item 17.4 - 2020/2021 Black Spot Program - Daly Street, Kurralta Park	Woodward / Papanikolaou that the funding arrangement for safety improvements at Daly Street, Kurralta Park be agreed to and that the Mayor and the Chief Executive Officer be authorised to sign and seal the funding deed to secure this funding.	Angelo Catinari	19/08/2020 - In preparation of the funding deed for the Mayor and the CEO to sign off.	In progress
9	07/07/2020	Council	Item 16.2 - Outdoor Dining Fees	Nitschke / Kym McKay that, in order to assist and encourage more outdoor dining, a report be brought forward investigating the financial impacts of permanently abolishing Council fees and risk assessment costs, associated with outdoor dining in the City of West Torrens.	Bill Ross	Currently obtaining information to submit to Council on 6 October 2020 meeting	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
10	07/07/2020	Council	Item 17.2 - Small Business Economic Stimulus Initiative	<p>Tsiaparis / Pal that Council:</p> <ol style="list-style-type: none"> 1. Approves the establishment of a (Small Business Economic Stimulus Initiative (Small Business Voucher Program), as detailed in this report, to operate between 1 September 2020 and 1 December 2020 or until the vouchers have been fully subscribed, whichever is earlier. 2. Approves funding of \$100,000 to the small business voucher program, allocated from Council's Covid-19 relief fund, to create 4,000 x \$25 vouchers available to eligible recipients for redemption in participating businesses. 3. Eligible recipients be those categorised as Stream A and Stream B in this report, i.e. those residents of West Torrens who are first line emergency services workers or recipients of identified Centrelink payments respectively. 4. Stream A recipients' vouchers be in the form of \$25 off a purchase of \$50 or more at participating eligible businesses to maximise the potential local economic benefit. 5. Stream B recipients' vouchers to be in the form of a single use \$25 voucher for redemption at eligible participating businesses. 6. Vouchers not be redeemable against the purchase of alcohol, cigarettes or gambling. 7. One (1) voucher in total per eligible recipient to be issued. 8. Only those small businesses that were categorised as 'defined activities' in the State Public Activities Covid-19 Directions be invited to participate in the small business voucher program. 9. Promotes those businesses participating in the small business voucher program on Council's media and other platforms including Talking Points. 	Pauline Koritsa	<p>Project commenced with determining name, business registration, recipient registration and voucher format</p> <p>3.08.2020 - business EOI open, social media campaign for businesses to commence 3 August, promotional material designed</p> <p>18.08.2020 - 29 businesses have expressed an interest in participating, posters and stickers have been printed, vouchers are currently being printed, YourSay platform developed, customer registration to open week commencing 24 August</p>	In progress
11	07/07/2020	Council	Item 17.4 - Camden Oval Complex Lease/Licence Arrangements	<p>Pal / Wilton that:</p> <ol style="list-style-type: none"> 1. The Administration enter into a new short term licence agreement with the Plympton High Old Scholars and Camden Sports and Social Club (PHOS), over the following portions of the Camden Oval complex: <ol style="list-style-type: none"> a. The oval and changerooms of the facility for the period from 1 July 2020 until 30 September 2020, and b. The oval and changerooms of the facility for the period from 1 April 2021 until 30 September 2021, and c. The clubroom components of the facility for the period from 1 July 2020 to 30 September 2021; 2. The Plympton High Old Scholars and Camden Sports and Social Club (PHOS) be granted use of the clubroom component (i.e. bar, kitchen and function areas and the office space within the building) for the duration of the short term licence on condition that the clubroom component be made available for Council and/or other sporting and community user during the non-football season, at a hire fee to be determined by the Council. 3. The Administration enter into a new short term licence agreement with the Camden Athletic Club for the use of the oval and changerooms of the facility for the period 1 October 2020 until 31 March 2021. 4. The Administration enter into a new short term licence agreement with the Glenelg District Cricket Club for the use of the oval and changerooms of the facility for the period 1 October 2020 until 31 March 2021. 5. Licence fees for each user club (i.e. Plympton High Old Scholars and Camden Sports and Social Club, Camden Athletic Club and Glenelg District Cricket Club) will be finally determined in accordance with the indicative rentals identified within the report, and all user costs for the complex to be apportioned between the parties on a user-pays basis, after the Council COVID-19 assistance package/rental waiver period ends. 6. Use of the "former changeroom" component of the toilet building on the south / western side of the complex (Anzac Highway) frontage be also provided as part of the agreements (for storage only). 7. The Mayor and Chief Executive Officer be authorised to sign and seal any documentation to give effect to the grant of licences. 8. The Administration continue to investigate opportunities for the Phantoms Cricket Club to use portion of the Camden Oval complex during the 2020/2021 summer cricket season at times when such use would not cause usage conflicts with other licence users. 	Angelo Catinari	<p>19/8/2020 - New draft short-term licence agreements have been provided to all parties and are expected to be executed within the next month. Discussions will commence shortly with Phantoms Cricket Club regarding potential use of Camden Oval on Friday evenings if there are no conflicts with other users.</p>	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
12	16/06/2020	Council	Item 17.3 - Covid-19 Small Business Resilience Grants	Kym McKay / Papanikolaou that: 1. Approval be given to establish the Covid-19 Small Business Resilience Grants program to assist businesses within the City of West Torrens. 2. Approval for \$200,000 as once off funding be provided to support the Covid-19 Small Business Resilience Grants program. 3. The Covid-19 Small Business Resilience Grant funding program will cease by 31 December 2020. 4. The Administration develop the appropriate supporting materials to ensure that the grant funding application process is sound and transparent and promoted to the City of West Torrens small business community.	Terry Buss	The Administration is developing the appropriate supporting grant application process to progress this motion.	In progress
13	02/06/2020	Council	Item 17.1 Revised Weekly Green Waste Trial	Nitschke / Woodward that: 1. A weekly green waste collection trial for 750 households be endorsed. 2. Information explaining the Council's Compost Bin Rebate Scheme, as well as the many benefits of composting, to also be included in the flyer mail out sent to residents in the trial area.	Bill Ross	30/06/2020 - Engagement material with Residents for the weekly green waste collection trial is currently being developed which includes the action required endorsed by Council. 17/8/2020 - Design for implementation stage where estimated time frame for commencement of the trial is December 2020. Engagement with residents in the trial is being undertaken in October 2020 and a base line audit will be undertaken prior to the engagement with the residents.	In progress
14	02/06/2020	Council	Item 17.9 - Thebarton Oval / Kings Reserve Masterplan and SANFL Venue Improvement Plan Update	Nitschke / Mugavin that: 1. Council notes the current status of the SANFL Venue Improvement Plan for Thebarton Oval / Kings Reserve. 2. Council proceed with the implementation of the recreation and playspace component of the endorsed Kings Reserve Masterplan, as detailed in Attachment 2 of the Agenda report.	Angelo Catinari	28/6/20 - Playspace component of the Kings Reserve Masterplan continues to move forward with detailed design underway. 18/8/2020 - Detailed design almost complete. Procurement process will commence shortly for Playspace component.	In progress
15	17/03/2020	Council	Item 17.2 - Economic Development Plan	Pal / Woodward that: 1. The Administration be authorised to undertake public consultation on the draft City of West Torrens Economic Development Plan 2020-2025. 2. A further report be presented to Council at the completion of the public consultation process.	Terry Buss	At its meeting held 3rd March 2020, Council resolved that the Economic Development Plan was to go out for public consultation however, shortly thereafter the COVID- 19 pandemic hit nationally. At that time the Administration recognised that any attempt to consult the public on the Economic Development Plan would not have been reasonable given the impact of the pandemic on both the physical and economic health of the local business community. Given the state of flux that the economy currently faces it is the view and advice of the Administration that any public consultation on the Economic Development Plan 2020-2025 be delayed until September 2020 when a clearer picture of the local economic landscape begins to emerge and then reevaluate how this Plan can best assist the needs of business in this new environment.	In progress
16	17/03/2020	Council	Item 17.7 - Nominations sought for the South Australian Local Government Grants Commission	Vlahos / Pal that Cr Brandon Reynolds be nominated for the South Australian Local Government Grants Commission.	Pauline Koritsa	Nomination sent, but postponed until further notice from the Minister for Local Government. 30/6/2020 - Cr Reynolds nomination remains "live" and will be considered at a later date. 19/8/20 - Cr Reynolds nomination remains 'live' and will be considered at a later date.	In progress
17	03/03/2020	Council	Item 8.1 - Request to increase enforcement of parking restrictions in Mile End, Marlestone, Keswick and Ashford (Compliance)	Woodward / Papanikolaou that: 1. The Petition be received. 2. A report be presented to a future meeting of the City Services and Climate Adaptation Standing Committee and the Head Petitioner be notified accordingly.	Bill Ross	Monitoring and enforcement activities have been undertaken in the Marlestone, Mile End, Keswick and Ashford areas. The majority of the expiation notices issued during the following periods were issued where vehicles were parked within restrictions with no stopping or no parking areas. - 3/3/20 to 26/5/20 a total of 556 expiation notices - 27/5/20 to 30/6/20 a total of 92 expiation notices The areas will be continued monitored. A report will be presented to a future meeting of Council and the Head petitioner will be updated accordingly. The areas are continually being monitored and further update from 1/7/20 to 16/8/20 a total of 523 expiation notices were issued during that period	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
18	03/03/2020	City Services and Climate Adaptation Standing Committee	Item 11.1 - Australian Championships - Novar Gardens Bowling and Petanque Club	Wilton / Kym McKay that: 1. Permission be granted to the Novar Gardens Bowling and Petanque Club to host the 2020 Australian National Petanque Championships over the Easter long-weekend, from Friday 10 April to Monday 13 April 2020 at Camden Oval in Novar Gardens as detailed in Attachment 2 of the Agenda report; 2. A new 5 year lease continue to be negotiated between Council and the Novar Gardens Bowling and Petanque Club. 3. Council provide financial assistance to the Novar Gardens Bowling and Petanque Club to help host the Australian National Petanque Championships to the value of \$5,000 through the Community Grants and Sponsorship Program.	Angelo Catinari	8/5/20 - Financial assistance has been provided and work was underway for the Championships however due to Covid-19 the competition did not go ahead. Negotiations continue on the drafting of a new 5 year lease. 26/6/20 - Negotiations continue on the drafting of a new 5 year lease. 19/8/2020 - Discussions continue regarding the new lease. A 12 month lease may be executed due to the current situation (Covid).	In progress
19	04/02/2020	City Services and Climate Adaptation Standing Committee	Item 11.3 - Glenlea Tennis Club - Update	O'Rielly / Nitschke that: 1. The Council refers the request for funding of \$90,000 to address stormwater infrastructure and consequent court deterioration issues associated with the existing six courts used by the Glenlea Tennis Club within the Camden Oval complex for consideration in the 2020/2021 budget deliberations; and 2. The Council refers the Club's request for funding of \$65,000 for consideration in the 2020/2021 budget deliberations to enable the construction of two additional courts for use by the Glenlea Tennis Club and the public within the Camden Oval complex. 3. Should Council provide its consent for necessary funding for the additional courts to be constructed through the 2020/21 budget process, the Administration be authorised to enter into negotiations with the Glenlea Tennis Club regarding a variation to the existing lease agreement. A further report be provided to Council following these negotiations.	Angelo Catinari	18/2/20 - awaiting outcome of budget process. 8/5/20 - In budget proposal for 20/21. Awaiting outcome of budget process. 26/6/20 - Currently in draft budget. Awaiting outcome of public consultation and budget approval. 19/8/2020 - Budget approved. Meeting to engage contractor has taken place. Awaiting design and cost confirmation.	In progress
20	26/11/2019	City Facilities and Waste Recovery General Committee	Item 8.4 - Solar Technology for Morphet Road Depot Update	Woodward / Wilton that: 1. The report be noted. 2. Approval be granted to install a 100kW Photo Voltaic (PV) Solar System at the Morphet Road Depot Site.	Angelo Catinari	18/2/20 - process for purchase and installation of solar panels is underway and will be completed by end of 19/20 financial year. 8/5/20 - Contractor engaged and system ordered. Will commence installation prior to end of financial year. 26/6/20 - Purchase order issued in April. Works expected to be undertaken in late August. 18/8/2020 - Adelaide Airport Ltd have given approval for the installation of Solar. Work will commence late September.	In progress
21	26/11/2019	City Facilities and Waste Recovery General Committee	Item 9.1 - Lockleys Bowling Club Premises	Mayor Coxon / Woodward that the Mayor and Chief Executive Officer be authorised to pursue options for the possible redevelopment of the Lockleys Bowling Club facilities with other interested stakeholders.	Terry Buss	Discussion has taken place with the Lockleys Bowling Club and other stakeholders and further follow up with the varies stakeholders is continuing to occur.	In progress
22	01/10/2019	Council	Item 8.1 - Petition to remove parking restrictions on Vintage Road, Underdale (2) - Report to City Services and Amenity Committee	K McKay / Pal that: 1. The Petition be received. 2. A report be presented to a future meeting of the City Services and Amenity Standing Committee and the Head Petitioner be notified accordingly.	Angelo Catinari	16/10/2019 - Resident consultation to be developed. Head petitioner notified. 19/02/2020 - Survey scheduled in March 2020. 25/05/2020 - Survey on hold until Covid-19 emergency withdrawn and traffic patterns back to normal. 26/06/2020 - Traffic surveys to recommence in late July 2020. 19/08/2020 - Resident consultation scheduled for distribution w/c 24/08/2020.	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
23	03/09/2019	City Services and Amenity Standing Committee	Item 11.2 - B Double Access - Transport Avenue, Netley	<p>Pal / Mayor Coxon that the gazettal of Transport Avenue, Netley, for B Double access be approved by Council, subject to the following:</p> <ol style="list-style-type: none"> 1. AAL to provide a bicycle approach lane in Transport Avenue at its intersection with Richmond Road, as part of the intersection upgrade that would be undertaken by AAL to facilitate B Double access using Transport Avenue. 2. The gazettal of Transport Avenue as a B Double route will be subject to the intersection being satisfactorily constructed by AAL (including all land acquisition costs). 3. The specific B Double left turn movement from Transport Avenue to Richmond Road (west) shall be prohibited. 4. A cost contribution (subject to further detailed pavement assessment) for the upgrade of the Transport Avenue road pavement to accommodate B Double movements be agreed to by AAL, if found to be necessary. 5. AAL to construct the noise attention wall as identified in the AAL letter of 16 August 2019. 	Angelo Catinari	<p>19/09/2019 - Meeting held with AAL representatives on Thursday 19 September 2019</p> <p>20/09/2019 - Consultation letter received from AAL for distribution to local residents on 20 September 2019. Awaiting preliminary design of the junction of Transport Avenue and Richmond Road.</p> <p>19/02/2020 - Meeting held with AAL to review the 70% design. Monday 6 April 2020, 100% review approved by Administration.</p> <p>26/06/20 - Awaiting advice from AAL on commencement date of works.</p> <p>18/8/20 - Still awaiting advice from AAL on commencement of works.</p>	In progress
24	23/07/2019	City Facilities and Waste Recovery General Committee	Item 9.1 - Brickworks Riverfront Land	<p>Mayor Coxon / Reynolds that:</p> <ol style="list-style-type: none"> 1. The Chief Executive Officer be authorised to commence the sale process for the Brickworks Riverfront land and that the sale process be via Private Treaty. 2. The Chief Executive Officer be authorised to obtain a formal valuation of the Brickworks Riverfront land in order for Council to set a price range to facilitate the sale. 3. The Chief Executive Officer be authorised to engage a selling agent for the sale taking account of Council's procurement policies for goods and services. 4. Following receipt of the formal valuation, the Chief Executive Officer report back to Council for the purpose of Council setting the price range for the sale process. 5. The Chief Executive Officer be authorised to commence a land division process to ensure that the pedestrian corridor along the western boundary of the Brickworks Riverfront land and any other critical community infrastructure along the northern boundary adjacent the River Torrens Linear Park is retained in Council ownership or under Council control. 	Terry Buss	<p>CEO in discussions with selling agent regarding strategy for marketing the property for sale.</p> <p>Discussions also underway with surveyors regarding land division requirements.</p>	In progress
25	23/07/2019	City Facilities and Waste Recovery General Committee	9.5 - Lockleys Oval Lease / Licence Agreements Update	<p>Reynolds / Vlahos that:</p> <ol style="list-style-type: none"> 1. Interim/short term leases/licenses, for a period of 12 months, be offered to the Goodwood Cricket Club, Lockleys Football Club, Mellor Park Tennis Club, West Beach Soccer Club and West Torrens Baseball Club, from the date of handover of the new shared clubroom facility. The rental/licence fee for each club to be \$1,250 pa Inc. GST, inclusive of all costs, for the duration of these short term lease/licenses. 2. The Mayor and Chief Executive Officer be authorised to sign and/or seal any documentation giving effect to the above resolution. 3. A further report be provided to the Committee following further discussions with the proposed users of the facility in regard to the preferred leasing model for the premises. 	Angelo Catinari	<p>19/08/2019 - Clubs have been advised of the short term arrangements and a meeting will take place regarding the management on the facility subsequent to the Administration finalising investigations into management models.</p> <p>14/10/19 - Clubs have toured the new facility and further discussions have taken place regarding the short-term lease arrangements and management models. Leases will be drafted by end of 2019.</p> <p>18/2/20 - Draft licence agreements have been prepared and will be provided to Clubs at a meeting to be held on 21/2/20</p> <p>8/5/20 - on hold due to Covid-19. Clubs advised all fees waived for 6 months ending 30 August. Agreements will be signed when access to the building is granted following the lifting of restrictions.</p> <p>18/5/2020 - Licence agreements provided to Mellor Park Tennis Club (in process of implementing name change to Lockleys Tennis Club), West Beach Football Club, Lockleys Football Club, West Torrens Baseball Club</p> <p>4/6/2020 - Copies of fully executed agreements provided to West Beach Football Club, Lockleys Football Club</p> <p>23/6/2020 - Licence agreement provided to Goodwood Cricket Club</p> <p>18/8/2020- Goodwood Cricket Club have executed their licence agreement. Awaiting final copy from Lockleys Tennis Club - delayed due to change of name.</p>	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
26	23/07/2019	City Facilities and Waste Recovery General Committee	Item 9.7 - Hilton RSL Sub-branch - Relocation Update	Vlahos / Mugavin that: 1. The report be received and the Hilton RSL Sub-branch be provided with the draft design development package prepared to comply with option 2 of the Agenda report for information and comment. 2. The Committee notes the preliminary discussions held with the West Adelaide Football Club relating to the potential option of relocating the Hilton RSL Sub-branch to Richmond Oval and that the Mayor and Chief Executive Officer continue those discussions and report back to this Committee on the outcome of those discussions at its next meeting. 3. The Hilton RSL Sub-branch be informed of the preliminary discussions occurring between Council and the West Adelaide Football Club about the potential option of relocating the Hilton RSL Sub-branch to Richmond Oval and the Administration seek their initial views on such a potential move.	Angelo Catinari	19/08/2019 - A meeting will be held with the RSL within the next 4 weeks to progress this. 14/10/19 - Feedback has been received by the Hilton RSL on the 173 SDB Drive package. This design will be completed by November 2019. Consultants have been commissioned to progress the option of locating the Hilton RSL in the WAFC building. Further information will be available in November/December 2019. 18/2/20 - Final design for 173 SDB Drive is complete with budget estimates. WAFC option is being developed further and report will be provided to the City Facilities Committee in March 2020. 8/5/20 - Report was completed for March Committee meeting however meeting cancelled due to Covid-19. Report completed and now pending further discussions with the West Adelaide Football Club and Hilton RSL. 18/8/2020 - Work currently on hold pending further deliberation.	In progress
27	07/08/2018	Council	Item 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. 18/06/2019 - A report to be presented at a future meeting of Committee/Council. 19/08/2019 - Due to competing priorities, this action has been paused and will be re-evaluated in the new year. 14/10/19 - No progress has been made due to competing priorities. 18/2/2020 - Competing priorities therefore no action taken and no budget allocation for 20/21 financial year. 25/5/2020 - SA Water contacted the Administration in March 2020. SA Water advised the land is the responsibility of the Department of Environment and Water. Correspondence forwarded to DEW on 23 March 2020 and to date no response has been received. The Administration will continue to follow this matter up with the Department of Environment and Water. 18/8/2020 - Continue to have no response from attempts to contact DEW.	In progress

