

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 G Vlahos (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, 22 JUNE 2021**  
**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>

**Angelo Catinari**  
**Chief Executive Officer (Acting)**

#### **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:**

Mayor Michael Coxon

Cr Elisabeth Papanikolaou

**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 27 April 2021 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 Amendments to Heritage Grant Guidelines

#### Brief

This report presents the reviewed *Heritage Grants Guidelines* for consideration and recommendation to Council.

#### RECOMMENDATION

The Committee recommends to Council that the draft *Heritage Grants Guidelines* be approved.

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#### Introduction

Council's continuing support for heritage grants is considered important to the continued economic development and maintenance of the heritage of the area. The types of works approved, in association with heritage grants, generally result in the employment of local tradespeople with specialised skills as well as the use of local materials such as bricks, stone and timber. Some proposals also require architects, engineers and planners for the preparation of development applications.

Offering heritage grants to owners of heritage properties, to undertake necessary repairs and/or restoration to heritage-listed properties, enables them to keep their properties in good repair and prevents demolition due to neglect which, in turn, protects the property's contribution to West Torrens' local heritage story while increasing hours of employment available in the construction industry and associated field.

At the end of each heritage grant round, the Administration collates information from applicants on their experience with the process, the ease of answering questions and overall satisfaction. This feedback lead to a review of the *Heritage Grant Guidelines* (Guidelines), the associated application form and the assessment criteria which has resulted in the improvement and simplification of the application form and assessment criteria which has placed a greater emphasis on the merits of the proposed conservation works rather than a focus on achieving the strategic objective in Councils Community Plan 2030 as explained further in this report.

#### Discussion

The 2020/2021 grants round attracted in excess of sixty (60) enquiries from property owners wishing to lodge applications and seeking clarity on their eligibility. This resulted in thirty-one (31) applications being submitted for consideration and 22 receiving final funding resulting in Council investing a total of \$42,017. In turn, applicants spent (based on information provided in the applications) equated to \$167,637 or \$3.98 per \$1.00 invested by Council.

The feedback from applicants and potential applicants indicated that many struggled to understand a number of the questions on the application form, in particular those questions requiring applicants to demonstrate how their proposal aligned with the goals in the Community Plan. This resulted in either applicants not proceeding with their application or providing poor responses, and/or information, which made it difficult for the Administration to appropriately weight applications.

This clearly indicated that the content of the application form required the applicant to have an intimate understanding of the Community Plan's goals and be able to articulate how their project would achieve these.

Realistically, the heritage grant program provides up front acknowledgement that program itself achieves the following strategic objectives:

- Recognition of our unique local cultural identity and heritage;
- Neighbourhoods designed to promote safe, active travel and strengthen connections, amenity and accessibility;
- Economic development through innovation, collaboration and investment and connections between business and the community;
- Sustainably manage our resources through reuse, recycling and circular economy.

As such, the Administration has recognised that there is no need to require applicants to address how their project achieves one or more of Council's Community Plan objectives.

#### Amended Guidelines and Application Form

The amended *Heritage Grants Guidelines* (Guidelines) and *Smarty Grants Application Form* simplify both the application process for potential applicants and assessment process for both Council and the Administration (**Attachments 1 and 2 respectively**).

The reviewed Guidelines lists the assessment considerations/criteria and what percentage the consideration forms overall in achieving a score. The assessment criteria reflect the key considerations for heritage grants, which include:

- The proposal, with the applicant to clearly identify the scope of works, timeframe and any supporting photographs;
- Project funding, identifying total spend and requested contribution from Council (up to maximum of \$2000);
- Development application requirements and how far this has progressed (identifying for the applicant the necessity to lodge prior to funding round's closure);
- Visibility of the conservation works from the street;
- Urgency of the works due to structural or safety concerns; and
- Previous receipt of a Council grant (within the last 36 months).

In addition, the scope of questions provides greater capacity to deal more expediently with urgent works, projects that have a high visibility, create increased spending and support people who have not received funding as priorities.

The application form, which will be accessible on-line via Smarty Grants, has also been updated with the requirement to demonstrate a project's alignment with Council's Community Plan being removed. In addition, the above key criteria have been included in the application form (**Attachment 2**).

#### **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.)*

Regular maintenance of heritage buildings prevents them from falling into disrepair and at risk of demolition. In doing so, it ensures that these buildings are retained, thereby reducing the impact of embedded carbon in these buildings being wasted, and new more carbon intensive buildings being built in their place. As mentioned above, in the economic impacts sections, when repaired in accordance with heritage standards, heritage buildings use local materials and therefore use less carbon miles through transport or importing of materials, therefore they have a smaller carbon footprint and require less embedded water usage than new buildings.

**Conclusion**

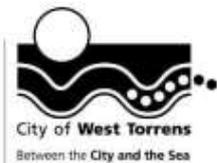
The proposed amendments to Council's Heritage Grants criteria and application form are considered important to improve the ease of understanding for potential applicants which should equate to more, and higher quality, applications which in turn is expected to lead to improved heritage conservation outcomes.