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
28	27/02/2018	Civic Committee	Item 7.4 - Mural Art Options in City of West Torrens (Public Art Strategy)	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.	Pauline Koritsa	<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> <p>17/06/2019 - Report was presented to Council and the Strategy/Direction of Public Art will be presented to future Council meeting by Strategy Unit.</p> <p>28/08/2019 - This MAR was reinstated from completed status and reallocated to City Strategy for completion of the Public Art Strategy.</p> <p>29/08/2019 - Public art strategy project brief completed. Will be released to the market to engage a consultant to undertake the work.</p> <p>17/02/2020 - RFQ out to market this week</p> <p>22/04/2020 - Quotes evaluated and contract signed with preferred contractor and opening meeting held to discuss methodology.</p> <p>30/6/20 Contract let and project commenced with a review of current documents. Project methodology currently being reviewed in light of Covid 19 restrictions.</p> <p>18/8/2020 Consultant is undertaking a Council wide review of sites and preparing a survey for key stakeholders</p>	In progress
29	04/08/2020	Council	Item 17.1 - Adoption of the Budget and Annual Business Plan and Declaration of the Rates for 2020/21	<p>Vlahos / Kym McKay that: A. Rates</p> <p>Vlahos / Nitschke that: 2. Adoption of the Budget</p> <p>Vlahos / Pal that: 3. Adoption of the Valuations</p> <p>Vlahos / O'Rielley that: 4. Declaration of General Rates</p> <p>Vlahos / Kym McKay that: 5. Declaration of Separate Rate - Regional Landscape Levy</p> <p>Vlahos / Tsiaparis that: 6. Payment of Rates</p> <p>Vlahos / Tsiaparis that: B. Adoption of the Long Term Financial Plan</p> <p>Vlahos / Kym McKay that: C. Budget Review</p> <p>**For the full Resolution content please check Council Minutes.**</p>	Bill Ross	<p>Adoption version of the budget and annual business plan created and placed on Council's website.</p> <p>Rates in the dollar applied to our rates data base to calculate the rates applicable for 2020/2021</p>	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
30	04/08/2020	Council	Item 17.2 - Local Government Reform	Nitschke / O'Rielly that: The feedback contained in Attachment 1 of the Agenda report be provided to: a.The Local Government Association; b.The Minister for Local Government; and c.The Office of Local Government	Pauline Koritsa	Feedback to the OLG and LGA provided as per resolution on on 7 August 2020. Doc ID A2536654	Completed
31	04/08/2020	Council	Item 17.5 - Waiver of Land Management Agreement at 3 Alexander Court, Novar Gardens	Nitschke / Papanikolaou that: Council waives the Owners Obligations of the Land Management Agreement (dealing number 8282652) relating to a tubular fence proposed at 3 Alexander Court, Novar Gardens.	Angelo Catinari	Landowner advised of Council's decision to issue waiver for a tubular fence proposed at 3 Alexander Court, Novar Gardens.	Completed
32	04/08/2020	Council	Item 17.8 - Nominations sought for the Local Government Finance Authority Board of Trustees	Kym McKay / Nitschke that: Terry Buss, City of West Torrens Chief Executive Officer, be nominated for the Local Government Finance Authority Board of Trustees.	Pauline Koritsa	Email sent to Terry Buss with information and relevant forms for his nomination. Nomination sent to LGA on 20 August 2020 and acknowledged in return.Doc ID A2536030 and A2536647	Completed
33	04/08/2020	Council	Item 17.11 - Amazone Tower Legal Advice - Confidential Order Review	Kym McKay / Papanikolaou that: 1. In accordance with s91(9)(a), having reviewed the confidentiality order made on 6 August 2019, pursuant to 91(7) and 91(7)(b) of the Local Government Act 1999, in respect of confidential Item 21.1 - Amazone Tower Legal Advice, Council orders that report Item 21.1 - Amazone Tower Legal Advice, the Minutes arising, attachments and any associated documentation presented to the 6 August 2019 meeting of Council, continues to be retained in confidence in accordance with Section 90(3)(h) and (i) of the Local Government Act 1999, and not be available for public inspection for a further 12 month period, on the basis that the information relates to the threat of litigation against Council and the Council's consideration of related legal advice. 2. Pursuant to Section 91(9)(c) of the Local Government Act 1999, Council delegates the authority to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not extend it.	Terry Buss	10/08/2020 - Confidential spreadsheet updated noting the annual review and continuation of the confidentiality order.	Completed
34	04/08/2020	Council	Item 17.12 - Information Services Security Audit - Confidential Order Review	Nitschke / Pal that: 1. In accordance with s91(9)(a), having reviewed the confidentiality order made on 17 October 2016 meeting of the Audit and Risk Committee and reviewed at Council's 3 October 2017, 18 September 2018 and 6 August 2019 meetings, pursuant to 91(7) and 91(7)(b) of the Local Government Act 1999, in respect of confidential Item 10.1 - Information Services Security Audit, Council orders that report Item 10.1 - Information Services Security Audit, the Minutes arising, and any associated documentation presented to the 17 October 2016 meeting of the Audit and Risk Committee, continues to be retained in confidence in accordance with section 90(3)(e) of the Local Government Act 1999, and not be available for public inspection for a further 12 month period, on the basis that the report deals with matters affecting the security of Council as the information related to an audit of the level of vulnerability within Council's public internet perimeter and disclosure would severely expose and subsequently compromise the security of information contained in Council's information technology networks to the detriment of both Council and the public and, as such, is contrary to the public interest. 2. Pursuant to s91(9)(c) of the Local Government Act 1999, Council delegates the authority to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not extend it.	Terry Buss	10/08/2020 - Confidential spreadsheet updated noting the annual review and continuation of the confidentiality order.	Completed
35	04/08/2020	City Services and Climate Adaptation Standing Committee	Item 11.1 - Planning Reform - Local Design Review Scheme - Response to Draft Scheme	Kym McKay / Pal that the feedback contained in Attachment 1 of the Agenda report be approved and submitted to the Office for Design and Architecture South Australia (ODASA) as Council's response to the draft Local Design Review Scheme.	Angelo Catinari	Feedback submitted to the ODASA.	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
36	07/07/2020	Council	Item 15.1 - Return to the Council Meeting Schedule	O'Rielly / Papanikolaou that given the directions of the State Coordinator under section 25 of the Emergency Management Act 2004 pursuant to Emergency Management (Gatherings No 3) (COVID-19) Direction 2020 allowing council and council committee meetings to be held 'in person' rather than by electronic means, the City of West Torrens: 1. resume its normal council and committee meeting schedule 'in person' effective from 1 August 2020; and 2. provide that public attendance at such meetings will continue to be held via electronic means (audio livestream) given that density requirements for 'in person' public attendance consistent with the directions of the State Coordinator cannot be satisfied at this stage.	Terry Buss	10/07/2020 - Council website and corporate applications updated to reflect the Council decision	Completed
37	07/07/2020	Council	Item 15.2 - Opposition to Glenburnie Terrace, Plympton Development	Tsiaparis / Pal that the Mayor write to the State Commission Assessment Panel (SCAP), Environment, Resources and Development (ERD) Court and any other relevant jurisdiction to reiterate Council's strong opposition to the proposed development at 1 Glenburnie Terrace, Plympton highlighting that the current proposals represent an overdevelopment of the site and create significant negative community impacts.	Terry Buss	Letter prepared and signed by Mayor Coxon and sent to the Chair of the SCAP with a copy to the ERD Court 3/8/20 Response received from SA Planning Commission which was included in Correspondence in the 18 August 2020 agenda.	Completed
38	07/07/2020	Council	Item 16.1 - Landscaping at Priceline Stadium Carpark	Nitschke / Mugavin that the Mayor write to the Office of Sport and Recreation requesting information regarding what is being proposed for landscaping for the newly developed carpark for Netball SA at Priceline Stadium.	Terry Buss	Letter prepared and signed by Mayor Coxon and sent to Bronwyn Klei, Chief Executive Priceline Stadium with a copy to the Office of Sport and Recreation 27/7/20 - response received from Bronwyn Klei, CE Priceline Stadium to Mayor Coxon. Response will be included in Correspondence for the 4/8 agenda and Mayor Coxon will distribute to concerned residents after Council has adopted.	Completed
39	07/07/2020	Council	Item 16.3 - Electric Vehicle Charging Stations	Kym McKay / Mugavin that the Administration prepare a report detailing the costs for 7 x electric vehicle multiple connection fast charger units and possible locations for one connect station in each Ward.	Angelo Catinari	Report to be tabled at Council Meeting to be held 1 September 2020	Completed
40	07/07/2020	Council	Item 16.4 - Speed reduction for Tapleys Hill Road, West Beach	Wood / Woodward that the Mayor write to Minister Knoll requesting the 80 km/h residential stretch of Tapleys Hill Road, West Beach be reduced to 60 km/h in the interest of the safety of those residents residing on that stretch.	Terry Buss	Letter prepared and signed by Mayor Coxon and sent to Minister Knoll	Completed
41	07/07/2020	Council	Item 16.5 - Support for Swap Spot Service	Huggett / Mugavin that the Mayor write to the Local Government Association of South Australia seeking their support (as our Peak Body) to lobby our Mutual Liability Scheme to provide support to Councils that wish to provide a 'Swap Spot' service for their Community.	Terry Buss	Letter prepared and signed by Mayor Coxon. Emailed to Matt Pinnegar, CEO of LGASA on 16 July 2020. 17/7/20 - receipt of letter acknowledged by Matt Pinnegar's office. 11/8/20 - interim response received from LGA A/CEO advising discussions are taking place with LGMLS	Completed
42	07/07/2020	Council	Item 17.1 - Authority to Expend Funds in the 2020/21 Financial Year	Woodward / Vlahos that: 1. Council notes that in accordance with the provisions of the Annual Business Plans and Strategic Planning Notice (No. 4) 2020, the 2020/21 Budget and Annual Business Plan of the Council is not proposed to be adopted until 4 August 2020; 2. Until such time as the 2020/21 Budget and Annual Business Plan is adopted that Council approve the expenditure of funds on the works, services and operations of the Council where identified as: (a) Operational expenditure, including employment expenses; (b) Expenditure on the capital programs of the Council; or (c) Expenditure on the capital works programs of the Council in the draft Budget and Annual Business Plan for 2020/21 which was endorsed for community consultation on 16 June 2020; 3. The Chief Executive Officer be authorised to expend the funds of the Council referred to in recommendation 2 of this resolution in accordance with the terms of this approval as the Chief Executive Officer sees fit; 4. The Chief Executive Officer be authorised to delegate authority to other officers of the Council to expend funds approved in recommendation 2 in accordance with the terms of this approval as the Chief Executive Officer thinks fit.	Bill Ross	18/08/2020 - No delegations required from the CEO as delegations already exist.	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
43	07/07/2020	Council	Item 17.3 - 2020 Local Government Association Annual General Meeting - Proposed Items of Business and Appointment of Delegates	O'Rielly / Kym McKay that: 1. The Local Government Association be advised that the voting delegate for the City of West Torrens at the Local Government Association Annual General Meeting be Mayor Michael Coxon with Deputy Mayor, Cr John Woodward as proxy. 2. The recommended process for the lodgement of Notices of Motion for the 29 October 2020 Local Government Association Annual Meeting, contained within the report, be approved. 3. Council authorises the Chief Executive Officer to finalise the wording of any Item of Business and submit them to the Local Government Association.	Pauline Koritsa	No motions received to date, second report to Council on 4 August to remind EM's. Voting delegates will be sent to the LGA following that meeting. No motions received at the 4 August meeting, voting delegates sent to the LGA.	Completed
44	07/07/2020	Council	Item 17.5 - Prescribed Officers 2019 - Register of Interest	Pal / Wood that: 1. On the basis that they have a level of financial sub-delegation, which may be in addition to other delegations or authorisations to make decisions on behalf of Council or the Chief Executive Officer, the following positions be declared as 'prescribed officer' positions in accordance with Section 111 of the Local Government Act 1999: 3. Given the nature of their role and responsibilities the following positions be declared as a 'prescribed officer' position in accordance with Section 111 of the Local Government Act 1999: **For the full Resolution content please check Council Minutes.**	Pauline Koritsa	Prescribed officers notified of the requirement to complete and sent template. 73% of prescribed officers have completed and submitted their returns the remaining 27% of prescribed officers have until 29 August to complete their returns.	Completed
45	07/07/2020	Council	Item 17.6 - Airservices Australia - Feedback Sought on Flight Path Design Principles	Wood / O'Rielly that the proposed response, contained in Attachment 4 of the Agenda report be approved and submitted to Airservices Australia as feedback on the recently released Flight Path Design Principles.	Pauline Koritsa	Feedback provided on online submission form to Airservices on 8/7/20 Doc ID A2536670	Completed
46	07/07/2020	Council	Item 17.7 - EPA Review of Noise Policy 2007	Woodward / Papanikolaou that the feedback contained in Attachments 2 of the Agenda report be approved and submitted to the Environment Protection Agency as Council's response to the review of the Environment Protection (Noise) Policy 2007 Discussion Paper subject to comments being included stating that neighbours should be notified in advance of early morning concrete pours.	Pauline Koritsa	Response sent to the EPA on 15/7/2020 Doc Id A2513166	Completed
47	07/07/2020	Council	Item 17.8 - Divestment of Council Property - Confidential Order Review	Pal / Mugavin that: 1. In accordance with s91(9)(a), having reviewed the confidentiality orders made on 19 February 2019, 2 July 2019 and 21 January 2020, pursuant to 91(7) and 91(7)(b) of the Local Government Act 1999, Council orders that the following confidential reports relating to Divestment of Council Property at 108-120 Marion Road, Brooklyn Park, the Minutes arising, attachments and any associated documentation: • Item 21.1 - Divestment of Council Property presented to Council at its 19 February 2019 Meeting; • Item 21.1 - Divestment of Council Property at 108-120 Marion Road, Brooklyn Park presented to Council at its 2 July 2019 continue to be retained in confidence in accordance with sections 90(3)(b)(i) and (b)(ii) of the Local Government Act 1999, and not be available for public inspection for a further 12 month period on the basis it may prejudice the commercial position of the Council and lead to Council not obtaining or securing the best possible price for the land to be divested. 2. Pursuant to Section 91(9)(c) of the Local Government Act 1999, Council delegates the authority to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not extend it.	Terry Buss	10/08/2020 - Confidential spreadsheet updated noting the annual review and continuation of the confidentiality order.	Completed

Item No	Date	Meeting	Action title	Resolution / Action required	GM	Actions taken	Action status
48	07/07/2020	Council	Item 17.9 - Weslo Holdings Pty Ltd - Thebarton Theatre Complex - Confidential Order Review	<p>Nitschke / Wood that:</p> <p>1. In accordance with s91(9)(a), having reviewed the confidentiality order made on 23 July 2019, pursuant to 91(7) and 91(7)(b) of the Local Government Act 1999, in respect of confidential Item 11.1 - Weslo Holdings Pty Ltd - Thebarton Theatre Complex, Project and Business Plan, Lease Update and Air-conditioning, Council orders that the Agenda report, the Minutes arising, attachments and any associated documentation, but not the decision, continues to be retained in confidence in accordance with Section 90(3)(d)(i) of the Local Government Act 1999, and not be available for public inspection for a further 12 month period on the basis that the information could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party which may subsequently seek to enter into negotiations with Weslo Holdings Pty Ltd for a similar arrangement, either at the expiry of this agreement, or should this agreement not be entered into.</p> <p>2. Pursuant to Section 91(9)(c) of the Local Government Act 1999, Council delegates the authority to the Chief Executive Officer to review the confidentiality order on a monthly basis and to revoke but not extend it.</p>	Terry Buss	10/08/2020 - Confidential spreadsheet updated noting the annual review and continuation of the confidentiality order.	Completed

8.7 Strategy Unit Activities Report - June to July 2020

Brief

This report presents the Strategy Unit's Activity Report for the period from June 2020 to the end of July 2020.

RECOMMENDATION

The Committee recommends to Council that the Strategy Unit Activities Report for June 2020 to July 2020 report be received.

Introduction

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

Discussion

Corporate and Community Planning

Annual Service Plans 2019/20 Quarterly Reporting

The fourth quarter progress report has been included in the 25 August 2020 agenda for the City Advancement and Prosperity Committee.

Community Plan Review

Progress on the review of Council's Community Plan was postponed due to COVID-19 restrictions on public gatherings. Consequently, the State Government granted councils a three month extension to the completion date for the review of council strategic plans. The required completion date is now February 2021.

The Administration is currently engaging with the consultant, 'Intermethod', to determine how to progress the review of the Community Plan in accordance with Council's new '*Interim Council Policy: Public Consultation during COVID-19*'.

As such, the Community Plan is scheduled to be completed within the amended timeframe.

Strategic Approach to Public Art Project

The Administration met with Maz McGann from 'Play Your Part' to progress the 'Strategic Approach to Public Art' project. A survey has been drafted and is currently being refined to seek input on the state of public art and what it means to relevant stakeholders in West Torrens. This project is funded with proposed carryovers from the 2019/2020 budget.

Open Space Plan

An Open Space Plan is currently being developed by the consultancy firm URPS in close collaboration with the project reference group, comprising staff from across the organisation.

Analysis of the existing open space network has been undertaken and a set of goals and strategies is currently being developed which will inform future directions and preparation of the draft Plan. Feedback on the draft Plan will be sought from Elected Members and the Executive, followed by consultation with the wider community.

Economic Impact Considerations

The economic fallout of the COVID-19 pandemic will no doubt cause a greater focus on economic concerns and necessitate careful consideration of Council's finances. As such, the Strategy Unit's projects will continue to consider triple bottom-line benefits (Economic, Social and Environmental).

As a member of the Western Region Economic Alliance, the City of West Torrens has sought input from local businesses on how Council can best assist businesses as we commence rebuilding the local economy.

Economic Development

Economic Emergency Working Group

The Economic Emergency Working Group continues to progress economic priorities designed to respond to the economic impacts of the COVID-19 public health and major emergency. The group progressed a number of potential projects to provide stimulus to the most affected local businesses.

Following Council's approval, work has progressed on the \$25 voucher campaign designed to provide economic stimulus to local businesses while supporting those identified vulnerable people and first line emergency workers within West Torrens. The program is ready to launch on 1 September 2020 with branding developed and a promotional plan developed.

Heritage Grants

There are now nine (9) successful Heritage Grant recipients who have submitted documentation to Council and have received their allocated grant funds from the 2019-20 budget.

Preparation of documents for the next round of Heritage Grants has been completed which will include a mail out to owners of all Local Heritage Places and Contributory Places.

Building Western Adelaide and Tourism Destination Action Plan

The Administration continues to work closely with economic development colleagues across the Western Region to undertake strategic projects for Economic Development of the Western Adelaide region.

In this reporting period, the group conducted a task force with a tourism focus, comprised of various business representatives across the four participating councils. The purpose of the Task Force was to elicit information, concerns and ideas on how councils can specifically assist tourism businesses through this time. This work will help to inform each of the partner council's actions on how the region and individual councils can best assist tourism businesses.

In June, the Western Region Economic Alliance held a visitor sector round table with 20 businesses from across the region. West Torrens was represented by 5 businesses across various industries. The session enabled the Alliance to elicit information on the impacts of COVID-19 on the visitor economy and ways in which we can assist businesses during the recovery phase. The other benefit of the round table was the networking aspect.

Support for the Adelaide Business Hub helpline setup by the Western Business Region councils to provide advice to local businesses was also continued.

Land Use Planning

Planning Reform

While consultation on the Planning and Design Code has now closed, the Administration continues to be actively engaged in planning reform activities in an effort to advocate and influence policy outcomes. The Administration continues to use forums and live streaming events provided by DPTI, LGA and other industry specialists, on the Planning and Design Code, e-planning, and targeted technical sessions on infill development and matters pertaining to the airport. The commencement date for the Code is late 2020 although recent indications are that the commencement of Phase 3 of the Code may be delayed further.

Historic and Character Statements

DPTI has recently forwarded details to the Administration, which show proposed amendments to the consultation versions of the Historic and Character Statements. The updated proposed versions are now substantially the same as the Council endorsed versions of the statements submitted for DPTI's consideration. The Council endorsed versions, prepared on Council's behalf by Flightpath, and sought to include desirable policy content that DPTI had previously removed. These statements in their newly drafted format are viewed positively and, if progressed in their current form, should provide additional context required for effective assessment purposes. However, it should be noted that the statements have not been endorsed by the Commission or Minister and therefore may yet be subject to further amendment.

Response to EPA on Noise Policy Discussion Paper

The Environment Protection Authority (EPA) acknowledges that the Noise Policy is in need of review and refinement following the introduction of the *LNLC Act* and *PDI Act*. As a result, the EPA commenced engaging with stakeholders to ascertain areas for improvement. Council provided a response to the EPA that both responded to the questions contained within the discussion paper and highlighted the ways in which the timing of this consultation was problematic. The timing for this discussion is not ideal due to the impending planning reform and resourcing required to implement at this time, as well as the policy ambiguity felt due to the fact that the Planning and Design Code is yet to be finalised.

Response to ODASA's Discussion Paper on Local Design Review

The Office for Design and Architecture South Australia (ODASA) supports the role of the Government Architect in promoting the value of good design. The Administration reviewed the consultation put out by ODASA and provided a response recognizing potential benefits and a request for additional information and consideration of the below items, to enable council to consider the implementation of a local design review panel:

- Provide more detail around the type of developments that may be identified for Local Design Review;
- Cost of panels versus fee for use and generally, more information made available on cost benefits for such a scheme;
- Background research and analysis of demand and likely uptake of the service including whether industry has been engaged prior to draft scheme being released on consultation; query has been raised whether this puts in place additional bureaucracy that may be seen as a barrier to accessing an opt in system;
- Recourse available to the relevant authority should an application not reflect the advice provided to the proponent; and
- Confirmation that the Design Review advice will relate to policy provisions contained within the Code to help provide additional weight to both advice and policy once a development assessment is commenced.

Intergovernmental Relations***Breakout Creek Stage 3 Project***

The City of West Torrens was successful in its funding application to DPTI's Open Space and Places for People program to contribute to the Breakout Creek Stage 3 redevelopment project.

Green Adelaide is leading this project in close collaboration with project partners and a design team. Draft designs for Stage 3 are currently in preparation. It is anticipated that a presentation to Elected Members on the draft designs will be held by Green Adelaide in the near future, followed by consulting the wider community.

Environmental Sustainability

Climate Change Governance Assessment

Through the AdaptWest in Action planning process it was identified that there is a need to understand the immediate and long-term governance and risk exposure that a changing climate brings to the operational, financial and reputational resilience of the Western Adelaide Region. Climate Planning and Edge Environment has been engaged by the three partner councils to undertake the Climate Change Governance Assessment project.

Climate Planning (Mr Donovan Burton) and Edge Environment (Dr Mark Siebentritt) consultants will facilitate this assessment using an award-winning analytics tool (Informed.City™ platform) to measure climate change governance across the region, highlighting areas of leadership and areas for improvement. This tool has been widely used across Australia by all tiers of government, including in South Australia by Resilient South, Resilient Hills and Coast and the City of Adelaide who have reported that it was a highly valuable process for their organisations.

The project involves undertaking a comprehensive governance assessment across the three AdaptWest partner councils. Without adequate consideration of climate change in the core governance arrangements of an organisation, climate change responses run the risk of being inconsistent, outdated and not supported by robust information. By measuring adaptation governance, organisations can improve adaptation governance over time, facilitate a community of practice and collate information across jurisdictions to support multi-level governance and informed decision-making. Project findings will help to identify issues requiring urgent attention and provide a baseline assessment of climate change governance for the organisation.

Staff interviews were held in June across key functional areas to provide a greater understanding of the departmental barriers and enablers to embedding decisions for climate change. Staff interviews were conducted with almost fifty staff members across eight areas to capture a broad range of perspectives and experiences.

A report summarising results from the staff survey and interviews is currently being prepared with the view to hold a workshop at the end of the process and share results with participants.

AdaptWest - Residential Building Retrofit for Climate Adaptation

The *Residential Building Retrofit for Climate Adaptation* project was partly funded through the Natural Disaster Resilience Program (NDRP). Stage 1 of the project aimed to determine the capacity to deliver targeted building upgrades to vulnerable households in the AdaptWest region. It draws directly on the previously completed heat mapping work.

As a key part of this project, a literature review was conducted as a desktop review of 17 national and international programs considered by AdaptWest and The Energy Project (project consultant) as potential delivery models or information sources for the project. A mix of technical and funding programs were reviewed.

The following key learnings from the Literature Review have directly informed a proposed delivery model:

- Low-income housing stock is often poorly constructed and maintained leading to practical limitations in the opportunity to cost-effectively improve the building envelope.
- The installation of split system air-conditioner(s) improve:
 - thermal comfort (in summer & winter)
 - liveability
 - mobility and mental health
- Air-conditioning use has been shown to reduce heat-related morbidity and mortality.
- While air-conditioning can increase energy consumption, the replacement of existing inefficient air-conditioners and heaters with efficient split system air conditioners can considerably reduce energy consumption and costs.
- Coupling air-conditioning systems with solar power can deliver improved thermal comfort without high electricity bills.
- Including a bill check to ensure households are receiving appropriate tariffs is a simple, effective opportunity.
- Respectful community engagement is critical to project success.
- Partnering with organisations that are already trusted by participants is crucial.

The outcomes of the project include the following:

- A substantial literature review that can continue to be used in the design interventions in vulnerable households.
- The development and preliminary costing of proposed interventions for vulnerable households.
- The development of collaborative relationships with three Community Housing Providers that may bear fruit if funding for implementation becomes available.
- The evidence presented in the project report highlights the scale of the problem and provides detail of the issues with tangible solutions. This information will be beneficial for the sector.
- The project may be considered a 'shovel ready project' that could leverage stimulus funding linked to COVID-19 recovery.

Native Plant Giveaway

Each year, the City of West Torrens hosts a Native Plant Giveaway for local residents. Due to current restrictions and social distancing measures put in place to prevent the spread of COVID-19 this year's event was implemented differently.

Native plant packs containing twelve locally indigenous seedlings were distributed over two weeks through the 'park and walk' area located at Hamra Library. The program was fully subscribed with 5,000 seedlings being distributed to local residents during this time. Residents were also encouraged to connect through social media and post images of themselves planting at #raiseusup.

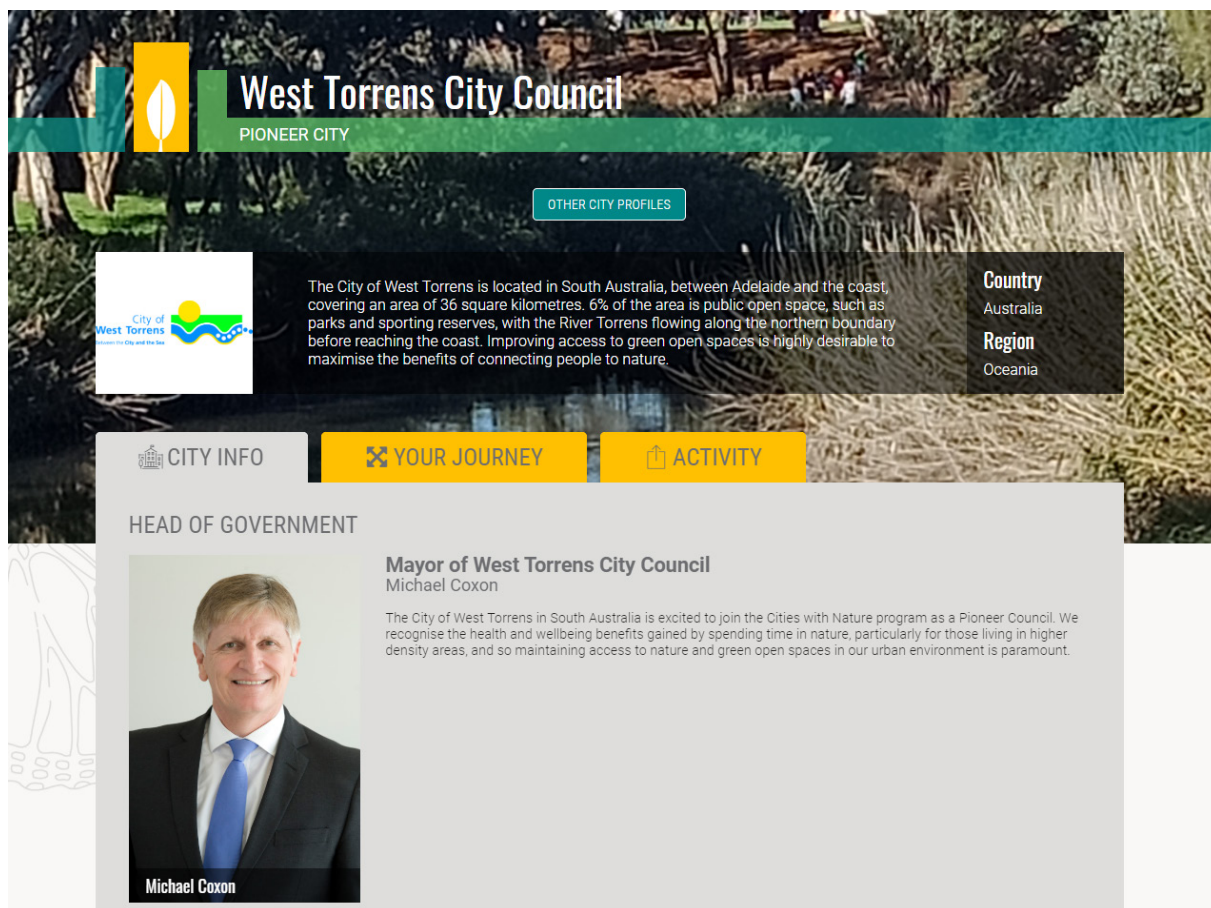


Above: native seedlings ready for distribution to the local community

Cities with Nature program

The City of West Torrens has joined the Cities with Nature program as a Pioneer Council and in doing so will help co-design this global program to suit the needs of local conditions.

The Cities with Nature is an online platform designed to facilitate information across countries and organisations on the importance of bringing nature into cities. It provides a platform to showcase initiatives and achievements, and provides networking opportunities so councils can learn from others.



Rainwater Rebates

Five rainwater tank applications were received and approved between June 2020 and July 2020. This resulted in 17,350 litres of additional rainwater storage, and rebate expenditure of \$1,700 over this time period.

Water Consumption Monitoring

Monitoring and evaluation of Council's water consumption data is in progress. Reviewing this information will help inform the development of future strategies aimed at improving Council's sustainability performance and resource usage.

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

As a result of the COVID-19 public health emergency and subsequent economic impacts, including a potential reduction in the rates base, there may be an initial tendency to place greater emphasis on immediate public health and economic concerns. However, any short term actions and budget decisions require a line of sight to the future challenge of climate impacts, which continue to require immediate action to mitigate future challenges. Notwithstanding this, Council continues to implement strategies to mitigate the impacts of climate change including those strategies detailed in this report.

Conclusion

This report details the activities of the Strategy Unit from June 2020 to July 2020.

Attachments

Nil

8.8 Community Grants - February 2020 to June 2020

Brief

This report presents the community, equipment and sponsorship grant applications received between 25 February and 30 June 2020.

RECOMMENDATION(S)

The Committee recommends to Council that:

1. The following grants be approved:
 - a. Equipment grant of \$3,000 to Greek Orthodox Community and Parish of St George for the purchase of an oven.
 - b. Equipment grant of \$3,000 to PanRhodian Society Colossus SA for the purchase of an oven.
 - c. Equipment grant of \$3,000 to West Torrens Baseball Club for the purchase of baseball equipment for the junior and women's programs.
 - d. Equipment grant of \$2,145 to Men's Probus Club of West Beach for the purchase of a defibrillator.
 - e. Equipment grant of \$1,500 to Camden Childcare Centre for the purchase of a defibrillator.
 - f. Equipment grant of \$914 to Glenelg Bridge Club for the purchase of Laptop.
 - g. Sponsorship grant of \$5,000 to Camden Athletic Club for the Camden Classic event.
 - h. Community grant of \$5,000 to Our Big Backyard West Torrens project for community resources.
 - i. Community grant of \$5,000 to The Gold Foundation for costs towards a Lifeskills Program.
 - j. Community grant of \$5,000 to Coptic Orthodox Church SA Australia for a freezer, venue hire and children's resources costs for a new arrivals program.
2. The Committee recommends to Council that the community grant application of \$4,000 to Writer on the Web not be approved on the basis that the application is ineligible in that it seeks funding for on-going day to day business expenses.

Introduction

Council's Community Grants Program (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 Program comprises community grants, community equipment grants, sponsorship, women in sports grants and junior development grants.

\$121,000 was approved for community grants in the 2019/20 budget, a further \$84,889 was carried-forward from the 2018/19 budget making \$205,889 the total community grants budget for 2019/20. This report presents those eleven (11) grant applications received between the last meeting of the City Advancement and Prosperity Committee on 25 February 2020 and 30 June 2020 for the Committee's consideration and recommendation to 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 (11) grant applications received since the last Committee meeting 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** - Equipment Grant Applications, **Attachment 2** - Sponsorship Grant Applications and **Attachment 3** - Community Grant Applications.

	Organisation/Community Group	Grant Request	Requested Amount	Previous applications	Recommendation That:
EQUIPMENT GRANTS (Maximum \$3,000)					
1.	Greek Orthodox Community and Parish of Saint George Thebarton and Western Suburbs Inc. <i>Community/Cultural/Religious group based in Mile End</i>	Purchase of oven to be used for cooking for social groups and gatherings. Total cost of equipment is \$4,450. <i>Located within CWT.</i>	\$3,000	2017/18 - \$5,000 Sponsorship Grant 2018/19 - \$3,000 equipment grant.	\$3,000 equipment grant be approved.
2.	PanRhodian Society Colossus SA <i>Community/Cultural group based in Torrensville</i>	Purchase of oven to be used for cooking for social groups and gatherings. Total cost of equipment is \$4,389. <i>Located within CWT.</i>	\$3,000	Nil	\$3,000 equipment grant be approved.

3.	West Torrens Baseball Club <i>Sporting Club based in Lockleys</i>	Purchase of baseball equipment to replace old/broken equipment in Junior and Women's programs. Total cost of equipment is \$3,828. <i>Located within CWT.</i>	\$3,000	Nil	\$3,000 equipment grant be approved.
4.	Men's Probus Club of West Beach <i>Probus Club based in West Beach (Apex Park)</i>	Purchase of a defibrillator for Apex Park building. Total cost of equipment is \$2,145. <i>Located within CWT.</i>	\$2,145	Nil	\$2,145 equipment grant be approved.
5.	Camden Park Childcare Centre <i>Not-For-Profit Community Childcare Centre based in Camden</i>	Purchase of a defibrillator to also be made accessible to neighbouring community groups. Total cost of equipment is \$2,300. <i>Located within CWT.</i>	\$1,500	Nil	\$1,500 equipment grant be approved.
6.	Glenelg Contract Bridge Club <i>Community Bridge Club based in West Beach</i>	Purchase of laptop for administration and digital Bridge programs (to attract younger members). Total cost of equipment is \$914. <i>Located within CWT.</i>	\$914	2018/19 - \$511 equipment grant.	\$914 equipment grant be approved.
Total \$ Equipment Grants Recommended for Approval					\$13,559

SPONSORSHIP (Maximum \$5,000)					
7.	Writer on the Web <i>Sole Trader with ABN, works for no profit, based in Torrensville</i>	Purchase of operational program expenses. Total cost of purchases is \$6,458. Program located within CWT and open to CWT community.	\$4,000	Nil	\$000 This application is not recommended for approval because it is seeking funding for operational day-to-day expenses for existing service. Referred to Council's Business Grant Program for assessment.
8.	Camden Athletic Club <i>Athletic Club holding event - Camden Classic Carnival at Camden Oval.</i>	Carnival materials, equipment costs and prize money. Total cost of tournament is \$27,800. Event located within CWT and open to CWT community.	\$10,000	2018/19 - \$10,000 sponsorship grant.	\$5,000 Maximum sponsorship grant be approved.
Total \$ Sponsorship Grants Recommended for Approval					\$5,000
COMMUNITY GRANTS (Maximum \$5,000)					
9.	Our Big Backyard West Torrens <i>West Torrens specific community group auspiced by Cowandilla Primary School and Children's Centre.</i>	Graphic design and printing costs for OBBY distribute to CWT families re outdoor spaces/nature in CWT. Total cost of above is \$8,500. Project for CWT community.	\$5,000	Nil	\$5,000 community grant be approved.

10. The Gold Foundation <i>Not-for-profit community organisation assisting young people with Asperger Syndrome and Autism based in Camden Park.</i>	Costs of equipment and materials and guest speakers for a Life Skills Program. Total cost of above is \$9,200. For CWT residents.	\$5,000	Nil	\$5,000 community grant be approved.
11. Coptic Orthodox Church SA Aust Inc. "St Mary Church" <i>Community church group based in Cowandilla - runs programs for new arrivals</i>	Freezer and Plympton Community Centre Hire costs to run a program for new arrivals of Playgroup. Total cost of above is \$6,800. New Arrivals program located within CWT.	\$5,000	Nil	\$5,000 community grant be approved.
Total \$ Community Grants Recommended for Approval				\$15,000
Total \$ all grants recommended for approval - June 2020				\$33,559

Community Grant Budget Status

A total of \$104,531 worth of grant funding (including sixty two Junior Development grants totalling \$17,226) was approved and \$88,925 has been paid out so far for the 2019/20 financial year. \$10,130 worth of approved projects/events were cancelled due to Covid-19 restrictions. A total of \$39,770 was also disbursed for grants approved in the previous financial year, using the carry forward budget. This leaves a total of **\$71,718** available for disbursement by Council for this round of grant applications (**Attachment 4**). The above grant applications recommended for approval total **\$33,559**.

Consequently, if these grant applications are approved, Council will have disbursed \$167,730 of the \$205,889 included in the 2019/20 community grants budget with only \$38,159 remaining unspent which is proposed to be carried forward to the 2020/21 budget.

Climate Impact Considerations

(Assessment of likely positive or negative implications of this decision will assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate.)

There is no direct climate impact in relation to the report.

Conclusion

This report presents the community grant applications and donation requests, totalling \$33,559, received since 25 February 2020, for Council's consideration and approval.

Attachments

1. **Equipment Grant Applications June 2020**
2. **Sponsorship Grant Applications June 2020**
3. **Community Grant Applications June 2020**
4. **Community Grants Summary 2019-2020**

Equipment Grants 2019-20**Equipment Grants application**

Application EQG000141920 From GREEK ORTHODOX COMMUNITY AND PARISH OF SAINT GEORGE THEBARTON AND WESTERN SUBURBS INC.

Form Submitted 11 Mar 2020, 4:29pm ACDT

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 ***

GREEK ORTHODOX COMMUNITY AND PARISH OF SAINT GEORGE THEBARTON AND WESTERN SUBURBS 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 *

60 Rose St

Mile End SA 5031 Australia

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 68

TORRENSVILLE PLAZA SA 5031 Australia

Applicant website

<https://www.stgeorgethebarton.org>

If available. Must be a URL

Primary contact person *

Ms Anna Stroubis

This is the person we will correspond with about this grant

Position held in organisation *

Secretary

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

(08) 8111 1111

Equipment Grants 2019-20**Equipment Grants application**

Application EQG000141920 From GREEK ORTHODOX COMMUNITY AND PARISH OF SAINT GEORGE THEBARTON AND WESTERN SUBURBS INC.

Form Submitted 11 Mar 2020, 4:29pm ACDT

Back-up phone number

Fax number

If applicable

Primary contact person's email address *

fdion@stgeorgechurch.org.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? *

The primary reason of the St George Community & Parish of Western Suburbs Inc. is our Greek Orthodox faith. All members are of Greek origin and we aim to keep our Greek language, culture

and religious beliefs alive through various ways in having Sunday Church services, lunches/ teas, Ethnic Greek School, Ministry program, Youth Group events & talks and Auxiliary ladies (Philoptohos) providing assistance to the needy and fortnightly lunches for aged groups. Must be no more than 100 words.

Does your organisation have an ABN? *

☒ Yes ☐ No

ABN *

69 045 286 748

Information from the Australian Business Register	
ABN	69 045 286 748
Entity name	Greek Orthodox Community And Parish Of Saint George The Barton And Western Suburbs Incorporated
ABN status	Active
Entity type	Other Incorporated 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	5031 SA
Information retrieved at 4:20pm today	

Equipment Grants 2019-20**Equipment Grants application**

Application EQG000141920 From GREEK ORTHODOX COMMUNITY AND PARISH OF SAINT GEORGE THEBARTON AND WESTERN SUBURBS INC.

Form Submitted 11 Mar 2020, 4:29pm ACDT

Must be an ABN

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 checked="" 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

Equipment Details

*** indicates a required field**

How does the purchase of this equipment align to the strategic priorities of Council as outlined by the Community Plan? *

More than 1000 of our parishioners are mainly residents of West Torrens. The majority of which are Greek migrants and for the past 60 years our Community & parish has accommodated as best it can for their social & religious needs. All age groups attend our Church to follow the Greek cultural & religious celebrations and use our hall facilities for various gatherings such as: Memorial lunches, teas, fortnightly lunches for elderly groups,

Equipment Grants 2019-20**Equipment Grants application**

Application EQG000141920 From GREEK ORTHODOX COMMUNITY AND PARISH OF SAINT GEORGE THEBARTON AND WESTERN SUBURBS INC.

Form Submitted 11 Mar 2020, 4:29pm ACDT

Youth group events and Greek Language School sessions. Due to having many food related gatherings, the purchase of a commercial 6 burner oven, will achieve to assist all the above mentioned groups and our volunteers & Committees who will be able to cook in an efficient timely manner by serving a larger amount of food. Through these gatherings we aim to build sturdy relations among all age groups and to continue to share our Greek heritage.

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? *

This application does respond to the program for a priority area which we also aim to have adequate facilities to assist our Community.

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 the purchase of this equipment demonstrate innovation? *

Innovation into cooking food in larger amounts therefor also reducing cooking time.

Must be no more than 150 words.

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

Via our lunches, social/event gatherings and meetings.

Must be no more than 150 words.

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

Please see above. No risks. Locked area. Responsible person on site at all times. No partner organisations involved.

Must be no more than 150 words.

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

We expect this purchase will help our volunteers & parishioners into taking away some of their stress

by reducing the cooking time and are able to serve larger amounts of food. Their volunteering time is precious and we aim to keeping them happy into continuing to do so.

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)**

6 burner range with oven
true heat - 900mm 6 burner range with oven RCR9-6
Installation

Equipment Grants 2019-20**Equipment Grants application**

Application EGG000141920 From GREEK ORTHODOX COMMUNITY AND PARISH OF SAINT GEORGE THEBARTON AND WESTERN SUBURBS INC.

Form Submitted 11 Mar 2020, 4:29pm ACDT

What is the total cost of the proposed purchases? *

\$4,450.00

Must be a dollar amount.

What is the amount sought from Council? *

\$3,000.00

Must be a dollar amount.

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

\$1,450.00

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

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

Filename: IMG_20200303_0001 quote Tsoumbarakis.pdf

File size: 1.2 MB

Filename: Q97669596 - Quote Reward Hospitality.pdf

File size: 76.6 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
5500	9/5/18	Festival Grant
3000	10/10/19	Equipment Grant - Chairs
3000	19/12/19	Solar Panels grant

Certification and Feedback

Equipment Grants 2019-20**Equipment Grants application****Application EQG000141920 From GREEK ORTHODOX COMMUNITY AND PARISH OF SAINT GEORGE THEBARTON AND WESTERN SUBURBS INC.**

Form Submitted 11 Mar 2020, 4:29pm ACDT

*** 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 Fotios Drakopoulos

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

Position *

Treasurer

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

Contact phone number *

Must be an Australian phone number.

Mobile number**Contact Email ***

fdion@stgeorgechurch.org.au

Must be an email address.

Date *

11/03/2020

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.



RC SERIES

The Australian owned and designed* Trueheat RC Series of Gas Cooking Equipment has been developed for the restaurant and cafe market with a high quality finish, designed to fulfill the busy demands within a commercial kitchen.

Powerful 24MJ/hr open burners with individual standing pilots included. 100% Flame failure controls included as standard. Matt finish premium look cast iron trivets radiant heat and design makes it easy to move pots around the surface.

Static oven with two oven racks fit to removable vertical rack guides which provide 3 rack heights. Oven racks are fabricated from 304 stainless steel. Interior oven panels are coated with black vitreous enamel for ease of cleaning.

DIMENSIONS & WEIGHT

External Dimension: 900W x 830D x 1135H mm

Net Weight: 177kg

Working height: 910mm

Oven Interior: 660W x 540D x 320H mm

Combustible wall clearance: Side: 150mm, Rear: 150mm

TECHNICAL DATA

Gas Type: Natural or Propane

Total Output (MJ/hr):	Natural Gas	Propane Gas
	180	177

Burner Ratings (MJ/hr):	Natural Gas	Propane Gas	Ignition Type
Open Burner (MJ/hr):	24	24	Manual
Oven (MJ/hr):	36	33	Piezo

Gas Connection: 1/2" Female

AGA approval number: AGA 6652 G

SHIPPING DATA

Shipping Weight: 205kg

Shipping Dimensions: 980W x 900D x 1210H mm

OPTIONAL ACCESSORIES

Part Number:	Description:
GF-CSTRB	Front Castor Swivel with brake suits RCR models only
GF-CSTR	Rear Castor without brake suits RCR models only
432018-900HK	900mm 1/2 flexible gas hose with quick connect fittings and restraint
432018-1200HK	1200mm 1/2 flexible gas hose with quick connect fittings and restraint

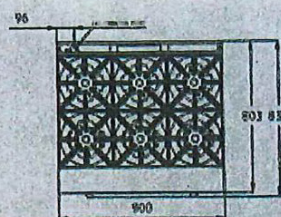
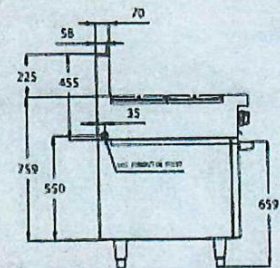
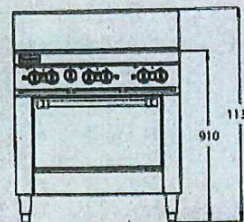
SPECIFICATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

*manufactured in China

RCR9-6

900mm WIDE 6 BURNER RANGE WITH OVEN

\$5,070

\$3,550 + \$45T
DEL \$120 + \$45TCOOKS WELL
EVEN COOKING
IN OVEN

I WOULD BUY THIS ONE



National Head Office
156 Swann Drive
Derrimut VIC 3026
Tel: +61 3 8369 4600
Fax: +61 3 8369 4699

www.comcater.com.au

Melbourne
96-100 Tope Street
South Melbourne VIC 3205
Tel: +61 3 8699 1200
Fax: +61 3 8699 1299

Sydney
20/4 Avenue of the Americas
Newington, NSW 2127
Tel: +61 2 8775 9500
Fax: +61 2 9648 4762

Brisbane
1/62 Northwick Avenue
Murarrie QLD 4172
Tel: +61 7 3900 2700
Fax: +61 7 3399 5311

Perth
Unit 16, 7 Abrams Street
Balcatta, WA 6021
Tel: +61 8 6217 0700
Fax: +61 8 6217 0799

MANKA Trueheat RCR9-6 Specification Sheet Issue 001 | Issue Date: 26/10/2018

from the world of Comcater!

**Reward
Hospitality**

ABN 40 010 183 669

Reward Supply Co. Pty Ltd
9 Paraweena Drive, TRUGANINA VIC 3029
PO Box 150, Altona North VIC 3025

Phone: 1800 473 927 Fax: 03 9368 2401

Quote
GREEK ORTHODOX COMMUNITY
AND PARISH OF SAINT GEORGE
THE BARTON AND WESTERN
SUBURBS INC
PO BOX 68

QUOTATION

Quote Date: 21 Feb 20
Quote No: 97669596
Valid Until: 22 Mar 20

Item Code	Item Description	Ordered	Shipped	B/Ord	UOM	Item Price	Total (ex)	Total (inc)
	6 Burner Oven Range							
	900 mm Wide							
4011037	RANGE GAS 6 BURNER 900MM RCR9-6-NG 900X830X1135MM	1.00	1.00	0.00	EACH	3,895.00	3,895.00	4,284.50
	The above product is a buy in							
	and is not returnable							
	4 Burner Oven Range							
	600 mm Wide							
4011035	RANGE GAS 4 BURNER 600MM RCR6-4-NG 600X830X1135MM	1.00	1.00	0.00	EACH	3,295.00	3,295.00	3,624.50
	The above product is a buy in							
	and is not returnable							
	PLEASE NOTE							
	PRICING INCLUDES							
	DELIVERY							

Customer Code	Customer Reference	Branch
5101209	OVEN RANGE	MELBOURNE
Sales Contact	Sales Order No	
MANUEL HRISAFINAS	97669596	

Quotation Acceptance:

Name: _____
(Please print full name clearly)

Position: _____

Signed: _____

Date: _____

Terms and Conditions:

This quotation is for the product only. Unless otherwise stated, delivery is to be made to the nominated address. Once your order is confirmed it cannot be cancelled or returned for credit unless authorised by a Reward Hospitality representative. BUY IN items which are returned for credit will incur a 20% restocking fee plus associated freight costs. This quotation is valid for 30 days from the date of issue. To place an order for the items quoted above, please confirm your acceptance of our terms & conditions by returning an official purchase order or by completing the relevant fields to the left & faxing to 03 9368 2401 or emailing melbourne@rewardh.com.au.