**Attachments**

1. **Draft Heritage Grants Guidelines**
2. **Smarty Grants - Heritage Grants Application Form**

## Guidelines for City of West Torrens Heritage Grants

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



### 1. **Council's vision**

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

### 2. **Purpose of the grants**

The Heritage Grants Program provides funding to eligible organisations and individuals who submit applications that demonstrate consistency with Council's Community Plan 2030 and official heritage lists.

Relevant sections of the Community Plan include strategies to foster a sense of identity and pride within the West Torrens Community by creating greater public awareness and appreciation of heritage sites, events and people of local significance.

The heritage grants seek to support successful applicants to undertake necessary repairs and/or restoration to heritage-listed properties. It is intended that assisting private owners to maintain heritage properties as 'community heritage assets' will assist to keep properties in good repair and prevent demolition due to neglect, thereby protecting the property's contribution to our area's local heritage story.

### 3. **Eligibility criteria**

Funding for properties that best align with key strategic objectives outlined in council's Community Plan may be given priority. People who own (or rent with the approval of the property owner) a heritage listed property, are eligible to apply if the following criteria are met either in full or part:

1. The proposed heritage repair or maintenance (work) is to be carried out at an address located within the City of West Torrens
2. The subject property is listed on the local heritage register, or is listed as a representative building as identified by the Plan SA database at the time of submitting the grant application.
3. The proposed work is required to provide structural stability to the building and or protect and maintain and conserve the heritage value.
4. The value of the proposed heritage restoration or maintenance work will be equal to or exceed \$2,000.
5. The work will be undertaken by a suitably qualified and experienced business, or tradesperson with a current ABN (ABN to be submitted with application).
6. The Work for which funding is sought has not already been completed or commenced at the time of submitting the grant application, and will be undertaken within 12 months of the grant approval. (In exceptional circumstances and extension of time for completion of works may be sought from Council in writing).
7. All relevant Development Approvals (if required) associated with the work have either been obtained or applications have been lodged with Council and awaiting approval prior to the lodgement of the heritage grant application.

8. The required works are not the primary role or responsibility of another level of government.
9. The work is not for the purposes of making financial profit or to undertake commercial activities.
10. All grant funds received from City of West Torrens are to be used to remunerate tradespersons engaged to undertake the required work and not to be used for the purchase or hire of plant and equipment to undertake the work.
11. The following is not eligible:
  - a) any property in which an Elected Member or employee has an interest other than their principal place of residence.

#### Promotion

12. The applicant (and property owner where applicable) is/are willing to permit the City of West Torrens or their agent to photograph the site prior, during, and after completion of the work, in order to promote the Heritage Grants, or to illustrate in Council publications (which may include online publications).
13. The applicant and/or property owner (or tenant, where applicable) is/are willing to display a confluence sign, supplied by Council, on the land where the heritage works are being undertaken in a position visible from the street to promote the Heritage Grants.

#### 4. Assessment of applications

All applications will be assessed against these guidelines and applicants will be notified in writing of the outcome of their application as soon as practically possible.

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

| No. | Consideration   | Weighting |
|-----|---|-----------|
| 1   | Clearly identify the scope of works, timeframe and any supporting photographs.  | 20%       |
| 2   | The application outlines project funding, including total cost of project, amount sought through grant (up to \$2000), and cost to applicant              | 20%       |
| 3   | Relevant development consents have been granted or are being sought prior to the grant round close date.  | 10%       |
| 4   | The relevant conservation work will be visible from the streetscape and contribute to the community's ability to appreciate heritage in the Council area. | 20%       |
| 5   | The work is required due to structural and safety concerns.   | 20%       |

|              |   |      |
|--------------|---|------|
| 6            | Receipt of previous Heritage Grants (within the last 36 months) | 10%  |
| <b>Total</b> |   | 100% |

### 5. **Accountability**

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

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

### 6. **General requirements**

- Grant funding will not be paid prior to the completion of works being undertaken.
- Applicants may only receive one heritage grant funding per financial year.
- Individuals and organisations that have not fulfilled reporting obligations on grants provided through Council's other grants programs may be rendered ineligible for Heritage Grants.
- Financial remittance forms must be completed within six weeks of the building work being completed unless otherwise negotiated.
- Applicants must ensure that tradespersons undertaking the work hold a current ABN and relevant insurances.
- Applications must be completed in full or they will not be accepted.
- Council will not be responsible for any expenses incurred by an applicant in preparing their application or as a result of an applicant anticipating approval of their application.
- Approval of applications is subject to annual budgetary limitations.
- Properties consisting of multiple tenancies may only be awarded one grant per year.

### 7. **Grant amounts**

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

### 8. **Further information**

For further information or assistance, please contact: Strategy Team on (08) 8416 6333.

# Heritage Grants application form 2.0

## Form Preview

### Eligibility and Contact Details

\* indicates a required field

#### Applicants: please note

Please read the Guidelines for City of West Torrens Heritage Conservation Grants before you click submit.

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.

**Has the restoration already commenced? Applications are ineligible if building works have already begun.**

\*

- No
- Yes (ineligible)

If the answer is 'Yes', Applicant Details will be greyed out to indicate you cannot proceed.