Total Ex

\$7,190.00

GST

\$719.00

Total

\$7,909.00

EFT DETAILS:
COMMBANK
BSB: 084-000
ACCOUNT: 1267 2800

21/02/2020 10:52:57 AM

Page 1 of 3



ABN 40 010 183 869

Reward Supply Co. Pty Ltd
9 Paraweena Drive, TRUGANINA VIC 3029
PO Box 150, Altona North VIC 3025

Phone: 1800 473 927 Fax: 03 9368 2401

Quote

GREEK ORTHODOX COMMUNITY
AND PARISH OF SAINT GEORGE
THE BARTON AND WESTERN
SUBURBS INC
PO BOX 68

QUOTATION

Quote Date: 21 Feb 20
Quote No: 97669596
Valid Until: 22 Mar 20

Customer Code	Customer Reference	Branch
5101209	OVEN RANGE	MELBOURNE
	Sales Contact	Sales Order No
	MANUEL HRISAFINAS	97669596

Item Code	Item Description	Ordered	Shipped	B/Ord	UOM	Item Price	Total (ex)	Total (inc)
	PRICING DOES NOT							
	INCLUDE INSTALLATION							
	.							
	.							
	Please note a 50% deposit will							
	be required upon placement							
	of order. Thank you.							
	.							
	.							
	Note: Please ensure you refer to							
	the manufacturers specifications							
	for installation, power supply,							
	warranty & maintenance information.							
	Please contact your Reward							
	Hospitality Territory Manager							
	should you have any questions							

Quotation Acceptance:

Name: _____
(please print full name clearly)

Position: _____

Signed: _____

Date: _____

Terms and Conditions:

This quotation is for the product only. Unless otherwise stated, delivery, unpacking & installation may incur additional charges. Once your order is confirmed it cannot be cancelled or returned for credit unless authorised by a Reward Hospitality representative. If it is items which are returned for credit will incur a 20% restocking fee. All items are supplied on a cash on delivery basis. Please ensure you refer to the manufacturers specifications for installation, power supply, warranty & maintenance information. To place an order for the items quoted above, please confirm your acceptance of our terms & conditions by returning an official purchase order to us or by picking the relevant fields to the left & faxing to 03 9368 2401 or emailing info@reward.com.au.

Total Ex	\$7,190.00
GST	\$719.00
Total	\$7,909.00

EFT DETAILS:
COMMBANK
BSB: 084-000
ACCOUNT: 1267 2800

21/02/2020 10:52:57 AM

Page 2 of 3

**Reward
Hospitality**

ABN 40 010 183 669

Reward Supply Co. Pty Ltd

9 Paraweena Drive, TRUGANINA VIC 3029
PO Box 150, Altona North VIC 3025

Phone: 1800 473 927

Fax: 03 9368 2401

QUOTATION

Quote Date:
Quote No:
Valid Until:

21 Feb 20
97669596
22 Mar 20

Quote

GREEK ORTHODOX COMMUNITY
AND PARISH OF SAINT GEORGE
THE BARTON AND WESTERN
SUBURBS INC
PO BOX 68

Customer Code	Customer Reference	Branch
5101209	OVEN RANGE	MELBOURNE
Sales Contact		Sales Order No
MANUEL HRISAFINAS		97669596

[illegible]

Quotation Acceptance:

Name:

please print (full name clearly)

Position:

Signed:

Date:

Terms and Conditions:

TERMS AND CONDITIONS.

This quotation is for the product only. Unless otherwise stated, delivery, unpacking & installation may incur additional charges. Once your order is confirmed, it cannot be cancelled or returned (or substituted) without prior written approval from our sales team. All products are sold as standard unless authorised by a named credit representative. All UK VAT items which are required for credit will carry a 20% reducing rate upon associated freight costs. Please refer to our website (www.meridianair.com) for full manufacturer's specifications for installation, power supply, warranty & maintenance information. To place an order for the terms quoted above, please confirm your acceptance of our terms & conditions by returning a signed purchase order or by completing the relevant forms to the left & faxing to 09 958 67 201, or emailing merinfo@meridn.co.uk.

Total Ex	\$7,190.00
GST	\$719.00
Total	\$7,909.00

EFT DETAILS:
COMMBANK
BSB: 064-000
ACCOUNT: 1267 2

21/02/2020 10:52:57 AM

Page 3 of 3

Equipment Grants 2019-20**Equipment Grants application****Application EQG000171920 From PanRhodian Society Colossus SA Inc**

Form Submitted 10 Jun 2020, 8:00pm ACST

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 ***

PanRhodian Society Colossus SA 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 *

148A Henley Beach Rd

Torrensville SA 5031 Australia

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 240

Torrensville Plaza SA 5031 Australia

Applicant website

If available. Must be a URL

Primary contact person *

Mr Manuel Frangoulis

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 *

Equipment Grants 2019-20**Equipment Grants application****Application EQG000171920 From PanRhodian Society Colossus SA Inc**

Form Submitted 10 Jun 2020, 8:00pm ACST

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? ***

Represents the residents of South Australia whose heritage is from the island of Rhodes, Greece.

Provides a meeting place, regular luncheons for the members and their friends and functions during the year.

Must be no more than 100 words.

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

61 835 099 051

Information from the Australian Business Register	
ABN	61 835 099 051
Entity name	Panrhodian Society Colossus S A Incorp
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	5031 SA
<i>Information retrieved at 7:37pm today</i>	

Must be an ABN

Equipment Grants 2019-20**Equipment Grants application****Application EQG000171920 From PanRhodian Society Colossus SA Inc**

Form Submitted 10 Jun 2020, 8:00pm ACST

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

Equipment Details*** indicates a required field****How does the purchase of this equipment align to the strategic priorities of Council as outlined by the Community Plan? ***

Assist the Club in maintaining regular lunches for its members to meet on a regular basis which supports the Councils aim of community life. The meals provided at a minimal cost of \$10 per person

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, community life, City prosperity and financial sustainability

Equipment Grants 2019-20**Equipment Grants application****Application EQG000171920 From PanRhodian Society Colossus SA Inc**

Form Submitted 10 Jun 2020, 8:00pm ACST

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 the purchase of this equipment demonstrate innovation? *

The burner and oven will enable us to provide meals more efficiently given the poor state repairs of the existing oven.

Must be no more than 150 words.

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

The oven will be able to provide more meals in a quicker time.

Must be no more than 150 words.

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

The oven will provide better safety then existing oven. People using the oven will be trained to use it.

Must be no more than 150 words.

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

Provision of more meals in an quicker time frame.

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)**

6 burner oven (does not include installation) Club have allowed about \$600 for installation and compliance of new oven

What is the total cost of the proposed purchases? *

\$4,389.00

Must be a dollar amount.

What is the amount sought from Council? *

\$3,000.00

Must be a dollar amount.

Equipment Grants 2019-20**Equipment Grants application****Application EQG000171920 From PanRhodian Society Colossus SA Inc**

Form Submitted 10 Jun 2020, 8:00pm ACST

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

\$2,000.00

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

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

Filename: CTPL Nominees quote.jpg

File size: 310.0 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

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 Manuel Frangoulis

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

Equipment Grants 2019-20**Equipment Grants application****Application EQG000171920 From PanRhodian Society Colossus SA Inc**

Form Submitted 10 Jun 2020, 8:00pm ACST

Position *

President

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

Contact phone number *

07 7 555

Must be an Australian phone number.

Mobile number**Contact Email ***

_____m

Must be an email address.

Date *

10/06/2020

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.**
same questions not sure what to answer as this is an equipment grant

CTPL NOMINEES PTY LTD3A BRANDWOOD ST
ROYAL PARK, SA 5014

TEL: (08) 8447 3999

FAX: (08) 8240 4670

ABN: 86 060 413 596

Page 1 of 1

Quote**INVOICE NO**

12005462

DATE

25/05/2020

BILL TOPAN RHODIAN SOCIETY
PO BOX 240
TORRENSVILLE SA 5031
ATT: MANUEL FRANGOULIS
M: 0413 977 355**SHIP TO**PAN RHODIAN SOCIETY
PO BOX 240
TORRENSVILLE SA 5031
ATT: MANUEL FRANGOULIS
M: 0413 977 355
E: manuelfrangoulis@hotmail.com

QTY	DESCRIPTION	UNIT PRICE	TOTAL	GST
1	ITEM 1: SUPPLY, DELIVER + INSTALL TRUEHEAT 6 BURNER OVEN ** SPECIAL ** RRP: \$5,070.00 + gst (NOT INCL INSTALL OR DELIVERY)	\$3,990.00	\$3,990.00	\$399.00

Please note: Quotation valid for 30 days.

PAYMENT TERMS:

40% DEPOSIT REQUIRED ON ORDER

BALANCE PRIOR TO DISPATCH

CTPL BANK DETAILS:

BSB: 105 142

ACC: 057 484 640

QUOTATIONS VALID FOR 30 DAYS FROM DATE OF ISSUE UNLESS
OTHERWISE STATED

Subtotal	\$3,990.00
Freight	\$0.00
Tax	\$399.00
Total Amount	\$4,389.00
Amount Received	\$0.00
Balance Due	\$4,389.00

Equipment Grants 2019-20
Equipment Grants application
Application EQG000161920 From West Torrens Baseball Club
Form Submitted 2 Jun 2020, 8:39pm ACST

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 *

West Torrens Baseball Club

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 *

Netley Ave

Lockleys SA 5032 Australia

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 111

Brooklyn Park SA 5032 Australia

Applicant website

<https://www.westtorrensbaseball.club/>

If available. Must be a URL

Primary contact person *

Mrs Nicole Lewis

This is the person we will correspond with about this grant

Position held in organisation *

Grants Officer

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

Equipment Grants 2019-20
Equipment Grants application
Application EQG000161920 From West Torrens Baseball Club
 Form Submitted 2 Jun 2020, 8:39pm ACST

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? *

Established in 1918, the West Torrens Baseball Club (WTBC) is a sports Club located in Lockleys.

We are a family friendly club, embracing and celebrating strong community engagement and spirit in all that we do.

We offer sporting programs for local schools, Juniors, Seniors and Women - with our inaugural Women's Team entering competition during the 2019/2020 season. Furthermore, we

We aim to achieve community activity and inclusion by offering programs to all age and ability levels.

We grow our club through continual recruitment at all levels, with specific focus on junior development and growing our Women's team numbers.

Must be no more than 100 words.

Does your organisation have an ABN? *

☒ Yes ☐ No

ABN *

75 899 036 680

Information from the Australian Business Register	
ABN	75 899 036 680
Entity name	West Torrens Baseball Club 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

Equipment Grants 2019-20**Equipment Grants application****Application EQG000161920 From West Torrens Baseball Club**

Form Submitted 2 Jun 2020, 8:39pm ACST

Tax Concessions No tax concessions**Main business location** 5032 SA

Information retrieved at 7:49pm today

Must be an ABN

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

- ☐ Educational institution (includes pre-schools, schools, universities & higher education providers)
 ☐ Professional association
- ☐ Religious or faith-based institution
 ☐ Healthcare not-for-profit
- ☐ Philanthropic organisation
 ☐ Community group
- ☐ Peak body
 ☐ Political party / lobby group
- ☐ Social enterprise
 ☐ Research body
- ☐ International NGO
 ☒ 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
 ☐ \$1 million or more, but less than \$10 million
- ☐ \$50,000 or more, but less than \$250,000
 ☐ \$10 million or more, but less than \$100 million
- ☐ \$250,000 or more, but less than \$1 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
 ☐ Organisation established through specific legislation
- ☒ Incorporated association
 ☐ Trust
- ☐ Cooperative
 ☐ Unknown
- ☐ Company limited by guarantee
 ☐ Other:
- ☐ Indigenous corporation, association or cooperative

If your organisation is unincorporated it must have an auspice organisation

Equipment Details*** indicates a required field**

How does the purchase of this equipment align to the strategic priorities of Council as outlined by the Community Plan? *

Equipment Grants 2019-20
Equipment Grants application
Application EQG000161920 From West Torrens Baseball Club
 Form Submitted 2 Jun 2020, 8:39pm ACST

The purchase of equipment for the WTBC will primarily be used toward Junior and Women's programs:

1. Embracing diversity: ensuring we are recruiting nurturing junior players to build and sustain our club, promoting our Women's team to further include members of our Community.
2. Active & healthy Community: offering sporting programs for citizens to engage in a healthy lifestyle
3. Engaged Community: providing social events including the wider Community.

WTBC engage local businesses through reciprocal sponsorship opportunities, we support local businesses for our club purchases (equipment, food & beverage).

We strive to align with the Council's mission: 'to strive for excellence in serving our diverse Community' by continually developing our Club, our members and friends through program diversity and Community events.

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.

- Community Life: embracing diversity through a plethora of sporting programs including all age groups and ability of players, for males and females. Promoting a healthy community, continually learning and developing sporting skills. Engaging the WTBC and wider community through social events.
- Built Environment: our club rooms are part of the newly established venue at Netley Ave Lockleys, boasting the best in league facilities for local South Australian Baseball.
- Corporate Aspiration: ensuring the procurement of WTBC's materials are from local businesses, establishing and fostering strong relationships with our suppliers and exploring mutually beneficial business and sponsorship agreements where applicable.

All priority areas are reviewed annually, setting out 5 year and long term plans.

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 the purchase of this equipment demonstrate innovation? *

Equipment purchased will be for 2 main areas:

- Junior development and teams
- Women's development and team

Both demonstrating initiative toward growing the overall playing footprint of the club, promoting diversity through younger players and the inclusion of Women's teams and growing the overall Community awareness of the club.

WTBC will continue to grow our club through expansion and community inclusion, welcoming all aspects of the community, striving to be a baseball league and community leader in inclusion.

Must be no more than 150 words.

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

- Junior Development: via the WTBC Junior Development Director various initiatives will be undertaken including school clinics, 'Come and Try' sessions and online social media advertising.

Equipment Grants 2019-20**Equipment Grants application****Application EQG000161920 From West Torrens Baseball Club**

Form Submitted 2 Jun 2020, 8:39pm ACST

- Women's Team Growth: through existing player advertisement / word of mouth, 'Come and Try' sessions and online social media advertising.

- Overall club growth - advertising via the City Of West Torrens Community Events Calendar and any other applicable media channels.

Must be no more than 150 words.

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

Yes - to replace existing old and damaged equipment being used for Junior and Women's Teams. WTBC is aiming to increase the number of junior and Women's teams. The need for new protective equipment (batters helmets, catcher's leg guards, chest plate and face mask) will help to minimize the risk of injury.

Risks involved: nil

Partner organisations: n/a

Must be no more than 150 words.

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

- Junior Teams: will be replacing old and weathered equipment, players will have enough equipment to run training sessions and games smoothly.

- Women's Team: will be replacing old and weathered equipment, players will have enough equipment to run training sessions and games smoothly, as well as the purchase of equipment we are not currently in ownership of.

Ultimately an increase in player participation (as measured by registered members) at WTBC.

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)**

Equipment breakdown listed below
JUNIOR EQUIPMENT
Bats x 2
Helmets x 4
Gear Bag x 1
Catching Protective Equipment x 1 set
WOMEN's EQUIPMENT
Bats x 4
Balls x 72
Catching Protective Equipment x 1 Set

Equipment Grants 2019-20**Equipment Grants application****Application EQG000161920 From West Torrens Baseball Club**

Form Submitted 2 Jun 2020, 8:39pm ACST

Helmets x 8
Catcher's Glove x 1
Gear Bags x 2

What is the total cost of the proposed purchases? *

\$3,828.00

Must be a dollar amount.

What is the amount sought from Council? *

\$3,000.00

Must be a dollar amount.

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

\$828.00

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

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

Certification and Feedback*** indicates a required field**

Equipment Grants 2019-20
Equipment Grants application
Application EQG000161920 From West Torrens Baseball Club
Form Submitted 2 Jun 2020, 8:39pm ACST

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

Position *

Grants Officer
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.

Date *

02/06/2020
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.

Easy application process to follow - thank you.











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[Gloves](#)
[NEW!](#)
[Protective](#)
[SALE!](#)
[Training](#)

SHOPPING CART

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Item Description	Quantity	Price
 GTX BB-850 Major League 9 Inch Baseball - Single	72	72 x \$9.00 \$648.00
 Easton ELEVATE USA Baseball Bat (-5) 32 inch	4	4 x \$219.95 \$879.80
 MVP 3-Piece Catcher's Set - ADULT	2	2 x \$249.95 \$499.90
 DeMarini Paradox Protege Batting Helmet - [Colour: Royal Blue] [Size: S-M]	12	12 x \$49.95 \$599.40
 Rawlings Sandlot Baseball Catchers Glove 33 inch	2	2 x \$139.95 \$279.90
 Wilson Team Gear Bag on Wheels - Black	3	3 x \$99.95 \$299.85
 Easton ELEVATE BBCOR Baseball Bat (-3) [Bat Size -3: 34 inch / 31 oz]	2	2 x \$219.95 \$439.90
 Wilson C1K 3-Piece Intermediate Catcher's Kit - Royal	1	\$299.95

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Enter your post code to calculate.

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Post Code

Calculate Shipping

DISCOUNT CODE

If you have a coupon or discount code enter it below

Apply Coupon Code

Sub Total **\$3,946.70**

Free pick-up from store - Free

Free Pick-Up from our store front: 630 Port Road, Beverley 5009 SA - Mon-Fri 9:00am-5:30pm, Saturday 9:00am - 2:00pm


Shipping Cost To Post Code \$0.00

GST Inc. \$358.79

Shopping Cart Total \$3,946.70

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NICOLE LEWIS | MANAGER - BUSINESS DEVELOPMENT - SOUTH AUSTRALIA

Equipment Grants 2019-20**Equipment Grants application****Application EQG000191920 From Men's Probus Club of West Beach Inc**

Form Submitted 25 Jun 2020, 12:25pm ACST

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 ***

Men's Probus Club of West Beach 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 *

Apex Park

Burbridge Road

West Beach SA 5024 Australia

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)

c/- 6 Renwick Street

West Beach SA 5024 Australia

Applicant website

If available. Must be a URL

Primary contact person *

Mr Rick Baker

This is the person we will correspond with about this grant

Position held in organisation *

Secretary

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

Equipment Grants 2019-20**Equipment Grants application****Application EQG000191920 From Men's Probus Club of West Beach Inc**

Form Submitted 25 Jun 2020, 12:25pm ACST

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 Men's Probus Club of West Beach is an association of retired and semi-retired people who come together monthly as a club with the main purpose of keeping members' minds active, expanding members interest and enjoying new friendships.

At monthly meetings, members enjoy social interaction, presentations from a guest speaker and shared morning tea. Members also enjoy social outings, celebrations and other social activities.

The Men's Probus Club is the applicant, however the Combined Probus Club of West Beach Inc, Lockleys Guides, Scouts SA (West Beach) and the Lockleys Riding Club will also benefit from the project.

Must be no more than 100 words.

Does your organisation have an ABN? *

☒ Yes ☐ No

ABN *

92 726 012 500

Information from the Australian Business Register	
ABN	92 726 012 500
Entity name	The Men's Probus Club Of West Beach Incorporated
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

Equipment Grants 2019-20**Equipment Grants application****Application EQG000191920 From Men's Probus Club of West Beach Inc**

Form Submitted 25 Jun 2020, 12:25pm ACST

Tax Concessions No tax concessions**Main business location** 5024 SA

Information retrieved at 2:31am today

Must be an ABN

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

- ☐ Educational institution (includes pre-schools, schools, universities & higher education providers)
 ☐ Professional association
- ☐ Religious or faith-based institution
 ☐ Healthcare not-for-profit
- ☐ Philanthropic organisation
 ☒ Community group
- ☐ Peak body
 ☐ Political party / lobby group
- ☐ Social enterprise
 ☐ Research body
- ☐ International NGO
 ☐ 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
 ☐ \$1 million or more, but less than \$10 million
- ☐ \$50,000 or more, but less than \$250,000
 ☐ \$10 million or more, but less than \$100 million
- ☐ \$250,000 or more, but less than \$1 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
 ☐ Organisation established through specific legislation
- ☒ Incorporated association
 ☐ Trust
- ☐ Cooperative
 ☐ Unknown
- ☐ Company limited by guarantee
 ☐ Other:
- ☐ Indigenous corporation, association or cooperative

If your organisation is unincorporated it must have an auspice organisation

Equipment Details*** indicates a required field****How does the purchase of this equipment align to the strategic priorities of Council as outlined by the Community Plan? ***

The purchase of a defibrillator to support the activities of the Men's Probus Club of West

Equipment Grants 2019-20**Equipment Grants application****Application EQG000191920 From Men's Probus Club of West Beach Inc**

Form Submitted 25 Jun 2020, 12:25pm ACST

Beach and other user groups of Apex Park facility meets the priorities of the Community Plan by encouraging the community to connect and encouraging inclusion and participation in local programs.

The purchase and training of the defibrillator will offer peace of mind to many members who can feel vulnerable when out in the community, not close to their own home. Knowing that there is a defibrillator and adequately trained members may encourage more people to attend the Probus Club (and or the other user groups' activities) and connect more in local activities.

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 purchase of the defibrillator will encourage more local people to attend Probus (and/or the other user groups' activities) which may increase connections between neighbours and

keep members active for longer. This equipment will also support the range of activities available

as Guides and Scouts will offer training to their members in the defibrillator use. Having a defibrillator on site will give members greater peace of mind and improve the enjoyment of the local area.

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 the purchase of this equipment demonstrate innovation? *

Members of both Probus Clubs are aged over 60 years. Due to the age group of the members, it would be beneficial to have a defibrillator on site.

According to the Red Cross, more than 30,000 Australians suffer from sudden cardiac arrest every year of which only 5% survive. Immediate access to a defibrillator can lead to a 70% survival rate if applied quickly. However, cardiac arrests are not restricted to the elderly or high risk groups and there is an advantage to having defibrillators wherever large groups of people gather, such as Apex Park.

Guides and Scouts also would like to improve first aid training for members and with a defibrillator on site the training would be beneficial. The venue is located in a park with wetland and playground.

A defibrillator would be beneficial not only to the Probus Club members but all users of the site.

Must be no more than 150 words.

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

If successful, the Probus Clubs will have the funds required to purchase the defibrillator and the Council will arrange the installation of the item at the venue. The company that will supply the Defibrillator will then arrange training to key members of the Probus Club and other user groups at the site.

Must be no more than 150 words.

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

Equipment Grants 2019-20**Equipment Grants application****Application EQG000191920 From Men's Probus Club of West Beach Inc**

Form Submitted 25 Jun 2020, 12:25pm ACST

The West Beach Men's Probus Club uses a facility at Apex Park for their monthly meetings and activities. The facility is also used by a Combined Probus Club of West Beach, Lockleys Riding Club, Lockleys Guides and Scouts SA. Collectively there is consensus that a defibrillator would be an important addition to have on site with over 130 regular users, many of whom are aged over 70 years old. This project aims to purchase a defibrillator and alarmed storage box to ensure the the Clubs' activities can safely take place.

The Men's Probus Club will purchase the equipment and will continue to discuss with Council the appropriate area for installation. The Council staff (Property Department) will coordinate relevant training for all user groups.

Must be no more than 150 words.

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

The Club will know if the outcome is achieved if the defibrillator is purchased and members from each user group have received training. The Men's Probus Club will manage this project.