#### 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 Details

**Are you an individual applicant, or applying on behalf of an organisation? \***

- Individual
- Organisation

Organisation Name

| Title                | First Name           | Last Name            |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Leave 'Organisation Name' field blank if applying as an individual.

**Address of property \***

Address

| Suburb               | State                | Postcode             |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

# Heritage Grants application form 2.0 Form Preview

Must be an Australian postcode.

**Postal address (if different to above)**

Address

Suburb    State    Postcode

**Primary contact person \***

Title    First Name    Last Name

This is the person we will correspond with about this grant

**Position held in organisation**

e.g. Manager, Board Member, Fundraising Coordinator

**Primary phone number \***

**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.

**Owner's details (if different to Applicant. Leave blank if owner is the Applicant)**

**Name**

Title    First Name    Last Name

**Address**

Address

# Heritage Grants application form 2.0

## Form Preview

### Postal address (if different to above)

Address

### Phone Number

Must be an Australian phone number.

### Please attach the building owner's consent to apply for this grant.

Attach a file:

Must be a signed statement from the owner, giving permission for the Applicant to submit application on their behalf.

## Organisation Details

\* indicates a required field

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

Word count:

Must be no more than 100 words.

### Does your organisation have an ABN? \*

Yes

No

### ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register |                                  |
|---|----------------------------------|
| ABN   |                                  |
| Entity name                                       |                                  |
| ABN status  |                                  |
| Entity type                                       |                                  |
| Goods & Services Tax (GST)                        |                                  |
| DGR Endorsed                                      |                                  |
| ATO Charity Type                                  | <a href="#">More information</a> |

## Heritage Grants application form 2.0

### Form Preview

ACNC Registration  
Tax Concessions  
Main business location

Must be an ABN

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:

Attach a file:

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?

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 type="radio"/> Community group  |
| <input type="radio"/> Peak body  | <input type="radio"/> Political party / lobby group                                    |
| <input type="radio"/> Social enterprise  | <input type="radio"/> Research body  |
| <input type="radio"/> International NGO  | <input type="radio"/> General not-for-profit (i.e. none of the sub-types listed above) |

Please choose the option that best applies to your organisation.

#### What is your organisation's annual revenue?

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



## Heritage Grants application form 2.0

### Form Preview

#### Auspecting organisation's website

Must be a URL

#### Primary contact person at auspecting organisation \*

Title      First Name      Last Name

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

#### Position held in organisation

e.g. Manager, CEO

#### Contact person's primary phone number \*

#### Contact person's back-up phone number

#### Contact person's email address \*

Must be an email address

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

Attach a file:

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

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register |
|---|
| ABN   |
| Entity name                                       |
| ABN status  |
| Entity type                                       |
| Goods & Services Tax (GST)                        |

## Heritage Grants application form 2.0

### Form Preview

|                        |                                  |
|------------------------|----------------------------------|
| DGR Endorsed           |                                  |
| ATO Charity Type       | <a href="#">More information</a> |
| ACNC Registration      |                                  |
| Tax Concessions        |                                  |
| Main business location |                                  |

Must be an ABN

As the auspicing organisation does 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: [Statement by a supplier - ATO form](#)

#### **Please upload a completed Statement of Supplier form**

Attach a file:

Max 25mb

## Project Details

\* indicates a required field

#### **What type of heritage listing is the property? \***

- Local heritage  
 Representative building

State heritage is not supported by this grant

#### **Please provide a project plan for the proposal, including work to be undertaken and a timeline. \***

Must be no more than 200 words.  
Assessment weighting 20%

#### **Please provide any relevant photographs.**

Attach a file:

#### **Please provide details of project funding, including total project cost, amount sought from Council and cost to be incurred by Applicant. \***

## Heritage Grants application form 2.0 Form Preview

\*Note, Council may match an applicant's contribution up to a maximum of \$2000

for projects costing \$2000 or more.\*

**Word count:**

Must be no more than 200 words.

Assessment weighting 20%.

**Confirm whether a development application is required for the proposed works (phone City Development, Duty Planner on 8416 6333). If a development application is required, please confirm whether a development application has been lodged that is either currently undergoing an assessment or has received approval. Please provide development application (DA) number if possible. \***

Yes, development approval is required, and a development application has been lodged.

No, development approval is not required.

Assessment weighting 10%

**Development application (DA) number:**

**Will the conservation work be visible from the street? Please provide any additional supporting information that may be relevant to support the proposed works' potential impact on the streetscape. \***

**Word count:**

Must be no more than 200 words.

Assessment weighting 20%

**Are the works urgent due to structural and safety concerns? Please provide evidence of this, i.e if applicable by way of an engineer's report or certification (see the file upload option below for this). \***

**Word count:**

Must be no more than 200 words.

Assessment weighting 20%

**Engineer's report or certification:**

Attach a file:

An engineer's report or certification can be uploaded above. Assessment weighting 10%. Maximum 25mb, recommended size no bigger than 5mb

### Previous Grants received from Council

# Heritage Grants application form 2.0

## Form Preview

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

**(Assessment weighting 10%)**

| Amount | Date received | Project |
|--------|---------------|---------|
|        |               |         |
|        |               |         |
|        |               |         |

### Works Documentation and any further information

**Attached is:**

#### Supporting documents

Attach a file:

Multiple files can be uploaded. Maximum 25mb each, recommended size no bigger than 5mb

#### ABN of business contracted to do work: \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

|   |                                  |
|---|----------------------------------|
| Information from the Australian Business Register |                                  |
| ABN   |                                  |
| Entity name                                       |                                  |
| ABN status  |                                  |
| Entity type                                       |                                  |
| Goods & Services Tax (GST)                        |                                  |
| DGR Endorsed                                      |                                  |
| ATO Charity Type                                  | <a href="#">More information</a> |
| ACNC Registration                                 |                                  |
| Tax Concessions                                   |                                  |
| Main business location                            |                                  |

Must be an ABN.

### 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.

## Heritage Grants application form 2.0

### Form Preview

I also confirm that I have read and understood the conditions for funding as outlined in the Guidelines for City of West Torrens Heritage Conservation Grants 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 \***

| Title | First Name | Last Name |
|-------|------------|-----------|
|       |            |           |

**Position in organisation (if applicable)**

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

**Contact phone number \***

Must be an Australian phone number.

**Second phone number**

**Contact Email \***

Must be an email address.

**Date \***

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.**

## 8.2 Review of Council Policy - Graffiti Management

### Brief

This report presents the reviewed *Council Policy: Graffiti Management*.

### RECOMMENDATION

The Committee recommends to Council that:

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

---

### Introduction

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

### Discussion

The Review has resulted in limited amendments and additions to the Policy, shown as tracked changes for ease of reference. These include current and efficient procedures and a review with the LGRS insurance scheme to ensure coverage for actions taken on private property.

The Review also included general updates to the policy to comply with current drafting practice and procedure.

### 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 - Graffiti 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 - Graffiti Management**



City of West Torrens Council Policy - Graffiti Management

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Draft

City of West Torrens Council Policy - Graffiti Management

## COUNCIL POLICY- Graffiti Management

### 1 Preamble

- 1.1. Graffiti is a criminal offence against property that costs councils and public agencies in South Australia many millions of dollars annually to repair. The City of West Torrens ~~(CWT)~~ (CWT) is committed to the apprehension and prosecution of offenders. The ~~CWT~~ CWT ~~City of West Torrens~~ will cooperate with any lawful request of the South Australian Police in order to assist the reduction in incidence of this crime.
- 1.2. As a deterrent, the ~~CWT~~ CWT seeks to minimise the incidence of graffiti on both public and private property by removing graffiti as quickly as possible including, when practical, via engagement with the local community as partners.

### 2 Purpose

- 2.1 To define Council's role in the coordination of graffiti removal and prevention.

### 3 Scope

- 3.1 This policy applies to public and private property within ~~the West Torrens Council~~ areathe CWT ~~CWT of West Torrens~~.

### 4 Definitions

- 4.1 ~~4.1~~ **Graffiti** means any inscription, word, figure or design that is marked, etched, scratched, drawn, sprayed, painted, pasted or applied to public or private property without the permission of the property owner.

### 5 Policy Statement

- 5.1 ~~Council~~ CWT may exercise the powers provided to it under the *Graffiti Control Act 2001* ~~((Act))~~ to remove graffiti on public and private property when the graffiti is visible from a public place.
- 5.2 ~~Council Officers~~ CWT Officers will monitor the ~~council~~ West Torrens ~~area~~ to locate graffiti.
- 5.3 ~~For~~ The following ~~applies~~ in relation to graffiti removal from private property and requested by owner/occupier:
- 5.3.1 ~~CWT reserves~~ the right to not remove graffiti on private property due to (but not limited to) access and/or safety considerations or extent of work;
- 5.3.2 ~~Graffiti that is not deemed by the CWT to be offensive by the CWT will be removed from public and private property in the City of West Torrens~~ West Torrens council ~~w~~ within 14 working days of notification, where feasible unless it is not practical to do so, except wherewhen clause 5.3.1 applies;
- 5.3.3 ~~Graffiti deemed by the CWT~~ Council ~~to be offensive by the CWT will be removed from public and private property in the CWT~~ West Torrens ~~within two business days of notification, unless it is not practical to do so, where feasible, except wherewhen clause 5.3.1 applies; ~~subject to the requirements of the Act, whereby Council:~~~~