Must be no more than 150 words.

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

☒ Yes

☐ No

Name of organisation	Contact person	Role/contribution
Combined Probus Club of West Beach	Trevor Ryan	Partner/User Group
Lockleys Riding Club	Gerard Ryan	Partner/User Group
Lockleys Guides	Chris Saunderson	Partner/User Group

Partner organisation funding**What is the amount to be funded by your partner organisation (if applicable)?**

\$0.00

Must be a dollar amount.

What will the grant funds be spent on?**Equipment (specify)**

Physio Control CR2 Essential Defibrillator
Alarmed Cabinet for Defibrillator

Equipment Grants 2019-20**Equipment Grants application****Application EQG000191920 From Men's Probus Club of West Beach Inc**

Form Submitted 25 Jun 2020, 12:25pm ACST

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What is the total cost of the proposed purchases? *

\$2,145.00

Must be a dollar amount.

What is the amount sought from Council? *

\$2,145.00

Must be a dollar amount.

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

\$0.00

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

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

Filename: Preferred Defibrillator Cabinet.docx

File size: 60.3 kB

Filename: Preferred Quote for Defibrillator and Cabinet.pdf

File size: 244.1 kB

Filename: Quote_3515_from_The_Defib_Shop_Pty_Ltd.pdf

File size: 68.0 kB

Filename: Sales Quotation - 1694.pdf

File size: 162.0 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

Equipment Grants 2019-20**Equipment Grants application****Application EQG000191920 From Men's Probus Club of West Beach Inc**

Form Submitted 25 Jun 2020, 12:25pm ACST

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 Rick Baker

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

Position *

Secretary

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.

Date *

23/06/2020

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.

Difficult for the Probus Club to complete online as most members do not have access or adequate skills in using computers.

Equipment Grants 2019-20

Equipment Grants application

Application EQG000191920 From Men's Probus Club of West Beach Inc

Form Submitted 25 Jun 2020, 12:25pm ACST

Date 15/6/2020

West Beach Men's Probus Club INC

Attn: Peter Read

08 83566631

Email: clubmargaritta@hotmail.com

Please find the following pricing for Defibrillator package options.

Quote Expiry: 30th July 2020 (Special)

(All pricing Includes GST)

Physio Control CR2 Essential Bracket Bundle:

1 x Physio Control CR2 Essential Defibrillator, Includes Protective Carry Case, Pads & Battery

- 1 x Wall Mount Bracket
- 1 x AED Prep Pack
- 1 x AED 90-degree Poly Sign
- 3 x eLearning

Total Package \$1,995 (normally \$2,704)

Physio Control CR2 Essential Cabinet Bundle:

1 x Physio Control CR2 Essential Defibrillator, Includes Protective Carry Case, Pads & Battery

- 1 x Wall Mount Cabinet
- 1 x AED Prep Pack
- 1 x AED 90-degree Poly Sign
- 3 x eLearning

Total Package \$ 2,145 (normally \$2,896)

Key features

- Safe & easy to use by any person – trained or otherwise
- Clear voice prompts and visual indicators
- Will only advise to deliver a shock if person is in Cardiac Arrest
- Switch to toggle between Adult and Child/Infant mode (don't need to change pads)
- The unit-self tests regularly so always ready for immediate use
- 8 year replacement warranty
- No servicing required – minimal ongoing maintenance (pads and battery only)
- Active Volume Control – voice instructions adapt to cut through environmental noise
- High IP55 Durability Rating (higher resistance to dust, splash and vibration)

CR Essential Defibrillator consumables / maintenance:

Replacement Pads (approx. 4 years or after use) \$ 115.00 / set

Replacement Battery (approx. 4 years) \$ 292.50 ea

St John Product Team | suzanne.hinton@stjohnsa.com.au | 1300 785 646 (opt 2)

ST JOHN AMBULANCE AUSTRALIA SA INC	Head Office South Australia	T:	1300 78 5646
42 947 425 570	85 Edmund Avenue Unley	F:	08 8306 6995
RTO 88041 St John Ambulance Australia	South Australia 5061	W:	stjohnsa.com.au

Incorporated under the Associations Incorporation Act 1985



The Defib Shop Pty Ltd
 PO Box 367
 Willoughby NSW 2068
 0488333427
 info@defibshop.com.au
 http://www.defibshop.com.au
 ABN 58 154 507 963



Quote

ADDRESS

Teresa Desteno
 West Beach Probus Club Inc.
 C/- City of West Torrens
 165 Sir Donald Bradman Drive
 HILTON SOUTH AUSTRALIA
 5033

SHIP TO

Teresa Desteno
 West Beach Probus Club Inc.
 C/- City of West Torrens
 165 Sir Donald Bradman Drive
 HILTON SOUTH AUSTRALIA
 5033

QUOTE NO. 3515

DATE 09/01/2020

EXPIRATION DATE 31/03/2020

SHIP VIA

TBA

TRACKING NO.

TBA

PO#

TBA

DATE	ACTIVITY	QTY	RATE	GST	AMOUNT
09/01/2020	ZOLL AED 3 Fully Automatic ZOLL AED 3 Fully Automatic RRP: \$2,995.00 (AED unit only) Features: - Designed for lay and community responders - Colour touchscreen LCD display - Program Management Onboard - Real CPR Help Wifi enabled for PlusTrac Cloud connection - Case Review - Clinical event cas push and UTC synchronisation - IP55 rated and passes 1 metre drop test - CPR uni-padz (adult/paediatric) electroded (5 year Shelf Life) - Operators Manual - One free year of PlusTrac Program Management - 6 year standard warranty (additional 2 years with registration)	1	2,949.95	GST free	2,949.95
09/01/2020	Universal W/bracket Universal wall bracket - white - houses ZOLL AED Plus RRP: \$129.95 - included in this quote FREE	1	0.00	GST 10%	0.00
09/01/2020	P&H Postage & Handling	1	29.95	GST 10%	29.95
09/01/2020	8028-000001-07 ZOLL AED 3 Training unit RRP: \$715.00 - special price when purchased with new AED 3 of \$325.00		0.00		
09/01/2020	All items quoted above are in stock and can be sent out as soon as an order is placed and confirmed.		0.00		

EFT payments: The Defib Shop Pty Ltd, G&C Mutual Bank,
 BSB: 659 000 Acc No: 735696 or call the office to pay by
 Credit Card - 2% surcharge applies.

INCLUDES GST TOTAL
 TOTAL

2.72

A\$2,979.90

Accepted By

Accepted Date

THE DEFIB SHOP PTY LTD ABN: 58 154 507 963



Simply Saving Lives

Quotation: 1694





Date: 22/06/2020 Ref#: Teresa Desteno
Customer No.: C11536 ABN: 92 726 012 500

Bill To:

The Men's Probud Club of West Beach Inc
Attention: Teresa Desteno
Apex Park Community Hall, 616 Burbridge Rd
WEST BEACH SA 5024
AUSTRALIA

Prepared By:

Danny Soto Rousseau
Ph: 03 8710 8666
Email: danny@aedauthority.com.au

Product Image	Diplomat Code	Description	QTY	Unit	Unit Price Ex.GST (\$)	Total Ex. GST(\$)
	HEARTSINE 500P PACK1	HEARTSINE 500P DEFIB + DIRECTIONAL SIGN + ALARMED CABINET + FIRST RESPONDERS KIT	1		0.00	0.00
	HEARTSINE 500P	HEARTSINE SAMARITAN PAD 500P DEFIBRILLATOR	1	EACH	2,295.00	2,295.00
	DIRAEDA	AED DIRECTIONAL SIGNAGE	1	EACH	0.00	0.00
	FRK-01	AED - FIRST RESPONDERS KIT (CPR MASK, SCISSORS, RAZOR, HAND WIPES, GLOVES)	1		0.00	0.00
	147SM-1	SMALL AED CABINET - SURFACE MOUNT ALARMED 41 x 36 x 21	1		0.00	0.00

R.R.P of Package - \$3,085.39 - discounted to \$2,295.00 - a saving of \$790.39

Freight Charge waived - a saving of \$20.00

Total saving of \$810.39

AED Authority Australia offer a price guarantee. Should you be offered a lower price on an identical item, please let us know as we will beat any competitor's official quotation.

Additional Information:

Australian Orders: All orders must meet our minimum order value of \$150 (ex. GST). All Australian deliveries are charged freight and charges are based on weight and dimensions.

International Orders: All prices are in AUD. Freight charges are based on weight and dimensions.

Prices quoted are valid for 30 days subject to stock availability. Please contact us with any queries or comments.

Subtotal:	2,295.00
Net:	2,295.00
GST:	0.00
Total Amount AUD:	2,295.00



AED Authority Australia Pty. Ltd. ABN: 46 169 556 932 ACN: 169 556 932 Ph: 03 8710 8666 Fax: 03 8710 4700
Address: 41 Marconi Drive, Dandenong South, VIC 3175 Australia P.O. Box 4147 Dandenong South, Victoria, 3164
Email: sales@aedauthority.com.au Website: www.aedauthority.com.au



Equipment Grants 2019-20**Equipment Grants application****Application EQG000201920 From Camden Park Child Care Centre**

Form Submitted 29 Jun 2020, 2:26pm ACST

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 ***

Camden Park Child Care Centre

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 *

13 Carlisle St

Camden Park SA 5038 Australia

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)

13 Carlisle St

Camden Park SA 5038 Australia

Applicant website<https://camdenparkccc.com.au/>

If available. Must be a URL

Primary contact person *

Mrs Susan Blake

This is the person we will correspond with about this grant

Position held in organisation *

Administrator

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

Equipment Grants 2019-20**Equipment Grants application****Application EQG000201920 From Camden Park Child Care Centre**

Form Submitted 29 Jun 2020, 2:26pm ACST

Back-up phone number**Fax number**

If applicable

Primary contact person's email address *

admin@camdenparkccc.com.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? ***

Camden Park Child Care Centre Inc ("the Centre") is a community based, not for profit centre and is responsible for the care of up to 68 children (aged from 6 months to 5 years old) on a daily basis. There are Currently 120 families enrolled at the centre. Families who use the Centre are in need of child care support usually due to work, training and/or study obligations. The Centre cares for children and families from diverse socio-economic and multicultural backgrounds.

We aim to have available an onsite defibrillator for our community, families and staff
Must be no more than 100 words.

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

19 847 925 876

Information from the Australian Business Register <small>Information retrieved at 11:54pm yesterday</small>	
ABN	19 847 925 876
Entity name	Camden Park Child Care Centre
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	5038 SA
<small>Information retrieved at 11:54pm yesterday</small>	

Equipment Grants 2019-20**Equipment Grants application****Application EQG000201920 From Camden Park Child Care Centre**

Form Submitted 29 Jun 2020, 2:26pm ACST

Must be an ABN

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

- ☒ Educational institution (includes pre-schools, schools, universities & higher education providers)
 ☐ Professional association
- ☐ Religious or faith-based institution
 ☐ Healthcare not-for-profit
- ☐ Philanthropic organisation
 ☐ Community group
- ☐ Peak body
 ☐ Political party / lobby group
- ☐ Social enterprise
 ☐ Research body
- ☐ International NGO
 ☐ 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
 ☒ \$1 million or more, but less than \$10 million
- ☐ \$50,000 or more, but less than \$250,000
 ☐ \$10 million or more, but less than \$100 million
- ☐ \$250,000 or more, but less than \$1 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
 ☐ Organisation established through specific legislation
- ☒ Incorporated association
 ☐ Trust
- ☐ Cooperative
 ☐ Unknown
- ☐ Company limited by guarantee
 ☐ Other:
- ☐ Indigenous corporation, association or cooperative

If your organisation is unincorporated it must have an auspice organisation

Equipment Details*** indicates a required field****How does the purchase of this equipment align to the strategic priorities of Council as outlined by the Community Plan? ***

Camden Park Child Care Centre has a culturally diverse community. As we are continually striving for excellence, we are wanting for further support the health and well-being of our community. By purchasing this equipment we would also be fostering a strong partnership with other organisations within our community should they need to use this equipment. We

Equipment Grants 2019-20**Equipment Grants application****Application EQG000201920 From Camden Park Child Care Centre**

Form Submitted 29 Jun 2020, 2:26pm ACST

are committed to doing all we can to making our Council the best place to live, work and enjoy life.

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? *

Camden Park Child Care Centre by applying for this grant responds to funding priority 'awareness of local safety issues and promotion of social responsibility and enjoyment of the local area. The purchase of this equipment will also help to connect us with our neighbours, older and younger people living in the community

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 the purchase of this equipment demonstrate innovation? *

The idea of purchasing this equipment was raised at a recent group first aid course and group CPR course. Qualified first aid trainers indicated that first response vehicles and ambulances have on record where defibrillators can be located among the communities therefore being able to offer direction to those who would require this equipment should they need. The defibrillator would be made accessible to the neighbouring community and community groups.

Must be no more than 150 words.

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

At Camden Park Child Care Centre, we believe that all children who attend, their families, their extended families, staff and any other person entering our centre has the right to feel safe and secure. We also have a lot of elderly grandparents frequenting our centre. Daily we engage our families on a personal level and put them first.

Once we received our defibrillator we would promote the benefits of this product and promote this to the surrounding community. The use of emails to our families enables us to give direct information and receive direct feedback.

A short survey to families once this is in place would also establish the amount of awareness they have. Signage in the centre and advertising on our social media and newsletter would also promote to our target group.

Must be no more than 150 words.

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

As sudden cardiac arrest is one of the leading causes of death in Australia, an AED can effectively restore a regular heart rhythm during cardiac arrest. This defibrillator is easy to use for somebody with no medical background

Our centre will register for the Public Access Defibrillator (PAD) program. This is apparently easy to implement and enables organisations, businesses and communities to provide the help to assist people experiencing cardiac arrest. This program is based on three key areas, 1. First Aid Training, 2. Direct links to the Emergency Medical Services and 3. Ongoing clinical and training support from St John Ambulance

Must be no more than 150 words.

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

(1) improved facilities and services we can offer

Equipment Grants 2019-20**Equipment Grants application****Application EQG000201920 From Camden Park Child Care Centre**

Form Submitted 29 Jun 2020, 2:26pm ACST

(2) increased ability of the centre to meet the health and safety needs of children, their families and wider community

(3) enhanced ability for staff to provide medical help for our children, their families and wider community

(4) Giving St John Ambulance and First response vehicles access to verbally direct community members to a defibrillator therefore prolonging life support

(5) In the long term, the Centre will remain a vibrant not-for-profit community Centre with a continuing commitment to meeting the care of families in need and working families. We are continuously extending our communication within the wider community especially during Covid-19. The supply of the defibrillator gives another avenue of further supporting our community.

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)**

Defibrillator

What is the total cost of the proposed purchases? *

\$2,300.00

Must be a dollar amount.

What is the amount sought from Council? *

\$1,500.00

Must be a dollar amount.

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

\$800.00

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

Equipment Grants 2019-20**Equipment Grants application****Application EQG000201920 From Camden Park Child Care Centre**

Form Submitted 29 Jun 2020, 2:26pm ACST

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

Filename: Defibrillator bundle quote 2.pdf

File size: 193.0 kB

Filename: Defibrillator quote LivCor.pdf

File size: 496.4 kB

Filename: Defibrillator quote St John.docx

File size: 134.7 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

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 Susan Blake

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

Position *

Administrator

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

Contact phone number *

Must be an Australian phone number.

Equipment Grants 2019-20**Equipment Grants application****Application EQG000201920 From Camden Park Child Care Centre**

Form Submitted 29 Jun 2020, 2:26pm ACST

Mobile number**Contact Email ***admin@camdenparkccc.com.au

Must be an email address.

Date *

29/06/2020

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.

26th June 2020

Camden Park Child Care Centre



Hello Sue,

Please find the attached quotation for the defibrillator.

Quote Expiry: 10th July 2020

(All pricing includes GST)

Defibrillator

PhysioControl Lifepak CR2 Essential - \$1995.00 RRP of this unit is \$2495.00

Alarmed cabinet - \$150.00

Includes – bracket, prep pack and e learning

Already comes with children's pads.

Phillips HS1 - \$1995.00

Alarmed cabinet - \$150.00

Includes bracket, A4 CPR sign

Children's pads - \$179.00

Kind Regards,

Andrea Lagrou

Workplace First Aid Advisor

0488 178 823

andrea.lagrou@stjohnsa.com.au

ST JOHN AMBULANCE AUSTRALIA SA INC

42 947 425 570

RTO 88041 St John Ambulance Australia

Head Office South Australia

85 Edmund Avenue Unley

South Australia 5061

T:

1300 78 5646

F:

08 8306 6995

W:

stjohnsa.com.au

Incorporated under the Associations Incorporation Act 1985

HeartStart HS1 Defibrillator & Wall Cabinet Package

LivCor



1300 975 889



sales@livcor.com.au



Store Location



My Account

0 Item



HEARTSTART HS1 DEFIBRILLATOR PACKAGE & WALL CABINET

/ HeartStart HS1 Defibrillator Package & Wall Cabinet



https://shop.livcor.com.au/products/heartstart-hs1-defibrillator-package-free-cabinet?variant=31376376889393¤cy=AUD&utm_medium=referral

4/6

6/26/2020

HeartStart HS1 Defibrillator & Wall Cabinet Package



HeartStart HS1 Defibrillator Package & Wall Cabinet

\$2,195.00

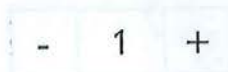
The HeartStart HS1 is... Fast to learn. So simple to operate that a first aider with minimal training can potentially save the life of a co-worker, friend or member of the family or public. Easy to use. Calming natural voice instructions coach the first aider through the steps of first...

Select your FREE cabinet



colour :

Quantity :



Subtotal :

\$2,195.00

Brand :

Philips

Product Type :

AEDs

SKU:

HS1-Pack-RedCab

Add to Cart

Add to wishlist

own it now, up to 6 months interest free [learn more](#)

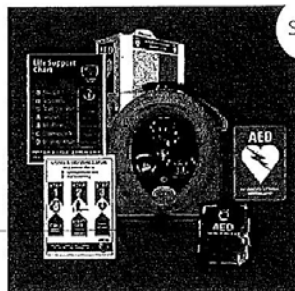
Customer Reviews

No reviews yet [Write a review](#)

https://shop.livcor.com.au/products/heartstart-hs1-defibrillator-package-free-cabinet?variant=31376376889393¤cy=AUD&utm_medium=pro... 2/6

6/26/2020

HeartSine 500p AED Bundle Save \$1000 | First Aid Accident & Emergency



Sale!

HeartSine 500P Defibrillator Bundle

(1 customer review)

~~\$3,020.00~~ • \$2,299.00



HeartSine 500p defibrillator trai...

Chat with us!

Online



BEST Value HeartSine 500p Smart Defibrillator Bundle with Cabinet of 2020

FAAE are a 100% Australian AED specialist, we offer 8 years after sales and service on all our Defibs. The trusted defibrillator supplier to 2018 Commonwealth Games, Parkrun Australia and Landrover Jaguar Australia.

Call our Defib experts now for a FREE consultation : (07) 2102 6298

- 1 + Add to cart

<https://www.firstaidae.com.au/product/heart-sine-smart-500p-defibrillator-value-pack/>

1/5

Equipment Grants 2019-20
Equipment Grants application
Application EQG000211920 From Glenelg Contract Bridge Club
Form Submitted 29 Jun 2020, 8:04pm ACST

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.

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Applicant Organisation Details

Applicant organisation name *

Glenelg Contract Bridge Club

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 *

c/o SA Sea Rescue Squadron Function Room

West Beach SA 5024 Australia

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)

106 West Beach Rd

West Beach SA 5024 Australia

Applicant website

<http://www.sabridgefederation.com.au/glenelg/>

If available. Must be a URL

Primary contact person *

Ms Gillian Gordon

This is the person we will correspond with about this grant

Position held in organisation *

Hon. Treasurer

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

Equipment Grants 2019-20
Equipment Grants application
Application EQG000211920 From Glenelg Contract Bridge Club
 Form Submitted 29 Jun 2020, 8:04pm ACST

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 Glenelg Contract Bridge Club caters for a large group (just over 200 members) of mainly senior citizens providing them with ongoing intellectual and social stimulation. The Club runs a competition four afternoons and two evenings a week. The social interaction afforded by playing Bridge at a local club cannot be underestimated as it is generally accepted that staying socially connected is a key to healthy ageing and building stronger communities. To remain viable, the Club's Management Committee is constantly looking at ways to maintain/increase membership by providing a welcoming environment and running regular beginner classes and supervised sessions.

Must be no more than 100 words.

Does your organisation have an ABN? *

☒ Yes ☐ No

ABN *

36 267 398 245

Information from the Australian Business Register

ABN	36 267 398 245
Entity name	Glenelg Contract Bridge Club Inc
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	5024 SA

Equipment Grants 2019-20**Equipment Grants application****Application EQG000211920 From Glenelg Contract Bridge Club**

Form Submitted 29 Jun 2020, 8:04pm ACST

Information retrieved at 8:01pm today

Must be an ABN

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 checked="" 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 checked="" 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

Equipment Details*** indicates a required field****How does the purchase of this equipment align to the strategic priorities of Council as outlined by the Community Plan? ***

The requested equipment- laptop with appropriate software/programs- is to be used for all professional development at the club but primarily to support the beginners' classes that we intend running four times a year. As our membership profile is skewed to an older demographic (75 years plus) we need to attract new members from the community to keep

Equipment Grants 2019-20**Equipment Grants application****Application EQG000211920 From Glenelg Contract Bridge Club**

Form Submitted 29 Jun 2020, 8:04pm ACST

the club viable. Former teachers at the Club have offered to share their programs, so the Club can build an excellent resource housed on the laptop that is not 'person' specific so teaching programs can continue seamlessly if one person is not available etc. This aim aligns directly with the Council's strategic plan to facilitate opportunities for community connection for older residents of the area.

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 club facilitates social interaction between people of different backgrounds and ages. Our two night sessions already attract a number of players who are not retired and the Club is investigating beginners' classes at night (funded by the club) to further attract a younger age group. The Club also subsidizes (from our own fund raising) our better players to participate in state wide competitions, furthering interaction and promoting our Club. The second Council priority area that our Club meets, is the fact that the Bridge Club provides a recreational activity in the local community. Many of our members say that Bridge allows them to keep socially connected once golf, bowls and croquet become too challenging physically.

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 the purchase of this equipment demonstrate innovation? *

In the past we have relied on the bridge teachers to provide their own teaching programs. By having our own resources on the laptop we hope to provide a higher standard of lessons that can be upgraded regularly and used by all the teachers to ensure a consistent approach. We will also be making use of the screen and projector already in the function room we hire, to enhance our teaching methodology. By being more interactive, we hope the beginners find learning the rules and skills of bridge more enjoyable and are confident to move into our supervised sessions at the end of the program.

Must be no more than 150 words.

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

The Bridge Committee, elected at the AGM, meets once a month and is always looking at ways to attract new members and make the Club more engaging to existing members. Many of our beginners find out about the Club by word of mouth from our current members so the committee regularly plans special events such as Melbourne cup, shared lunches, high teas for 90th birthdays, and regular teaching sessions to foster new learning and improve the skills of our current members, as well as holding more competitive events (GNOT events) for the better players. Our regular newsletter that is produced both in hard copy and also sent electronically, includes a profile of one of our regular players honouring their life. Our beginner lessons are advertised in council newsletters (Talking Points), by flyers that are posted in Council facilities, golf clubs etc and on our website.