## City of West Torrens Council Policy - Graffiti Management

- ~~5.3.4~~ CWT ~~may~~ ~~will~~ ~~consider~~ ~~the~~ ~~request~~ to remove graffiti from private property as permission to access property, without notice, unless clearly specified;
- ~~5.2.1~~ Will remove graffiti from Council-owned buildings within two business day of notification when feasible.
- ~~5.4~~ ~~For~~ ~~g~~ The following applies with regard to ~~G~~ graffiti removal from private property not requested by the owner/occupier ~~CWT~~:
- ~~5.2.25.4.1~~ CWT ~~W~~ will provide written notice within 10 business days of an intention to remove graffiti to affected property owners or occupiers; and
- ~~5.2.35.4.2~~ CWT ~~W~~ will consult with the owner or occupier regarding the work to be carried out, ~~including on the intended date and time that the work will be carried out;~~ and
- ~~5.2.45.4.3~~ CWT ~~W~~ will not carry out the works if the owner or occupier objects unless the graffiti is deemed offensive, in which instance, Council may exercise ~~its~~ relevant powers under the Graffiti Control Act 2001 and the Local Government Act 1999, ~~under other legislation; and~~
- ~~5.2.55.4.4~~ CWT ~~M~~ may approach the owner or occupier of properties that are the subject of frequent graffiti to provide a 'standing' authorisation for the removal of graffiti to streamline the removal timelines; ~~and~~
- ~~5.2.65.4.5~~ CWT ~~W~~ will carry out the works expeditiously with ~~the~~ least disturbance to the owner or occupier as practicable; and
- ~~5.2.75.4.6~~ CWT ~~W~~ will carry out the works to a reasonable standard with reasonable care.
- ~~5.35.5~~ The removal of graffiti by CWT ~~ouncil~~ ~~may~~ ~~will~~ ~~either~~ be conducted by an employee of the Council or another person duly authorised by the Council, using environmentally sustainable methods to minimise harm to the environment.
- ~~5.45.6~~ CWT ~~ouncil~~ will proactively pursue opportunities to treat surfaces with anti-graffiti coatings when there is a reasonable belief ~~there~~ ~~that~~ ~~this~~ ~~will~~ ~~be~~ ~~have~~ a strong deterrent effect.
- ~~5.7~~ CWT ~~ouncil~~ will consider design and planning aspects that may deter graffiti whenever opportunities arise ~~through~~ ~~with~~ ~~regard~~ ~~to~~ ~~deliberations~~ ~~of~~ development ~~in~~ ~~within~~ the City or in its own property maintenance ~~including~~: ~~Such measures may include screen planting on prominent locations, installation of night lighting and security lighting.~~
- ~~CWT will consider all design and planning initiatives to deter graffiti. Such measures may include but not limited to screen planting on prominent locations and, installation of night and security lighting.~~
- ~~5.55.8~~ Proposals to place murals on appropriate sites will be considered ~~on an individual basis and on merit~~, by Council individually ~~on their merits~~.
- ~~5.6~~ ~~To involve the local community as partners in reducing graffiti, Council officers will liaise with schools, other councils, police and other relevant agencies in order to keep abreast of current 'tag registers', approaches to offenders and any other aspects of the issue which may inform this Council's practices, or to which the CWT can contribute.~~

### 8.3 Talking Points

#### Brief

This report presents the reviewed Council Policy - Talking Points.

#### RECOMMENDATION

The Committee recommends to Council that:

1. The draft *Council Policy - Talking Points* be approved.
2. The Chief Executive Officer be authorised to make amendments of a minor and/or technical nature to the *Council Policy: Talking Points*.

---

#### Introduction

Talking Points is Council's quarterly magazine, distributed to residences in West Torrens, which provides information to the community on the activities, events and services of Council while also providing the opportunity for Elected Members to include 'messages' on matters within their wards.

The production of Talking Points has been undertaken by the Administration since its inception and while advertising in Talking Points is allowed, Council has limited this to one page of space per edition.

Following a presentation on the potential benefits of commercialising Council's Talking Points magazine, Council indicated its interest in progressing this initiative. Consequently, this report presents the draft Council Policy - Talking Points (**Attachment 1**) which has been reviewed to accommodate the commercialisation of Talking Points.

As the review has resulted in an extensive re-write of the Policy, track changes is difficult to read. As such both the reviewed Policy and current Policy are attached (**Attachments 1 & 2 respectively**).

#### Discussion

Talking Points has been produced by Council for more than 17 years. Currently, the cost to Council is in the range of \$40,000 per annum excluding staff production time i.e. \$10,000 per edition exclusive of any commemorative editions.

Advertising is allowed, pursuant to clause 6 of the Council Policy - Talking Points (**Attachment 2**). Currently, advertising is charged at:

- \$460 per full page;
- \$230 per half page;
- \$77 per sixth of a page.

These charges were never intended to offset the production costs of Talking Points, rather, they were set low to be affordable to smaller commercial businesses and entities.

Notwithstanding this, commercial advertising is not actively sourced, rather, it is subject to an approach by an entity to Council requesting the placement of an advert in Talking Points. In addition, the current policy does not allow advertorials to be placed in Talking Points. As such, the current approach to advertising in Talking Points is quite passive.

A recent approach by an external contractor highlighted the potential opportunities for additional revenue and reduced costs, which Council may currently be missing out on by not allowing increased advertising and advertorials and by not engaging a contractor to actively source advertising and undertake the production of Talking Points (not including journalistic content).

The costs, subsidies and potential revenue of such a venture are yet to be determined but the amendment of the Policy to accommodate increased advertising opportunities as well the option to contract Talking Points to an external contractor will provide the ability for the Administration to seek quotations for such an endeavour in line with *Council's Council Policy - Procurement* requirements.

### **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 presents the reviewed Council Policy - Talking Points, which has been amended to allow for the commercialisation of Talking Points, for the Committee's consideration and recommendation to Council.

### **Attachments**

- 1. Draft Council Policy - Talking Points**
- 2. Council Policy - Talking Points**

## CITY OF WEST TORRENS



## Council Policy: Talking Points

|  |  |                    |
|--|--|--------------------|
| <b>Classification:</b>                         | Council Policy   |                    |
| <b>First Issued:</b>                           | 19 June 2007   |                    |
| <b>Dates of Review:</b>                        | 2013, 2014, 2015, 2019 2021  |                    |
| <b>Date of Next Review</b>                     | 2026   |                    |
| <b>Version Number:</b>                         | 5  |                    |
| <b>Objective ID:</b>                           | A2370957   |                    |
| <b>Applicable Legislation</b>                  | N/A  |                    |
| <b>Related Policies or Corporate Documents</b> | <a href="#">Talking Points Guidelines</a><br><a href="#">Corporate Style Guidelines</a><br><a href="#">City of West Torrens Fees and Charges</a> |                    |
| <b>Associated Forms:</b>                       |  |                    |
| <b>Note</b>                                    | N/A  |                    |
| <b>Responsible Manager</b>                     | Manager Strategy and Business  |                    |
| <b>Confirmed by General Manager:</b>           | General Manager<br>Business and<br>Community Services  | Date: 8 June 2021  |
| <b>Endorsed by Executive:</b>                  |  | Date: 11 June 2021 |
| <b>Approved by Council:</b>                    |  | Date:              |

City of West Torrens Council Policy - Talking Points

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Draft

City of West Torrens Council Policy - Talking Points

## Council Policy: Talking Points

### 1. Preamble

- 1.1 The City of West Torrens (CWT) produces a quarterly community information publication known as Talking Points. It is distributed to households and businesses within the CWT area and is available on Council's website.

### 2. Purpose

- 2.1. This policy provides guidance on the types of articles and advertising in Talking Points.

### 3. Scope

- 3.1. This policy applies to the production, content and advertising in Talking Points

### 4. Definitions

- 4.1. **Advert/Advertisement** means a product, brand, service, event or job vacancy to attract interest, engagement and sales.
- 4.2. **Advertorial** means editorial or journalistic articles that have been paid for.
- 4.3. **Caretaker Period** means the period that commences on the day of the close of nominations for the election to the 'conclusion of the election' as defined in s4(2) of the *Local Government Act 1999* for the relevant periodic or general election being the time at which the last result of the election is certified by the Returning Officer.
- 4.4. **CEO** means the Chief Executive Officer of the City of West Torrens.
- 4.5. **Community Groups** means incorporated community organisations operating within the City of West Torrens.
- 4.6. **Council** means the Elected Body.
- 4.7. **City of West Torrens** means the Administration body of the City of West Torrens.
- 4.8. **Content** means all articles, profiles, adverts, promotions and advertorials
- 4.9. **Local Businesses** are commercial and not for-profit businesses located within the City of West Torrens.

### 5. Policy Statement

- 5.1. Talking Points will be used:
- 5.1.1. to disseminate general information and important decisions of Council.
- 5.1.2. to inform the community about the activities and services of Council and others.

Objective ID - [OB ID]

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Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the controlled version.

## City of West Torrens Council Policy - Talking Points

- 5.1.3. to promote projects, events and festivals.
- 5.1.4. to commemorate an event or person(s).
- 5.1.5. to expand on information included on Council's website and social media channels.
- 5.1.6. as a vehicle for Elected Members to communicate with the community.
- 5.1.7. as a vehicle for community groups and local businesses to promote and/or market items of interest and benefit to the community of West Torrens.
  - 5.1.7.1. adverts and advertorials will be edited for style and grammar and published dependent on space availability and at the discretion of the City of West Torrens.
  - 5.1.7.2. Commercial advertising will be subject to fees and charges as determined by Council or external contractor.

**5.2. Content of Talking Points:**

- 5.2.1. Content, adverts and advertorials must be accurate, truthful, free of discriminatory or defamatory subject matter or comment and not expose the City of West Torrens to legal action or bring Council, the Administration, Elected Members or employees into disrepute.
- 5.2.2. Reporting and commentary will adhere to the highest standard of accuracy.
- 5.2.3. Space will be made available in each edition of Talking Points for consultation information and feedback/survey opportunities.
- 5.2.4. A 'What's On' section will be dedicated in Talking Points for the West Torrens community groups and not-for-profit groups to advertise their programs and events etc at no cost.
- 5.2.5. All content, including Elected Member messages and feature articles are subject to authorisation by the CEO.

**5.3. Elected Members' Messages**

- 5.3.1. Elected Members will have the opportunity to provide a message in each edition of Talking Points.
- 5.3.2. Councillors may contribute an individual message or a joint ward message in each edition of Talking Points. The Mayor may provide an individual message for the whole community.
  - 5.3.2.1. Elected Member's messages will be distributed throughout Talking Points, with the exception of the Mayor's message, which will feature on the inside cover of the publication.