Must be no more than 150 words.

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

A working party has been formed to prepare a 12 month plan for beginner lessons and the supervised sessions that beginners can move into following the series of lessons. The committee is considering personnel to run the sessions, payment to these volunteers to undertake the teacher training course and accreditation exam as well as the purchase of the laptop and software/programs. Negotiations have been occurring with the SA Sea Rescue to rent the function room for the lessons beginning in October and to use their WiFi facilities.

Equipment Grants 2019-20**Equipment Grants application****Application EQG000211920 From Glenelg Contract Bridge Club**

Form Submitted 29 Jun 2020, 8:04pm ACST

Must be no more than 150 words.

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

That our membership numbers continue to increase and the management committee receives positive feedback from new and current members.

The support given by the West Torrens Council for equipment will be acknowledged in the newsletter (email and hard copy) to all members, on notice boards, directly to members at the start of playing sessions and at the AGM.

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)**

Laptop
Software

What is the total cost of the proposed purchases? *

\$914.00

Must be a dollar amount.

What is the amount sought from Council? *

\$914.00

Must be a dollar amount.

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

\$0.00

Must be a dollar amount.

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

Filename: 2020 background notes.docx

File size: 17.9 kB

Maximum 25mb, recommended size no bigger than 5mb

Equipment Grants 2019-20**Equipment Grants application****Application EQG000211920 From Glenelg Contract Bridge Club**

Form Submitted 29 Jun 2020, 8:04pm ACST

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
\$511	August 2019	Bridge Boards and cards
\$396	August 2018	5 Bridge Tables
\$440	August 2017	4 Bridgemates
\$511	August 2016	Bridge Boards and cards

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 ***

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

Position *

Hon Treasurer
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.

Equipment Grants 2019-20**Equipment Grants application****Application EQG000211920 From Glenelg Contract Bridge Club**

Form Submitted 29 Jun 2020, 8:04pm ACST

Date *

28/06/2020

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.

Generally a satisfactory process

From: nodrog@bigpond.net.au
Sent: Thursday, 9 July 2020 9:28 PM
To: Mauricio Chiappe
Subject: Glenelg Bridge Club Equipment Grant

Good evening Mauricio,

You asked for a breakdown on the grant request for the Glenelg Bridge Club to part fund our next series of beginner lessons by supporting the purchase of a laptop, software and associated stationery to be used only for lessons and whole club training and development.

The equipment breakdown is as follows :

• ACER Aspre A315-34-P259 POSA	\$697.00	
• MS Office HOME and STU 2019 POSA	\$188.00	
• 1.5 M HSPEED HDMI W R+ETHERNET 8K	\$19.38	
• Folder, plastic sleeves, dividers	\$10.36	
		Total = \$914.74

The Bridge Club is funding the cost of the teachers, any advertising, the rent of the room at the SA Sea Rescue Headquarters and other equipment used in the course of the lessons.

With thanks,

Gillian Gordon

Hon. Treasurer- Glenelg Contract Bridge Club

Sponsorship Program 2019-20
Sponsorship program application
Application SP000151920 From Writer on the Web
Form Submitted 27 May 2020, 10:20am ACST

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 *

Writer on the Web

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 *

40A West St
Torrensville SA 5031 Australia
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)

40A West St
Torrensville SA 5031 Australia

Applicant website

If available. Must be a URL

Primary contact person *

Ms Desiree Beekharry

This is the person we will correspond with about this grant

Position held in organisation *

Founder

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

()

Sponsorship Program 2019-20
Sponsorship program application
Application SP000151920 From Writer on the Web
 Form Submitted 27 May 2020, 10:20am ACST

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? *

My organisation began in 2018 and provides a opportunity for people through training, the written word and podcasts.

My organisation also exists:

-to provide free workshops, learning materials and podcasts to women who are re-entering the workforce(following long maternity stoppages and family circumstances), migrants and women who for some reason or other illness, prison etc. may require new skills and gain confidence to enter the workforce.

-to deliver these through free workshops, learning material and podcast

-to improve the Mental and Physical Health and Well-being of my community through health and fitness and well-being podcasts

Must be no more than 100 words.

Does your organisation have an ABN? *

☒ Yes ☐ No

ABN *

63 836 267 404

Information from the Australian Business Register	
ABN	63 836 267 404
Entity name	Desiree Beekharry
ABN status	Active
Entity type	Individual/Sole Trader
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No

Sponsorship Program 2019-20

Sponsorship program application

Application SP000151920 From Writer on the Web

Form Submitted 27 May 2020, 10:20am ACST

Tax Concessions No tax concessions

Main business location 5031 SA

Information retrieved at 11:58pm yesterday

Must be an ABN

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 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 type="radio"/> Incorporated association | <input type="radio"/> Trust |
| <input type="radio"/> Cooperative | <input type="radio"/> Unknown |
| <input type="radio"/> Company limited by guarantee | <input checked="" type="radio"/> Other: Sole trader |
| <input type="radio"/> Indigenous corporation, association or cooperative | |

If your organisation is unincorporated it must have an auspice organisation

Event Details

* indicates a required field

Event title: *

Toolkits to return to the workforce

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

Sponsorship Program 2019-20**Sponsorship program application****Application SP000151920 From Writer on the Web**

Form Submitted 27 May 2020, 10:20am AGST

Location of event *

Thebarton Community Centre & Online
Please provide the address.

Event start date *

07/09/2020

Event end date *

31/03/2021

Type of event:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Education | <input checked="" type="checkbox"/> Community | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Entertainment | <input checked="" type="checkbox"/> Sports | <input type="checkbox"/> Business |
| <input checked="" type="checkbox"/> Arts / Culture | <input type="checkbox"/> Charity | <input checked="" type="checkbox"/> Other: Skills training & Podcasts |

You may select more than one option

Event attendees expected age range:

- | | | |
|--|--|--|
| <input type="checkbox"/> Under 18 | <input checked="" type="checkbox"/> 31 to 40 | <input checked="" type="checkbox"/> 51 to 60 |
| <input checked="" type="checkbox"/> 18 to 30 | <input checked="" type="checkbox"/> 41 to 50 | <input checked="" type="checkbox"/> 60+ |

You may select more than one option

Where will the attendees be travelling from?

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

What is the estimated total attendance?

500

Must be a number.

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

My projects aligns to Towards 2025 Community Plan as it integrates in the Public Health Plan. The podcasts aims to promote physical health and mental health and well-being. Run Desi Run talks often of running along Linear Park and running along the Torrens. The improvements being made along the river provided me the Community the freedom to walk, cycle and be part of the outdoor space during the social-isolation period of COVID 19 - the 2nd show "The 'Rona made me do it!". Instead of taking public transport port, my son was able to cycle with this father to school - this was only possible thanks to the various cycling and bitumen paths. The shows "MEmoticons: the Mini ME, the many MEs and the Real ME" and Free Skills and return to work workshops, training and podcasts aims to assist the Community to recover from impacts post-Coronavirus and get back to work.

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? *

Yes. It responds to areas in relation to the Built Environment and Natural Environment. CWT is promoted as a vibrant place to live with indoor and outdoor opportunities. The recreation area, the new oval and grounds, the Thebarton Community Center are all examples these areas. Community Life is demonstrated through the free workshops,

Sponsorship Program 2019-20

Sponsorship program application

Application SP000151920 From Writer on the Web

Form Submitted 27 May 2020, 10:20am ACST

training and podcasts which I wish to offer and which will enable local community members to feel looked after by their own community. If the CWT thrives, then the City prospers, hence assisting in another priority area.

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 event demonstrate innovation? Is there evidence and/or a clear reason for why it has been developed? *

We live in a world where social media, online connectivity whether using audio, video or both has become the norm. COVID 19 has demonstrated that we cannot push away technology and we can no longer refuse this type of connectivity in our lives.

Now, more than ever as we embark on the road to recovery we need to look after our Mental Health and our economic well-being as we consider how we will get re-employed.

The next 2 ventures which I seek funding for are: MEMoticons: the Mini ME, the many MEs and the Real ME" aims to assist the Community to recover from impacts post-Coronavirus and the other "Toolkits to return to the workforce" will provide workshops, training material and podcasts to assist the community. As it is not known how long social-distancing will be in effect the podcasts will be used as a preparatory tool.

Must be no more than 150 words.

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

The following is planned -

Project 1: I have received confirmation of 2 internationally known personalities. 1 of which is a Australian household name. Engagement is planned through social media entirely and by targeting local networks, radio stations, local newspapers.

Project 2: "Toolkits to return to the workforce" will have a number of professionals who will come and provide advice to the participants.

The group will be engaged through social media, the local council, the local library, the Community Center, local radios and the local churches etc.

Must be no more than 150 words.

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

Project 1: The plan is to upgrade the website, produce the podcasts and release as soon as possible. The sooner the podcasts are released, the sooner our community and greater community can recover.

Project 2: "Toolkits to return to the workforce" -1st: Prepare the training material; 2nd: Advertise for the free training workshops; 3rd Hold the workshops at the Thebarton Community Centre; 4th Release the podcasts to training participants.

Manager Community Services, Celine Luya has been contacted regarding the 2nd project.

The risks identified are the following:

1. Social-distancing rules do not allow for face-to-face training for a longer duration. Mitigation: either move all the training online or start with the podcasts and then deliver training in the future.

2. No-one enrolls in the training. Mitigation: more advertising is done until enrollments are received or contact various areas which might have people who need skill refreshers.

Must be no more than 150 words.

Reporting your success

Sponsorship Program 2019-20**Sponsorship program application****Application SP000151920 From Writer on the Web**

Form Submitted 27 May 2020, 10:20am ACST

How will you evaluate the effectiveness of your event? *

Project 1: MEMoticons: the Mini ME, the many MEs and the Real ME podcasts will be evaluated on the amounts on clicks and downloads that are done from the podcasts. In addition, if listeners, subscribers contact Writer on the Web.com for information regarding the podcasts, then it will be another way to confirm effectiveness.

Project 1: "Toolkits to return to the workforce". The best success demonstrator will be that participants find employment. Or participants gain confidence to enrol in further courses. Participants refer the training program to others who need it. Participants find confidence in themselves to move forward and it improves their mental health.
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)
Recording studio	Print material	Web-designer
Editing software	Workbooks	Upgrade of website
	Case studies	Pages for training material
	Practice materials	Pages for podcasts
	Pens/Papers/Highlighters	Pages for subscriptions
	Memory sticks	Pages for participants to connect
		Promotion through advertising
		Promotion for media
		Travel for interviews
		Domain registration
		Internet costs
		Web-hosting
		Technical web assistance
		Administration
		Preparation

What is the total cost of the proposed purchases? *

\$6,458.00

Must be a dollar amount.

What is the amount sought from Council? *

Sponsorship Program 2019-20
Sponsorship program application
Application SP000151920 From Writer on the Web
 Form Submitted 27 May 2020, 10:20am ACST

\$4,000.00

Must be a dollar amount.

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

\$2,500.00

Must be a dollar amount.

Publicity and Promotion

How will you promote your event? *

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Advertorials | <input type="checkbox"/> Television | <input checked="" type="checkbox"/> Web site |
| <input checked="" type="checkbox"/> Advertising - newspaper | <input type="checkbox"/> Signage | <input checked="" type="checkbox"/> Social Media |
| <input checked="" type="checkbox"/> Radio | <input type="checkbox"/> Letterbox Drop | <input checked="" type="checkbox"/> Other: advertise in local government areas and supermarkets |

Provide details of the level of coverage anticipated:

Local coverage will have the highest impacts, together with local radio. However, social media outlets has been budgeted for use on promotions as they get the highest impacts.

Documentation checklist and further information

Attached is:

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

Filename: Sponsorship request CWT-signed.pdf

File size: 222.3 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

Certification and Feedback

Sponsorship Program 2019-20
Sponsorship program application
Application SP000151920 From Writer on the Web
Form Submitted 27 May 2020, 10:20am ACST

* 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 *

Ms Marie Desiree Beekharry
Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Founder
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.

Date *

25/05/2020
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.

While it is clear that a Local Government and Councils look after their residents living directly in their neighbourhoods, COVID 19 has demonstrated that sometimes Face-to-face is not possible.

There are not any sections in the form which deal with online media initiatives e.g. podcasts, videos.

The start and finish date do not reflect online interaction.

The question on group engagements is confusing. An example would be a good idea.

Sponsorship Program 2019-20
Sponsorship program application
Application SP000151920 From Writer on the Web
Form Submitted 27 May 2020, 10:20am ACST

Details of level of coverage section - a challenge to respond if you don't know how too reply about coverage.



Mr M Chiappe
City of West Torrens
105 Sir Donald Bradman Drive
Hilton SA 5033

Wednesday, 27 May 2020

Dear Mr Chiappe

Re: Application for funding from Writer on the Web

Further to our telephone conversation earlier, please find below some quotes for various items which I have listed on the budget.

My apologies for not submitting these with the formal application – I had misunderstood the table. I understood that I need to provide 3 quotes for each item that cost over \$1000. I am sorry if this is causing you unnecessary additional work.

You will find the quotes in the pages following this letter. Please note that the majority of quotes are in relation to larger expenses and/or ongoing expenses. Costs for training material, pens, notebooks etc. will be the prices of packs easily obtained from Officeworks and will depend on the amount of participants. The bulk of the expense is in the online products. There is also a lot of in-kind work with what I am offering.

Mr Chiappe, this is the first time that I have applied for funding of any sort (except to raise money for the Cancer Council when I ran a marathon). I want to contribute to my community and COVID 19 has made me more determined than ever.

We all need to survive and we cannot do it alone. We must also stay healthy in our minds, healthy in our spirit and healthy in our bodies. Having a job, having an income and wanting to be a better person requires training and confidence and that too helps in staying healthy. It is a holistic approach.

I am in the position where I have the skills, the professionalism and the knowledge to make it happen and give back to my community. I have accepted that I can only offer a good product with financial assistance.

I hope that the City of West Torrens will provide me with some funding.

Thank you for considering my request.

Sincerely,

Desiree Beekharry

Writer on the Web, 40A West Street, Torrensville, Adelaide SA5031, Australia
Telephone: Australia 0416 407 367 /International: +61 416 407 367
<https://writerontheweb.com/>

ABN: 638 362 67 404



Web-designer

As this is likely to be a costly endeavour, I am asked the designer to start the build with only a few pages and then will build on the other web pages on a regular basis. Hence Stage 1 & Stage 2.

Estimate

Writer on the Web – Website design and build

**KAS
SANDRA**

From

Kassandra Hunt
24 James Ave
Armidale, NSW, 2350
Tax ID: ABN: 572 635 380 63

Estimate No.

WW_01

Date

May 25 2020

Estimate Valid Till

Aug 23 2020

To

Writer on the Web
Adelaide, SA, 5031

Description	Quantity	Rate	Amount
WEBSITE DESIGN – Stage 1: Fee includes consultation, research, establishment of site structure, functionality, design of home page and podcast page. Files supplied in appropriate format to web developer.	8	85.00	\$ 680.00
Website hosting and build will be quoted after the design has been finalised. The estimate for this is between \$400 – \$600.			
The fee for designing and developing the writer subscription, upload, login, payment management aspects of the website will be in addition to this quote and will be quoted as 'Stage 2'. Design fees are charged at \$85 per hour and Development fees at \$50 per hour.			
Sub Total			680.00
Total			\$ 680.00

Email: kass@kassandrahunt.com.au

Writer on the Web, 40A West Street, Torrensville, Adelaide SA5031, Australia
 Telephone: Australia 0416 407 367 /International: +61 416 407 367
<https://writerontheweb.com/>

ABN: 638 362 67 404



For **technical website development** – again this is for the basic component of the website. Additional charges will be at \$50/hour as per quote.

Quote

QUOTE 4018671
ISSUED May 27, 2020
VALID UNTIL June 30, 2020

FROM Alice May Web Design
 229 Maison Dieu Rd
 Maison Dieu, NSW 2330

TO Writer on the Web
 Declree

ITEM	QUANTITY	PRICE	TOTAL
Website development Rebuilding basic website for podcasting - Home page - Podcasts - MailChimp Integration	15	\$50.00	\$750.00

Additional Options
 Please select any of the following options:

	QUANTITY	PRICE	TOTAL
<input type="checkbox"/> Additional Updates \$50/hour	1	\$50.00	\$50.00

Subtotal: \$750.00
 Tax: \$0.00
Total: \$750.00

To indicate your acceptance of the above, sign electronically below:

Type your name

Accept

Writer on the Web, 40A West Street, Torrensville, Adelaide SA5031, Australia
 Telephone: Australia 0416 407 367 /International: +61 416 407 367
<https://writerontheweb.com/>

ABN: 638 362 67 404



For Podcast hosting: Omny Studio

\$29/month plus \$15 additional for ever podcast Show – see email



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ABN: 638 362 67 404



Upgrade of Hindenburg editing software from Journalist to Journalist Pro

shop.hindenburg.com

30 day Trial Upgrade

JOURNALIST	JOURNALIST PRO	HABC NARRATOR
<ul style="list-style-type: none"> • Multitrack editing • Automated levels • Clipboards • Publish • and all features 	<ul style="list-style-type: none"> • Multitrack recording • Noise reduction • Voice Profiler • Live Publish • and all features 	<ul style="list-style-type: none"> • Record audiobooks • Noise reduction • Voice profiler • ACX upload • and all features
BUY	BUY RENT	BUY
AUD 139	AUD 559	AUD 757
AUD 126 + 10% sales tax	AUD 508 + 10% sales tax	AUD 688 + 10% sales tax
BUY NOW	BUY NOW	BUY NOW
<input type="checkbox"/> I have a voucher / promo code	<input type="checkbox"/> I have a voucher / promo code	<input type="checkbox"/> I have a voucher / promo code

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 Telephone: Australia 0416 407 367 /International: +61 416 407 367
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ABN: 638 362 67 404



Domain Registration

Web-hosting

The screenshot shows the WordPress.com Business account management interface. On the left is a sidebar with the user's profile 'beekhamd' and a list of settings including Profile, Account Settings, Manage Purchases, Security, Privacy, Notification Settings, Blocked Sites, and Special. The main content area displays the 'WordPress.com Business' site plan for \$396 AUD/year. It includes a table of plan features and options to renew, change payment method, or contact support.

Owner	Price	Subscription Renewal	Payment method
beekhamd	A\$596 AUD / year	Auto-renew is ON You will be billed on July 8, 2020	VISA 9325

Below the table, there are three links: 'Renew Now', 'Change Payment Method', and 'Contact Support to Cancel your Subscription', each with a right-pointing arrow.

Writer on the Web, 40A West Street, Torrensville, Adelaide SA5031, Australia
 Telephone: Australia 0416 407 367 /International: +61 416 407 367
<https://writerontheweb.com/>

ABN: 638 362 67 404



G-Suite "writerontheweb" email

Writer on the Web
writerontheweb.com

G Suite
writerontheweb.com
A\$102

Subscription Details:

Owner	Price	Subscription Renewal	Payment method
beekhamd	A\$102 AUD / year	Auto-renewal is ON You will be billed on August 7, 2020	VISA 9325

Actions: Renew Now, Change Payment Method, Contact Support to Cancel your Subscription

Studio recording 10 podcasts. The more podcasts, the lower the costs. This is an all-inclusive package. Without the hosting - \$300 less.
My budget under-priced the recording costs, but I have to live with that. I based it on internet research and will have to record fewer.

Quote for recording 10 podcasts

Marie beekhamy
Good day Tim Allan in our conversation just now... kindly quote the following: Recording 10 podcast episodes include: Editing include Royalty free music inc

Tim Allan <tim@podcastcentral.com.au>
to me

Images are not displayed. Display images below - Always display images from tim@podcastcentral.com.au

Hi Marie,

Thank you for your request for quote

To record and fully produce 1 x 30 minute podcast episode is \$289 (inc GST)
To source royalty free music for you will be \$150 (inc GST) (labour only)
Hosting is \$300 per year (inc GST)

So all up for your first 10 episodes with one year of hosting
\$1039

Please let me know if you have any questions about this

Tim Allan
CEO - Lead Producer
Podcast Central
0109 595 042

Writer on the Web, 40A West Street, Torrensville, Adelaide SA5031, Australia
Telephone: Australia 0416 407 367 /International: +61 416 407 367
<https://writerontheweb.com/>

ABN: 638 362 67 404

From: Desiree Beekharry <info@writerontheweb.com>
Sent: Friday, 31 July 2020 11:59 AM
To: Celine Luya
Subject: Application for funding from the City of West Torrens
Attachments: WTCC doc.pdf

G'day Celine

Further to our phone conversation on Wednesday...

Please find the following attached in 1 .pdf document

- The budget for the projects but with the components highlighted on what the funding will go towards;
- The agenda for Workshops Part 1 & 2

Please note that the full plan will be developed if the projects get the go-ahead and will be based on all the materials gathered for the handouts.

As advised regarding Project 1 & Project 2.

While they are both linked to improving mental health and confidence.

Project 1 is from a personal perspective and talks from the perspective of other community members and their feelings. As it is about their feelings and I do not offer advice it builds mental confidence and strength through experiences and shared stories. I cannot give a course in this as I am not a trained mental health professional.

Project 2 however, is building on mental health to gain confidence in the workplace, gaining skills and is a practical course from a professional aspect, I am qualified to deliver a professional course in Project Management. Please also note that a special site for these courses will be developed: pmlifeskills.com

The 10 podcasts - 8 will be for Project 1 and 2 for project 2. Hence, approximately \$500 of the funding requested will be used for Project 2.

Please don't hesitate to contact me if you have other questions.

I would appreciate it if you could confirm receipt of this email. Thank you.

Best regards,
Desiree

Writer on the Web
Adelaide SA5031, Australia

Telephone:
Australia 0416 407 367
International: +61 416 407 367

<https://writerontheweb.com/>

ABN: 638 362 67 404



Where every story counts...

Writer on the Web

Cash budget	2020-2021
Project 1	
Ink for printing - Epson value pack	\$78.99
Website hosting	\$396.00
Hindenburg upgrade for recordings	\$434.00
Facebook promotion	\$30.00
Twitter promotion	\$30.00
Project 2	
Workshop Venue hire 2x half-days	\$640.00
Radio advertising 3X	\$600.00
Workshop materials /Office supplies (see list below)	\$522.43
Facebook advertising for workshop	\$30.00
Twitter promotion	\$30.00
Website hosting for Project 2 : pmlifeskills.com	\$396.00
Technical assistance for website pages Project 2	\$680.00
Domain name: pmlifeskills.com	\$18.32
Podcasts Project 1 & 2 (\$500 approx. of WTCC funding)	\$3,230.00
Total P1 & P2	\$7,115.74
In-kind	
Preparing workshop materials	\$ 2,500.00
Preparing podcasts material	\$ 1,800.00
Administration	\$ 420.00
Travel around Adelaide to advertise	\$45.00
Total in-kind	\$4,765.00

Office supplies

Burrows A4 Binders 20X	\$55.00
Archiving box	\$29.98
Whiteboard	\$125.00
Holepunch x2	\$29.26
Staples x2	\$21.96
Studymate Retractable ballpoint pens	\$17.96
Printing & Copying (workshop notes)	\$50.00
Tab dividers x20	\$117.00
Hand sanitizers x2	\$31.96
Value pack highlighters	\$19.97
Whiteboard markers	\$17.34
A4 Binder books 20x	\$7.00
	\$522.43

Highlighted areas targeted for funding application



Where every story counts...