## City of West Torrens Council Policy - Talking Points

- a. If necessary, the order of article placement will be determined by a random draw undertaken by the CEO, or delegate, prior to the production of each edition of Talking Points and the outcome emailed to Members.
- 5.3.2.2. During a Caretaker Period, Elected Members messages will not be included in Talking Points.
  - 5.3.2.3. The edition of Talking Points immediately following a Council general election will contain information on the new Council in lieu of individual Elected Member messages.
  - 5.3.2.4. Elected Members' messages will not be included in commemorative editions of Talking Points.
- 5.3.3. The text of Elected Members' messages will be subject to authorisation by the CEO or their delegate before going to press.

#### 5.4. Feature Articles

- 5.4.1. Elected Members have the option to request a feature article in an edition of Talking Points, which is different from their regular message and relates to topical issues being considered, or due to be considered by Council and will not include images. In the event more than one Elected Member requests a feature article, a ballot will be undertaken by the CEO or delegate or, if the Elected Member has already provided a feature article, preference will be given to those who haven't been featured.
- 5.4.2. During a Caretaker Period, Elected Members feature articles will not be included in Talking Points.
- 5.4.3. The edition of Talking Points immediately following a Council general election will contain information on the new Council in lieu of individual Elected Member feature articles.
- 5.4.4. Elected Members' feature articles will not be included in commemorative editions of Talking Points, however may feature an introductory message from the Mayor.

#### 5.5. Production of Talking Points

- 5.5.1. At the discretion of the CEO, Talking Points will be produced either:
  - 5.5.1.1. 'in-house'
  - 5.5.1.2. by an external contractor appointed for this purpose pursuant to *Council Policy - Procurement*
  - 5.5.1.3. a combination of both in-house and external contractor.
- 5.5.2. In the event Talking Points is produced by an external contractor(s):

## City of West Torrens Council Policy - Talking Points

- 5.5.2.1. the contractor(s) must adhere to all applicable provisions within this policy.
  - 5.5.2.2. the City of West Torrens will have final editing and approval rights of all content including adverts and advertorials.
  - 5.5.2.3. the contractor(s) must allow for the inclusion of a message, feature article from the Mayor and Elected Members pursuant to clauses 5.3 and 5.4 of this policy as well as any content required by the City of West Torrens.
- 5.6. Talking Points is to be produced in accordance with the City of West Torrens Corporate Style Manual and convey a professional image.

**5.7. Commercial Advertising**

- 5.7.1. To provide a vehicle for local businesses to promote, market and/or sell their goods, products and services, commercial advertising space will be made available in Talking Points.
  - 5.7.1.1. Advertising space must comprise no more than 40 per cent of each edition of Talking Points.
  - 5.7.1.2. Preference will be given to local advertisers in West Torrens.
- 5.7.2. Commercial advertising space will be subject to fees and charges dependent on location and size of the advert/advertorial.
  - 5.7.2.1. If Talking Points is produced 'in-house' then the fees stipulated in Council's Fees and Charges register for adverts and advertorials will apply.
  - 5.7.2.2. If Talking Points is produced by an external contractor, the fees for adverts and advertorials will be determined by the contractor.
- 5.7.3. The City of West Torrens bears no liability for promises, commitments made to advertisers by any external contractor or contract advertising sourcing company or its employees and directors.
- 5.7.4. Talking Points will contain a disclaimer on the inside of the front cover advising that the CWT does not endorse any company, product, or service associated with any of the advertisers.
- 5.7.5. Adverts and advertorials must not promote or contain:
  - 5.7.5.1. actual or potentially discriminatory, defamatory or offensive content;
  - 5.7.5.2. alcohol or alcoholic drinks;
  - 5.7.5.3. betting or gambling;

## City of West Torrens Council Policy - Talking Points

- 5.7.5.4. tobacco or vaping products or manufacturers of tobacco/vaping products;
  - 5.7.5.5. products or services of an intimate or suggestive nature i.e. adult stores, sexual websites, dating services;
  - 5.7.5.6. loan services or products other than not for profit debt/loan financial assistance services;
  - 5.7.5.7. illegal activities or anti-social behaviour including the use of illicit drugs;
  - 5.7.5.8. violence;
  - 5.7.5.9. information about a political party/parties, Elected Member, Local/Federal or State election candidate and/or Member(s) of Parliament (State and/or Federal).
- 5.7.6. Adverts or advertorials must not depict balloons, helium or otherwise, unless made with a sustainable product that does not negatively impact the environment.
- 5.7.7. Adverts or advertorials must not contain information, graphics, adverts or advertorials depicting single use plastics.
- 5.7.8. The CEO reserves the right to reject any proposed adverts or advertorials.