Writer on the Web

Workshop: Project Management Life Skills

Day 2 - Agenda

Registration/Tea & Coffee	9-9.30am
Welcome/Welcome to country	
Emergency exit/ bathrooms/ Social-distancing rules/ Cleanliness/ Use of hand-sanitizers	9.30am
Chatham House Rule	
Review workshop 1	
Discuss assignment	9.40am
Utilise examples of assignment to recycle "buzzwords" - (allow sufficient time)	
Tea & Coffee, morning tea	10.30am
Introduction to Project Management (PM) Knowledge Areas:	
Scope, Time, Risk, Cost	
HR, Quality, Communication, Stakeholder	10.45am
Working F&B	12.00pm
Procurement, Integration	
Critical areas of PM	12.35pm
Jobs in PM	
Q&A	
Close of Workshop 2	1.00pm

Sponsorship Program 2019-20
Sponsorship program application
Application SP000161920 From Camden Athletic Club
Form Submitted 26 Jun 2020, 11:17am ACST

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 *

Camden Athletic Club

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 *

Saratoga Dr

Novar Gardens SA 5040 Australia

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)

1 Copper Way

Copper

SHEIDOW PARK SA 5158 Australia

Applicant website

If available. Must be a URL

Primary contact person *

Mr Colin Rowston

This is the person we will correspond with about this grant

Position held in organisation *

Event Coordinator

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

†

Sponsorship Program 2019-20
Sponsorship program application
Application SP000161920 From Camden Athletic Club
Form Submitted 26 Jun 2020, 11:17am ACST

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 Camden Athletic Club is an athletics club as a part of the South Australian Athletic League. Members of different ages and abilities train at Camden Oval and compete at various locations in SA where the handicapping system gives the opportunity for everyone to be competitive. The club hosts the Camden Classic Carnival on the first Sunday of February every year to showcase the sport and build on a well respected history of 42 years. Must be no more than 100 words.

Does your organisation have an ABN? *

☐ Yes ☒ No

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from [the ATO](#).

Please upload completed Statement of Supplier Form:

Filename: Statement by a supplier.pdf

File size: 453.1 kB

Max 25mb

Is your organisation endorsed as a Deductible Gift Recipient (DGR)?

☐ Yes ☐ No

If you're unsure you can look up your DGR status at <http://abr.business.gov.au/AdvancedSearch.aspx>

Is your organisation registered with the Australian Charities and Not-for-Profits Commission (ACNC)?

☐ Yes ☒ No

If you're unsure, you can check your registration at the ACNC website: <http://www.acnc.gov.au/>

What is your incorporation number?

Unsure

Incorporated Association or Australian Corporation Number

Sponsorship Program 2019-20
Sponsorship program application
Application SP000161920 From Camden Athletic Club
 Form Submitted 26 Jun 2020, 11:17am ACST

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 checked="" 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 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

Event Details

* indicates a required field

Event title: *

Camden Classic Carnival

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

Location of event *

Camden Oval, Saratoga Drive, Novar Gardens

Please provide the address.

Sponsorship Program 2019-20
Sponsorship program application
Application SP000161920 From Camden Athletic Club
 Form Submitted 26 Jun 2020, 11:17am ACST

Event start date *

07/02/2021

Event end date *

07/02/2021

Type of event:

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

You may select more than one option

Event attendees expected age range:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Under 18 | <input checked="" type="checkbox"/> 31 to 40 | <input checked="" type="checkbox"/> 51 to 60 |
| <input checked="" type="checkbox"/> 18 to 30 | <input checked="" type="checkbox"/> 41 to 50 | <input checked="" type="checkbox"/> 60+ |

You may select more than one option

Where will the attendees be travelling from?

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

What is the estimated total attendance?

2000

Must be a number.

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

The event promotes an engaged, active and health community with an activity that can be embraced by people of varying backgrounds and ages. By building a tradition along the lines of the Bay Sheffield footrace, the event assists the community to thrive with activity on the day and a pride in the community that a significant event on the athletics calendar is held in the area. Other sporting organisations are involved in running the event, including the local football club.

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? *

Four of the priority areas are relevant to the Camden Classic Carnival:

Local events, activities and programs that celebrate multicultural and indigenous heritage. Connections between neighbours, older and young people, and the capacity for ageing in place.

Sporting, and recreational programs and facilities that provide a range of activities for all ages and capabilities.

Greater public awareness and appreciation of heritage sites, events and people of local significance.

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.

Sponsorship Program 2019-20**Sponsorship program application****Application SP000161920 From Camden Athletic Club**

Form Submitted 26 Jun 2020, 11:17am ACST

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

We are always looking at ways to improve the event and acknowledge the significant history of the past. The newly laid pavers at Camden Oval are an excellent way to recognise the winners of the main races. Last year we successfully incorporated one of the Summer Festival events alongside the running.

Must be no more than 150 words.

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

Communication with athletes, coaches, officials and supporters will be done via email, social media and on the SAAL's website

Must be no more than 150 words.

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

The Camden Athletic Club's committee meets regularly and works closely with the SAAL to plan for the event. A risk management plan will be developed.

Must be no more than 150 words.

Reporting your success**How will you evaluate the effectiveness of your event? ***

Feedback from all participants and sponsors is sought after the event.

Must be no more than 150 words.

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

☒ Yes

☐ No

Name of organisation	Contact person	Role/contribution
South Australian Athletic League (SAAL)	Josh Orken	Executive Officer (coordinates officials, athlete nominations)
Various sponsors	Various contact people	Financial assistance

Partner organisation funding**What is the amount to be funded by your partner organisation (if applicable)?**

\$10,000.00

Must be a dollar amount.

What will the grant funds be spent on?

Equipment (specify)	Materials (specify)	Other (specify)
\$300	\$4500	\$23000
Paint	Programs	Prizemoney

Sponsorship Program 2019-20
Sponsorship program application
Application SP000161920 From Camden Athletic Club
 Form Submitted 26 Jun 2020, 11:17am AGST

	Merchandise	Launch function
	Sashes and trophies	

What is the total cost of the proposed purchases? *

\$27,800.00

Must be a dollar amount.

What is the amount sought from Council? *

\$10,000.00

Must be a dollar amount.

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

\$7,800.00

Must be a dollar amount.

Publicity and Promotion

How will you promote your event? *

- | | | |
|--|---|---|
| <input type="checkbox"/> Advertorials | <input type="checkbox"/> Television | <input checked="" type="checkbox"/> Web site |
| <input type="checkbox"/> Advertising - newspaper | <input checked="" type="checkbox"/> Signage | <input checked="" type="checkbox"/> Social Media |
| <input checked="" type="checkbox"/> Radio | <input type="checkbox"/> Letterbox Drop | <input checked="" type="checkbox"/> Other: Newspaper articles |

Provide details of the level of coverage anticipated:

Previews and reviews on radio and in newspaper before and after the event, extensive social media coverage

Documentation checklist and further information

Attached is:

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

Filename: 2021 Camden Classic - City of West Torrens sponsorship request.pdf

File size: 55.5 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

Sponsorship Program 2019-20**Sponsorship program application****Application SP000161920 From Camden Athletic Club**

Form Submitted 26 Jun 2020, 11:17am ACST

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
\$10000	November 2019	Camden Classic
\$5000	November 2018	Camden Classic
\$5000	November 2017	Camden Classic

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

Position *

Event Coordinator
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.

Date *

26/06/2020
Must be a date

Applicant Feedback

Sponsorship Program 2019-20
Sponsorship program application
Application SP000161920 From Camden Athletic Club
Form Submitted 26 Jun 2020, 11:17am ACST

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.

CAMDEN

athletic club

c/- 1 Copper Way
SHEIDOW PARK SA 5158

26 June 2020

Mayor Michael Coxon
City of West Torrens
165 Sir Donald Bradman Drive
Hilton, SA, 5033

Dear Michael,

The City of West Torrens has been a tremendous supporter of the Camden Classic Carnival since 2004, allowing the event to establish itself as a highlight of the athletics season.

The reputation has continued to grow throughout the previous 41 years and we are now looking forward to planning the 2021 event to make it one of our best ever.

Next year sees the return of the Camden Classic Carnival to Camden Oval after having to utilise Immanuel College for the last 2 years due to the renovations of the oval and changerooms at Camden Oval.

Last year we were able to combine one of Summer Festival events with the athletics which was fantastic. However, in recognition of the financial pressures that the council is facing due to COVID19, we understand that this may not be possible again.

To be able to provide a top-quality event which will attract many competitors from SA and interstate, we are asking for your council to consider the same level of financial support (\$10,000) which was provided to our club last year. A submission under "Sponsorship Program" has been inputted through the website.

We look forward to hosting the 42nd City of West Torrens Camden Classic Carnival, with the new oval surface and the new changerooms to be seen for the first time by the athletics community, along with the soon-to-be laid Camden Classic winners' pavers.

If you wish to discuss this proposal further, feel free to call me on 0434 547 904.

Yours sincerely,



Colin Rowston
Camden Classic Event Coordinator

Community Grants 2019-20**Community Grants****Application CG000311920 From Our Big Backyard West Torrens**

Form Submitted 30 Jun 2020, 4:32pm ACST

Eligibility and Contact Details

* indicates a required field

Applicants: please note

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Applicant Organisation Details**Applicant organisation name ***

Our Big Backyard West Torrens

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 *

21 Jenkins St

Cowandilla SA 5033 Australia

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)

34 Wilson St

Cowandilla SA 5033 Australia

Applicant website

If available. Must be a URL

Primary contact person *

Ms Amy Reynolds

This is the person we will correspond with about this grant

Position held in organisation *

Community Development Coordinator

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

(08) 8655 7777

Community Grants 2019-20**Community Grants****Application CG000311920 From Our Big Backyard West Torrens**

Form Submitted 30 Jun 2020, 4:32pm ACST

Back-up phone number

0123 456 789

Fax number

If applicable

Primary contact person's email address *

primarycontact@obby.org.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? ***

Our Big Backyard (OBBY) West Torrens is a nature-based community development project that connects people to their local outdoor spaces, while building family and community relationships. The OBBY project consults with children and families to discover local outdoor spaces and ideas for how to play in and engage with nature, and utilises this information to create a map that will be distributed across the community. OBBY aims to increase the number of children and families utilising local outdoor spaces.

Must be no more than 100 words.

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

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from [the ATO](#).

Please upload completed Statement of Supplier Form:

Filename: Statement by Supplier OBBY.pdf

File size: 109.4 kB

Max 25mb

Is your organisation endorsed as a Deductible Gift Recipient (DGR)?☐ Yes ☒ NoIf you're unsure you can look up your DGR status at <http://abr.business.gov.au/AdvancedSearch.aspx>**Is your organisation registered with the Australian Charities and Not-for-Profits Commission (ACNC)?**☐ Yes ☒ NoIf you're unsure, you can check your registration at the ACNC website: <http://www.acnc.gov.au/>**What is your incorporation number?**

Community Grants 2019-20**Community Grants****Application CG000311920 From Our Big Backyard West Torrens**

Form Submitted 30 Jun 2020, 4:32pm AGST

Incorporated Association or Australian Corporation Number

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 checked="" 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 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 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.

Auspice Organisation Details**Name of auspicing organisation ***

Community Grants 2019-20**Community Grants****Application CG000311920 From Our Big Backyard West Torrens**

Form Submitted 30 Jun 2020, 4:32pm ACST

Cowandilla Primary School and Children's Centre

Auspecting organisation's primary (physical) address *

21 Jenkins St

Cowandilla SA 5033 Australia

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

34 Wilson Street

Cowandilla SA 5033 Australia

Auspecting organisation's website

Must be a URL

Primary contact person at auspecting organisation *

Ms Briony Brooks

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

Position held in organisation

Director, Children's Centre

e.g. Manager, CEO

Contact person's primary phone number ***Contact person's back-up phone number****Contact person's email address ***

briony.brooks935@schools.sa.edu.au

Must be an email address

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

Filename: OBBY Auspice Letter CPS&CC.pdf

File size: 78.3 kB

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**ABN of auspecting organisation**

21 539 020 824

Information from the Australian Business Register

ABN	21 539 020 824
Entity name	Cowandilla Primary School
ABN status	Active
Entity type	State Government Entity

Community Grants 2019-20**Community Grants****Application CG000311920 From Our Big Backyard West Torrens**

Form Submitted 30 Jun 2020, 4:32pm ACST

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	5033 SA

Information retrieved at 10:04am today

Must be an ABN

Project Details*** indicates a required field****Project title: ***

Our Big Backyard West Torrens

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

Anticipated start date *

28/08/2020

If unknown, provide your best guess or leave blank

Anticipated end date

30/04/2021

If unknown, provide your best guess or leave blank

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

Graphic design and printing costs associated with the creation of OBBY resources for distribution to families across the West Torrens community.

Must be no more than 150 words.

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

Active Healthy and Learning Communities - OBBY WT encourages children and families to be active in local outdoor spaces; supports children's learning by providing resources that encourage the exploration of the natural spaces across West Torrens; and supports children to engage in nature play activities.

Enhanced Natural Environment - OBBY WT promotes families and children spending time in nature and looking after our environment through responsible play in our public green spaces.

Strong Partnerships and working relationships - OBBY WT is a collaborative project involving Cowandilla Primary School & Children's Centre, Lockley's North Primary School, Lockley's Children's Centre, Torrensville Primary School, Natural Resources Management and West Torrens Council.

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>

Community Grants 2019-20

Community Grants

Application CG000311920 From Our Big Backyard West Torrens

Form Submitted 30 Jun 2020, 4:32pm ACST

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

OBBY West Torrens encourages connections between local community members through a map with locations of local outdoor spaces where children and families can play and engage with nature and connect with others in their local community. The OBBY resources will also provide activity ideas for a range of recreational activities that can be done at local outdoor spaces, that are inclusive and accessible for all. The OBBY resources will provide information and education around biodiversity of the area and ways to take care of the natural environment.

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? *

This project is based on two previous OBBY's that have been delivered in Aldinga and Christies Beach regions. These projects have had successful outcomes, with local families increasing the amount of time they are spending outdoors engaging with nature and other local community members. There has also been improved knowledge of natural spaces, their biodiversity and how to play responsibly and take care of the natural environment.

The OBBY project takes an innovative approach through connecting with community and capturing young people and children's voices. It provides an opportunity for families to reconnect with nature, in a way that is led by young people and children. Through engagement, consultation and collaboration with young people and children, the OBBY project aims to discover where and how they like to play and engage with nature in their local community. This information forms the backbone of the OBBY resources.

Must be no more than 150 words.

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

The OBBY project is a collaboration between schools, state government, local government and the community. The project team has engaged with local students, children, young people, teachers and parents, using a variety of methods, including one to one conversations, surveys targeted at teachers, parents and children and student participation on the project team. Public participation will be encouraged through the distribution of the OBBY resources, as well as through activation events and activities at local outdoor spaces. OBBY resources will be distributed through schools, children's centres, childcares, and kindys, OBBY partner organisations, the West Torrens Library and the OBBY social media pages.

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 graphic designer was chosen to work on this project due to their experience in designing OBBY resources for other regions across SA. Working with a designer who has a detailed understanding of the OBBY projects will ensure that the resources produced are of an exceptional quality and accurately represent the OBBY message.

OBBY has a detailed plan, timeline and risk assessment to ensure that the project will be delivered as designed and to schedule. Working with local partner organisations is integral to the success of OBBY, as it allows workload to be shared amongst multiple team members, who have a variety of skill sets and knowledge.

Must be no more than 150 words.

Reporting your success

Community Grants 2019-20**Community Grants****Application CG000311920 From Our Big Backyard West Torrens**

Form Submitted 30 Jun 2020, 4:32pm ACST

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

The OBBY project has planned for an evaluation after the distribution of the resources and launch activities. The evaluation aims to discover if there has been an increase in the use of local natural places and spaces, as well as look at numbers of resources distributed and the level of engagement on OBBY social media. The OBBY project team will undertake a post project survey to children, young people, families and teachers to gain feedback on the resources and the success of the project.

Must be no more than 150 words.

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

Name of organisation	Contact person	Role/contribution
Natural Resources Management	Cally Malone Fields	Member of Project Team
Lockleys North Primary School	Rosemary Saxon	Member of Project Team
Torrensville Primary School	Silvia McMullen	Member of Project Team

Partner organisation funding**What is the amount to be funded by your partner organisation (if applicable)?**

Must be a dollar amount.

What will the grant funds be spent on?

Equipment (specify)	Materials (specify)	Other (specify)
None	None	Graphic Design of the Resources
		Printing the Resources

What is the total cost of the proposed purchases? *

\$8,500.00

Must be a dollar amount.

What is the amount sought from Council? *

\$5,000.00

Must be a dollar amount.

Community Grants 2019-20**Community Grants****Application CG000311920 From Our Big Backyard West Torrens**

Form Submitted 30 Jun 2020, 4:32pm ACST

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

\$3,500.00

Must be a dollar amount.

Publicity and Promotion**How will you promote your project, initiative or resource? ***☐ Signage☐ Email distribution☒ Network Meetings☒ Official Launch☒ Flyers☒ Social Media☒ Newsletters☐ Letterbox Drop☐ Other:**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

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

Filename: Mono_Quote Request OBB West Torrens.pdf

File size: 39.9 kB

Filename: Printing Quotes for OBBY Resources.docx

File size: 1.5 MB

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.

Community Grants 2019-20**Community Grants****Application CG000311920 From Our Big Backyard West Torrens**

Form Submitted 30 Jun 2020, 4:32pm ACST

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 ***

Ms Amy Reynolds

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

Position *

Community Development Coordinator

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.

Date *

30/06/2020

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.



21 Jenkins Street
Cowandilla SA 5033
T 08 8443 7800 F 08 8234 2445
dl0106_info@schools.sa.edu.au
www.cowandilla.sa.edu.au

30th June 2020

To Whom It May Concern,

I am aware that Amy Reynolds has applied for a grant of \$5,000 for the Our Big Backyard West Torrens project, and is seeking to nominate a legally-constituted organisation to take responsibility for administering any grant that may be offered.

I am writing to confirm that Cowandilla Primary School and Children's Centre, agrees to take responsibility for administering the grant on behalf of the applicant by undertaking a written funding agreement with your organisation.

Yours sincerely,

A handwritten signature in cursive script that reads "K. Sexton".

Katrina Sexton
Principal
Cowandilla Primary School and Children's Centre



Government of South Australia
Department for Education



/ Quote Request

/ Corohouse Pty Ltd

trading as Mono Design

/ March 6, 20120

/ OBBY West Torrens

/ 6 Information and activity Maps

Hi Amy,

Thank you for getting in touch and the discussion we have had about the activity maps. As I explained on the phone there are a few variables to how this project could work so I have broken them down and we can do as much or as little as you like.

I estimate we would spend 70-80hrs @ 100p/hr + GST on this job.
This would include (in this order):

- Site visit - 1 day 2 people - \$1450

- This would allow us to walk around the 5 sites taking reference photos and site drawings of specific things like logs, park, grass, waterways. From this we will be about to illustrate the maps correctly. It would also be beneficial you have yourself here with the list of questions. This includes travel time.

- Photography - 1 person + 2 talent, 2 day, 6 sites - \$1300

This is to allow myself to go out and walk the maps, doing the activities and photographing the challenges / activities for the use of inside the bubble on the activity sheets. Some of these will include children (I'll provide talent) and some will be close up shots of the activities.

- Designing the Mascot - \$520

Creating a little mascot like the seagull that will be stitched throughout the 5 brochures creating a common theming. This can also be used as social media and advertising for OBBY.

- Hand drawn maps - \$425ea x 6

Once we have the hand drawn maps from the reccy we will take these back to the studio and draw them out in the hand drawn styling and colour.

/ 6b Kestrel Place,
Coromandel Valley SA 5051
/ 0434 943 058
/ accounts@mono-design.com.au

/ ACC Name: Corohouse Pty Ltd
/ BSB: 805 050 / ACC No: 102222126
/ ACN: 618 230 569
/ ABN: 66 618 230 569

corohouse Pty Ltd



- Designing sheets - \$325ea x 6

This is the cost to put everything together and supply as a print ready job ready for the press. This is typesetting, designing the pages, colour coding and retouching and colouring photos.

This allows for the initial design and 2 rounds of changes if necessary.

This is everything we can offer within the project and the client would need to supply:

- Questions and activities in a text word document
- Associated logos
- Associated council brand style guides

Please note this is an estimation and we can do as much or as little as you like. I have broken it down this way to give you a good indication of what it takes to complete a job like this. As you are doing 6, by the time we draw the maps, take shots and lay it all out, design it and allow for 3 rounds of changes it works out to be a little over 13hrs per sheet if we are to do everything.

If you have any questions, please don't hesitate to call.

Thanks
Heath



Our Big Backyard Printing Quotes for Resources

Graphic Print Group, Richmond

A4 Activity sheets x 5

5,000 = \$759 (Inc GST)

A3 Maps

1,000 = \$627 (Inc GST)

Kwik Kopy, Hilton

A4 Activity sheets x 5

5,000 = \$999.90 (Inc GST)

A3 Maps

1,000 = \$779.90 (Inc GST)

Lane Print, Camden Park

A4 Activity sheets x 5

5,000 = \$1,081.30

A3 Maps

1,000 = \$821.70

Community Grants 2019-20**Community Grants****Application CG000301920 From The Gold Foundation**

Form Submitted 30 Jun 2020, 11:14am ACST

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 ***

The Gold Foundation

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 *

7 Carlisle St

Camden Park SA 5038 Australia

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)

7 Carlisle St

Camden Park SA 5038 Australia

Applicant website<https://goldfoundation.com.au/>

If available. Must be a URL

Primary contact person *

Miss Rebeka Schaefer

This is the person we will correspond with about this grant

Position held in organisation *

Administrative Coordinator

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

Community Grants 2019-20**Community Grants****Application CG000301920 From The Gold Foundation**

Form Submitted 30 Jun 2020, 11:14am ACST

Back-up phone number**Fax number**

If applicable

Primary contact person's email address *

admin@goldfoundation.com.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? ***

Our Charity exists to provide support services to young individuals with Asperger Syndrome and Autism Spectrum Disorder. We have created a second home for these children and our facilitators help them manage the outside world. We strive to change the lives of these young South Australians one day at a time by providing social skills classes, youth groups and parent information sessions on a weekly basis.

Must be no more than 100 words.

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

70 011 342 321

Information from the Australian Business Register	
ABN	70 011 342 321
Entity name	The Gold Foundation Incorporated
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	GST Concession, Income Tax Exemption
Main business location	5061 SA
Information retrieved at 10:20am today	

Must be an ABN

Community Grants 2019-20**Community Grants****Application CG000301920 From The Gold Foundation**

Form Submitted 30 Jun 2020, 11:14am ACST

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

Life Skills Program

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

Anticipated start date *

08/02/2021

Anticipated end date

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

Community Grants 2019-20**Community Grants****Application CG000301920 From The Gold Foundation**

Form Submitted 30 Jun 2020, 11:14am ACST

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

Our intention with the grant funding is to build the framework of our Life Skills programs by organizing chefs, coaches, and mentors to visit our youths to empower them and motivate them to change their lives. We plan on working with other local community members to create a sustainable program for everyone involved and enriching the lives of our students as well as the facilitators throughout the program.

Must be no more than 150 words.

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

Our Life Skills program aligns with the Community Life and City Prosperity values (as outlined on page 5) by creating community events and regular volunteering opportunities for both the Intellectually Impaired and otherwise community members. We are also working closely with universities to encourage employment and further study options for our students and further mingling them into the wider community.

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? *

It responds to encouraging and nurturing a diverse community. We operate within the space of neurodiverse individuals, whilst helping incorporate them into the West Torrens community through employment, volunteering and social events.

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? *

This program is the first of its kind in Australia, and we have been working on this program for several years whilst developing our charity as a whole. We have always been driven to create a completely encompassing set of programs that start at age 6 and continue through to adulthood. This is the final piece of our puzzle and is something that has been driven by the needs of the children passing through our programs.

Must be no more than 150 words.

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

We already have an existing database of 538 children who are waiting for this program to begin, of which, 6% (32 children) are within the local West Torrens catchment. After the programs have been finalized, we will be launching an intensive marketing campaign through the local community, local schools, doctors, and Psychologists as well as our partners. We expect our program to grow through these avenues exponentially, and will likely become sustainable after the second instalment of the program in 2022.

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)? *

Our Life Skills program will be delivered in an extracurricular format outside of school and work hours at our centre in Camden Park. These will be delivered on a weekly basis in 2-4 month blocks by our qualified and security screened facilitators and pose minimal risk to the community. The partner organisations we have engaged (confidential until funding is

Community Grants 2019-20**Community Grants****Application CG000301920 From The Gold Foundation**

Form Submitted 30 Jun 2020, 11:14am ACST

acquired) will work to involve their communities in our programs and events that will stem from this program.

Must be no more than 150 words.

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

If we are successful with our program, we will have a good engagement rate as well as a significantly higher number of participants from within our existing database (currently at 538 registrations). We will also likely be able to become a completely self-funding course that can be replicated around South Australia and Australia.

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)
Cooking equipment	Fresh food	Chef
	Plants	Guest speakers
	Catering	Mentors
		Tennis coach
		Martial arts instructor
		Advertising (Social Media)

What is the total cost of the proposed purchases? *

\$9,200

Must be a dollar amount.

What is the amount sought from Council? *

\$5,000

Must be a dollar amount.

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

\$9,200.00 - \$5,000.

Must be a dollar amount.

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

- | | | |
|---|--|--|
| <input type="checkbox"/> Signage | <input checked="" type="checkbox"/> Email distribution | <input 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 type="checkbox"/> Other: |

Community Grants 2019-20**Community Grants****Application CG000301920 From The Gold Foundation**

Form Submitted 30 Jun 2020, 11:14am ACST

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

Filename: Gold Foundation - Life Skills Program Proposal.pdf

File size: 175.9 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

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 Alex Zenios

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

Position *

General Manager

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

Community Grants 2019-20
Community Grants
Application CG000301920 From The Gold Foundation
Form Submitted 30 Jun 2020, 11:14am ACST

Contact phone number *

Must be an Australian phone number.

Mobile number

Contact Email *

info@goldfoundation.com.au

Must be an email address.

Date *

30/06/2020

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.

OFFICIAL QUOTE

ABN: 41 779 358 601



FOR : The Gold Foundation Inc

DATE : 31st January 2020

ITEMS: Life Skills Program 2020

- | | |
|--------------------|----------|
| • Per session rate | \$220.00 |
| • No. of sessions | 32 |

TOTAL:	<u>\$7,040</u>
---------------	-----------------------

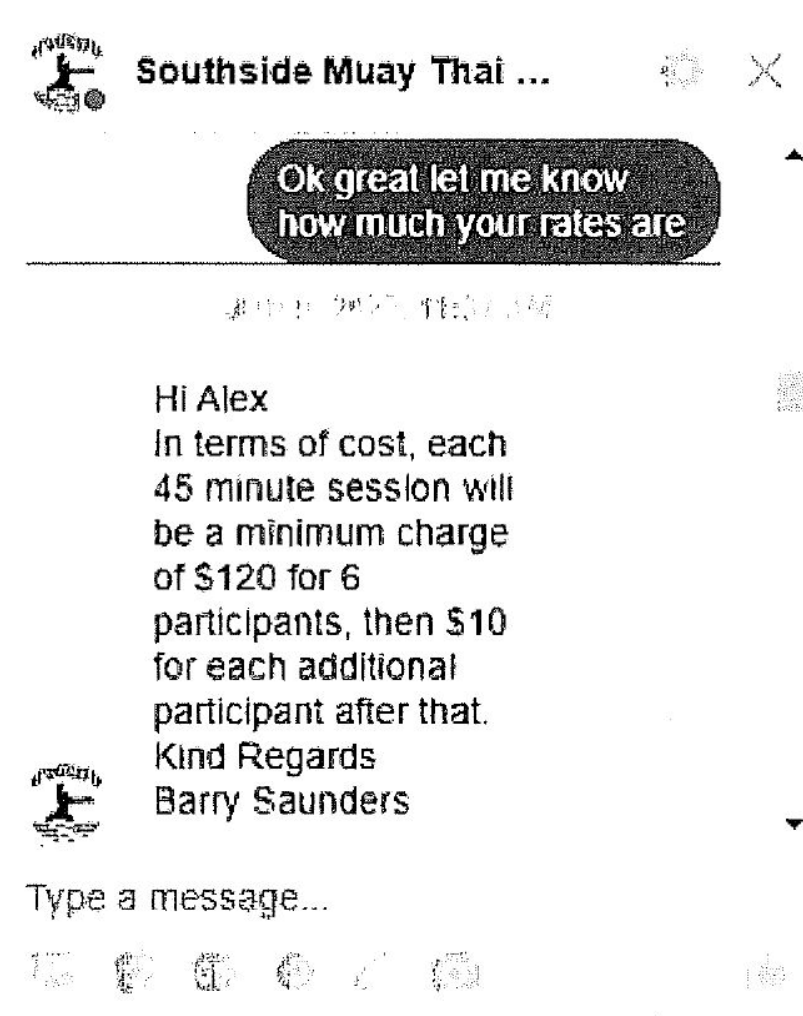
Thank you! ☺

Payment details:

Kate Moody
BSB: 105 084
A/C: 045397640

No. of items	Item	URL
4	Muffin Pan	https://www.target.com/p/wilton-ultra-bake-professional-12-cup-nonstick-muffin-pan/-/A-13189114
5	Cooling rack	https://www.minimax.com.au/collections/bake-ware/products/23cm-x-26cm-non-stick-cooling-rack
2	Brownie pan	https://www.minimax.com.au/collections/bake-ware/products/m-pro-n-s-brownie-pan-34cm
2	Piping set	https://www.minimax.com.au/collections/bake-ware/products/zeal-piping-set-pink
2	Roasting pan	https://www.minimax.com.au/collections/bake-ware/products/m-pro-n-s-roasting-pan-38cm
2	Vegetable seedling punnets	https://www.bunnings.com.au/66mm-vegetable-seedling-punnet-assorted_p3650882
4	Trowels	https://www.bunnings.com.au/cyclone-stainless-steel-garden-trowel_p3360998
20	Garden soil	https://www.bunnings.com.au/richgro-25l-all-purpose-garden-soil-mix_p2961503
4	Flower seedling punnets	https://www.bunnings.com.au/ready-steady-grow-flower-punnet_p3650881
1	Maxi flower punnet	https://www.bunnings.com.au/335mm-maxi-punnet-flower-seedling-antirrhinum_p3643731
10	Mixed seed packets	https://www.bunnings.com.au/search/products?page=1&q=vegetable%20seeds&sort=BoostOrder&pageSize=60
16	Subway catering platter - classic sub	https://order.subway.com/en-au/Order?categoryId=1&menuId=1

Program	Price (\$)	Total (\$)
Cooking	\$8.99	\$35.96
Cooking	7.25	36.25
Cooking	12.5	\$25.00
Cooking	17.95	35.9
Cooking	21.95	\$43.90
SUBTOTAL		\$177.01
Gardening	3.99	7.98
Gardening	9.98	39.92
Gardening	3.95	79
Gardening	3.99	15.96
Gardening	15.98	15.98
Gardening	2.98	29.8
SUBTOTAL		188.64
Catering	49	784
SUBTOTAL		784
TOTAL		\$1,149.65



From: The Gold Foundation - Marketing <marketing@goldfoundation.com.au>
Sent: Wednesday, 1 July 2020 4:06 PM
To: The Gold Foundation - Admin
Subject: FW: Raised garden beds

FYI

Alex Zenios
General Manager



M 0468 995 818 E marketing@goldfoundation.com.au

Contact hours Monday 10am-5pm

www.goldfoundation.com.au



The Gold Foundation relies significantly on donations to operate.

You can make a tax-deductible donation at: <https://www.goldfoundation.com.au/how-can-i-help/donate/>

From: Madelyne Hughes <Madelyne.Hughes@camden.org.au>

Sent: Wednesday, 1 July 2020 3:57 PM

To: The Gold Foundation - Marketing <marketing@goldfoundation.com.au>

Subject: Raised garden beds

Hi Alex and Rebecca

The cost of 2 garden beds would be \$320.00.

Regards
Maddy

Madelyne Hughes
Volunteer Program Manager



7 Carlisle Street Camden Park 5038
Phone: 8376 0022
Website: www.camden.org.au
www.facebook.com/Camden.org/

Community Grants 2019-20

Community Grants

Application CG000151920 From Coptic Orthodox Church SA Aust Inc "St Mary Church"

Form Submitted 12 Nov 2019, 11:38am ACDT

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 *

Coptic Orthodox Church SA Aust Inc "St Mary Church"

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 *

18-20 Goldfinch Ave

Cowandilla SA 5033 Australia

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)

18-20 Goldfinch Ave

Cowandilla SA 5033 Australia

Applicant website

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

If available. Must be a URL

Primary contact person *

Mr Maged (Mac) ASSAAD

This is the person we will correspond with about this grant

Position held in organisation *

Service Coordinator

e.g. Manager, Board Member, Fundraising Coordinator

Primary phone number *

Community Grants 2019-20

Community Grants

Application CG000151920 From Coptic Orthodox Church SA Aust Inc "St Mary Church"

Form Submitted 12 Nov 2019, 11:38am ACDT

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 Good Shepherd New Arrival Services is an initiative run by volunteers of St Mary's Coptic Orthodox Church, Cowandilla. The services are for new arrivals and the key objective is to enable them to understand and integrate into the Australian society and way of living and to be active members of the community. The services include information on learning English, public transport, driving, schools, housing, employment and social support as they are away from their families. We arrange speakers from SAPOL, Centrelink, ATO and TAFE SA. Our group consists of 130 members of which 110 reside in City West Torrens. Must be no more than 100 words.

Does your organisation have an ABN? *

☒ Yes ☐ No

ABN *

13 549 115 505

Information from the Australian Business Register	
ABN	13 549 115 505
Entity name	Coptic Orthodox Church SA Aust Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Charity More information
ACNC Registration	Registered
Tax Concessions	FBT Rebate, GST Concession, Income Tax Exemption
Main business location	5033 SA
Information retrieved at 12:12am today	
Must be an ABN	

Community Grants 2019-20

Community Grants

Application CG000151920 From Coptic Orthodox Church SA Aust Inc "St Mar Church"

Form Submitted 12 Nov 2019, 11:38am ACDT

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 checked="" 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 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: *

New Arrival Families Awareness

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

Anticipated start date *

01/01/2020

Anticipated end date

31/12/2020

Community Grants 2019-20

Community Grants

Application CG000151920 From Coptic Orthodox Church SA Aust Inc "St Mark Church"

Form Submitted 12 Nov 2019, 11:38am ACDT

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? *

The grant will be used to cover for the following:

- WTCC hall hire fee
- Purchase toys and games for kids program, they currently running Video Movies using our own laptops.
- Catering needs for weekly meeting dinner, we provide a hot meal every week.
- Movable BBQ Trailer, we do outing every public holidays and every third Saturday of each month.

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 have approx. 110 of our members who reside in the City of West Torrens. Our services enables them to be active members and engage with the local community.

Using the awareness programs they become on a good level of English, able to use transportation, able to shop by themselves, understand and know how to read the bills, know where to buy and serve cars, join a GP for the whole Family

On the other hand we invite Kids and Family Counselors to maintain the Family relation as one unity.

Also we run "Let us do it together program" to walk or ride bicycle as a group together.

All the above and more will let the New Arrivals Participate, attend and do volunteer services for the community.

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? *

The services include information on how best to utilize local community services such as public transport, living within City of West Torrens and using its various services and even becoming volunteers within the City. The services also include information on attending many schools located within the City of West Torrens.

One of the good fruits of the service that all members became a volunteers in SALVOS Program to feed more than 100 Homeless every Wednesday night, usually the group leaders together with one or two families attend every week to help and support.

Also, our group installed a fridge located on 198 Sir Donald Bradman Drive and fill it three times a day to serve Homeless around the area.

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 services have been developed as they are critical to ensuring that new arrivals can integrate well into the local community and become active members of that community.

This is a small initiative which assists local, state and indeed federal governments with one of the key issues facing new arrivals - that is, integrating into our society.

Must be no more than 150 words.

Community Grants 2019-20

Community Grants

Application CG000151920 From Coptic Orthodox Church SA Aust Inc "St Mar Church"

Form Submitted 12 Nov 2019, 11:38am ACDT

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

The Church serves as the point of contact for new arrivals and once the details are known, new arrivals will be introduced into the program. The initiative began 7-years ago and started with approx. 30 members and has now grown to include approx. 130 members. The program and services are planned quarterly and reviewed annually to ensure that the services provided are best fit-for-purpose.

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 services being delivered are for information purposes only and are provided by members of the local community (e.g. SAPOL, TAFE SA, ATO, Telstra, AGL Electric and Gas, .. etc) and as such is considered no risk. We have and provided WTCC Public Liability Insurance in the amount of \$20m as required for the use of its facilities.

Must be no more than 150 words.

Reporting your success

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

The members provide regular and ongoing feedback about the great help this program provides.

We can clearly see that the members involved in the community services and start to join services as volunteers, visit the elder houses and do support, join library and kids start sport and swimming programs ..., etc

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)
Community halls for hire	Purchase toys and games for the Kids	
Freezer: \$2,000.		Plympton CC hire: \$4,500 p.a.

What is the total cost of the proposed purchases? *

\$6,800.00

Must be a dollar amount.

What is the amount sought from Council? *

Community Grants 2019-20

Community Grants

Application CG000151920 From Coptic Orthodox Church SA Aust Inc "St Mar Church"

Form Submitted 12 Nov 2019, 11:38am ACDT

\$5,000.00

Must be a dollar amount.

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

\$1,800.00

Must be a dollar amount.

Publicity and Promotion

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

- | | | |
|--|--|--|
| <input type="checkbox"/> Signage | <input checked="" type="checkbox"/> Email distribution | <input type="checkbox"/> Network Meetings |
| <input type="checkbox"/> Official Launch | <input type="checkbox"/> Flyers | <input checked="" type="checkbox"/> Social Media |
| <input 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)***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*

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
5000.00	January 2019	New Arrival Families Awareness

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.

Community Grants 2019-20

Community Grants

Application CG000151920 From Coptic Orthodox Church SA Aust Inc "St Mary Church"

Form Submitted 12 Nov 2019, 11:38am ACDT

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 Maged (Mac) ASSAAD

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

Position *

Service Coordinator

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.

Date *

12/11/2019

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.

Staff Members are so helpful, Service was great, and as my IT experience, I can confirm moving to online form is the best decision the management taken.

From: Maged Ahdy - MagedAWadie
Sent: Sunday, 9 February 2020 1:15 PM
To: Thomas Campbell
Cc: Maged Ahdy Wadie Assaad; Mauricio Chiappe
Subject: Re: Coptic Church Grant Application for 2020

Hi Thomas,

Trust all good at your end.

Sorry for my late reply as I has in the Hospital doing big operation, and it's my first week back to work since last December.

As usual, I didn't receive Mauricio's email "Still don't know why".

The Freezer will be stored in St Mary Church New Building's Kitchen and we as a Group will be responsible for it and its contents, we are looking to buy even the 519L or 719L up to the availability, please see the below example.

<https://www.harveynorman.com.au/haier-519l-chest-freezer-white-1.html>




Buy Haier 519L Chest Freezer - White | Harvey Norman AU

Spacious and convenient to use, the Haier 519L Chest Freezer is a great choice for storing plenty of frozen items in an easily-accessible location, whether at home or your small business. It also comes with premium white anodised inner lining for improved thermal efficiency.

www.harveynorman.com.au

<https://www.harveynorman.com.au/haier-719l-chest-freezer.html>



Buy Haier 719L Chest Freezer | Harvey Norman AU

Revolutionise the way you clean your home with the help of the Dyson V8 Animal handstick vacuum cleaner. Boasting a cordless design paired with a

powerful suction, this vacuum cleaner allows you to take it anywhere around the house to clean your floors, furniture, carpets, and ceiling.

www.harveynorman.com.au

Please let me know if anything else required in order to move the Grant forward.

Thanks and have a great week ahead

=====

Maged ASSAAD (Mac)

0422894892

"The more that you read, the more things you will know. The more that you learn, the more places you'll go." - Dr. Seuss

From: Thomas Campbell
Sent: Monday, January 13, 2020 6:35 AM
To: 'Maged Ahdy - MagedAWadie'
Subject: Re: Coptic Church Grant Application for 2020

Hi Mac,

Happy new year!

Just emailing to bring to your attention the below email, sent from Mauricio to you recently. Just thought I'd re-send in case you missed it.

It sounds like your grant application will not be approved, unless you can provide details of where the freezer will be stored.

Otherwise perhaps submit a new application without the freezer purchase. It's up to you though.

With thanks and kind regards,

Thomas Campbell
Community Development Officer
City of West Torrens
165 Sir Donald Bradman Drive
Hilton SA 5033

From: Mauricio Chiappe
To: Thomas Campbell
Subject: RE: Coptic Church Grant Application for 2020

Regarding your enquiries about your Community Grant application CG000151920. Council requires that you provide quotes for purchases of any items more than \$1000. Also regarding your purchase of a Freezer. Your event/activity is held at the Plympton Community Centre, and you are unable to store this freezer at the centre, so please provide details of where the freezer would be stored.

Regards

Mauricio Chiappe
Community Services Administration Officer
City of West Torrens
164 Sir Donald Bradman Drive
Hilton SA 5033

City of West Torrens Community Grants summary 2019/2020

Grant Type	Amount Requested	Amount Recommended	Amount Approved	Applicant	Grant PAID
Equipment Grant	\$ 3,500.00	\$ 3,000.00	\$ 3,000.00	Telugu Association of SA (applied 18/19)	\$ 3,000.00
Equipment Grant	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	Lockleys Bowling Club	\$ 3,000.00
Equipment Grant	\$ 511.00	\$ 511.00	\$ 511.00	Glennig Contract Bridge Club (applied 18/19)	\$ 511.00
Equipment Grant	\$ 500.00	\$ 500.00	\$ 500.00	Italian Pensioners of Thebarton & Suburbs	\$ 500.00
Equipment Grant	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	Brooklyn Park Church of Christ	\$ 2,800.00
Equipment Grant	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	Greek Orthodox Community and Parish of St George... (applied 18/19)	\$ 2,727.00
Equipment Grant	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	Adelaide Malibu Squash Club	\$ 1,800.00
Equipment Grant	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	Adelaide University Judo Club	\$ 2,000.00
Equipment Grant	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	Adelaide Baseball Club	\$ 3,000.00
Equipment Grant	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	St Michael & All Angels Netball Club	\$ 3,000.00
Equipment Grant	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	Airport Over 50's Club	\$ 2,500.00
Equipment Grant	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00	Immanuel Football Club	\$ 1,320.00
Equipment Grant	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	Combined Probos Club of Lockleys Inc	\$ 1,200.00
Equipment Grant	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	Greek Orthodox Community and Parish of St George...	\$ 1,200.00
Equipment Grant	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	PanRhodian Society Colossus SA	
Equipment Grant	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	West Torrens Baseball Club	
Equipment Grant	\$ 2,145.00	\$ 2,145.00	\$ 2,145.00	Men's Probos Club of West Beach	
Equipment Grant	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	Camden Childcare Centre	
Equipment Grant	\$ 914.00	\$ 914.00	\$ 914.00	Glennig Bridge Club	
Sponsorship	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	Australian Lacrosse Association	\$ 5,000.00
Sponsorship	\$ 5,000.00	\$ -	\$ -	World Lebanese Cultural Union - WITHDRAWN	\$ -
Sponsorship	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	Australian Lebanese Association	\$ 5,000.00
Sponsorship	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	Southern Cross Care	\$ 1,000.00
Sponsorship	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	Mexican Social and Cultural Association SA	\$ 1,500.00
Sponsorship	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	Pan Macedonian Federation	\$ 5,000.00
Sponsorship	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	Camden Athletics Club - Camden Classic (applied 18/19)	\$ 10,000.00
Sponsorship	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	Feeney Marketing	\$ 5,000.00
Sponsorship	\$ 500.00	\$ 500.00	\$ 500.00	Adelaide Parklands Art Prize	\$ 500.00
Sponsorship	\$ 2,340.00	\$ 2,340.00	\$ 2,340.00	Coast FM	\$ 2,340.00
Sponsorship	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	SA Zimbabwe Association	\$ 5,000.00
Sponsorship	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	Blind Golf SA Inc. - APPROVED BUT CANCELLED	\$ -
Sponsorship	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	SA Ladies Badminton Association - APPROVED BUT CANCELLED	\$ -
Sponsorship	\$ 5,000.00	\$ 2,000.00	\$ -	Telugu Association of SA - APPROVED BUT CANCELLED	\$ -
Sponsorship	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	Immanuel College	\$ -
Sponsorship	\$ 4,000.00	\$ -	\$ -	Writer on the Web	
Sponsorship	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	Camden Athletic Club	
Community Grant	\$ 1,470.00	\$ 1,470.00	\$ 1,470.00	Finsart Inc.	\$ 1,470.00
Community Grant	\$ 500.00	\$ 500.00	\$ 500.00	Nunga Kids - NAIDOC Week 2020	\$ 500.00
Community Grant	\$ 630.00	\$ 630.00	\$ -	West Beach Church - Spanish Playgroup - APPROVED BUT CANCELLED	\$ -
Community Grant	\$ 2,234.00	\$ 2,234.00	\$ 2,234.00	Orana Australia Ltd	\$ 2,031.00
Community Grant	\$ 5,000.00	\$ 5,000.00		Our Big Backyard West Torrens	
Community Grant	\$ 5,000.00	\$ 5,000.00		The Gold Foundation	
Community Grant	\$ 5,000.00	\$ 5,000.00		Coptic Orthodox Church SA Aust Inc.	
62 Junior Development Grants	\$ 17,226.00	\$ 17,226.00	\$ 17,226.00		\$ 17,226.00
	\$ 156,690.00	\$ 139,190.00	\$ 94,401.00		\$ 88,925.00
Grants approved in 2018/19 - Invoiced in 2019/20					\$ 39,770.00
Total Grants 2019/20 Budget					\$ 205,889.00
Total funds remaining in actual 2019/20 Budget (grants paid)					\$ 77,194.00
Total funds remaining in 2019/20 Budget (grants approved)					\$ 71,718.00

9 OTHER BUSINESS

10 CONFIDENTIAL

Nil

11 NEXT MEETING

27 October 2020, 6.00pm in the Mayor's Reception Room.

12 MEETING CLOSE