## CITY OF WEST TORRENS



## Council Policy: Talking Points

|   |  |
|---|--|
| <b>Classification:</b>                          | Council Policy   |
| <b>First Issued:</b>                            | 19 June 2007   |
| <b>Dates of Review:</b>                         | 2013, 2014, 2015, 2019   |
| <b>Version Number:</b>                          | 4  |
| <b>Objective ID:</b>                            | A2370957   |
| <b>Next Review Date:</b>                        | 2024   |
| <b>Applicable Legislation:</b>                  | NA   |
| <b>Related Policies or Corporate Documents:</b> | <a href="#">Talking Points Guidelines</a><br><a href="#">Corporate Style Guidelines</a><br><a href="#">City of West Torrens Fees and Charges</a> |
| <b>Associated Forms:</b>                        |  |
| <b>Note:</b>                                    |  |
| <b>Responsible Manager:</b>                     | <b>General Manager Business and Community Services</b>   |
| <b>Confirmed by General Manager:</b>            | Date 1 August 2019   |
| <b>Approved by Executive:</b>                   | Date 1 August 2019   |
| <b>Endorsed by Council</b>                      | Date 27 August 2019  |

City of West Torrens Council Policy - Talking Points

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City of West Torrens Council Policy - Talking Points

## COUNCIL POLICY - Talking Points

### 1. Preamble

- 1.1 The City of West Torrens (CWT) produces a quarterly community information publication known as Talking Points. It is distributed to households and businesses within the CWT area.

### 2. Purpose

- 2.1 The purpose of Talking Points is to promote and inform the local community of key projects, activities, events and decisions of Council and, where practicable, other important community information which has an affiliation with Council.

### 3. Scope

- 3.1 This policy applies to those contributing information to be published in Talking Points. This includes Elected Members, CWT staff and external parties.

### 4. Definitions

- 4.1 **Caretaker Period** means the period that commences on the day of the close of nominations for the election to the 'conclusion of the election' as defined in s4(2) of the *Local Government Act 1999* for the relevant periodic or general election being the time at which the last result of the election is certified by the Returning Officer.
- 4.2 **Advertorials** include editorial or journalistic articles that have been paid for.
- 4.3 **Local businesses** are commercial and not for-profit businesses located within the City of West Torrens.

### 5. Policy Statement

- 5.1 Talking Points will be used to promote special projects, general information and important decisions of Council. It can also be used as a vehicle for local not-for-profit community groups to promote items of interest and benefit to the community of West Torrens, or innovation in local businesses. External submissions will be edited for style and grammar and published dependent on space availability.
- 5.2 Items published in Talking Points will aim to be free of any actual or potentially discriminatory, defamatory content. All content for inclusion must be accurate and truthful.
- 5.3 Contributions will be edited for grammar and word limit and editing will be undertaken in conjunction with the contributing member.
- 5.4 Comments printed in Talking Points must not expose the CWT to legal action. Accordingly, any person making a contribution to the publication must not include, or will not be permitted to include, comments that may, in the opinion of the Chief Executive Officer (after taking legal advice if required) result in a potential for legal action against the CWT.
- 5.5 Each edition of Talking Points may contain an individual message from Elected Members or a joint ward article.

## City of West Torrens Council Policy - Talking Points

- 5.6 Elected Member messages should be about issues of concern within their particular ward, however they may also be about Council business, local community issues or any combination.
- 5.7 Articles must not expose the Council to litigation or bring the Council, the administration, staff or Elected Members into disrepute.
- 5.8 Elected Members' messages will be distributed throughout the publication. The order of placement will be determined by a random draw undertaken by the Chief Executive Officer (CEO), or a delegate, prior to the production of each edition of Talking Points. The placement of names will be emailed to Elected Members before the publication is produced.
- 5.9 Whenever possible, each edition will include two Elected Member Profiles, on a ward basis and an Elected Member feature article, which should be different from their regular message. On the basis of fairness and equity, Elected Members will be provided the opportunity to include one feature article during the term of office of Council.
- 5.10 Calls for submissions of feature articles will be made via email and expressions of interest will be placed in a draw to be undertaken by the CEO, or a delegate, prior to the production of each edition of Talking Points.
- 5.11 Articles must be submitted within the timeframes provided.
- 5.12 Feature articles must relate to topical issues being considered, or due to be considered, by Council and will not include graphics.
- 5.13 Elected Members are encouraged to discuss the content of their proposed articles, profiles and messages with the Chief Executive Officer (CEO).
- 5.14 Messages, articles, profiles etc not submitted by the deadline provided will be excluded from the edition.
- 5.15 During the Caretaker Period, information from an individual Elected Member or articles written by Elected Members will be excluded. The edition immediately following the election will contain information on the new Council in lieu of individual Elected Member comment.
- 5.16 Space will be made available for consultation information and feedback/survey opportunities.
- 5.17 'Talking Points' may expand on information included on Council's website and social media channels.
- 5.18 All text will be authorised by Executive before going to press. Any subsequent changes must be referred to the Creative Services Team so that they can advise the CEO if the changes can be accommodated within the layout. The CEO has final say on all copy changes.
- 5.19 The publication will give due recognition to consistency within the Corporate Style Manual and convey a professional image.
- 5.20 Information for inclusion in 'Talking Points' will be prepared by staff and managers and booked for inclusion with the Creative Services Team. This information will be prepared following consultation with the CEO.

City of West Torrens Council Policy - Talking Points

## 6. Commercial Advertising

- 6.1 The CWT makes advertising space in Talking Points available to businesses subject to:
- Space being available and equivalent to one (1) page of the particular issue unless Council determines otherwise on the application of a prospective advertiser.
  - An application to advertise being received in writing, including the artwork, which has been approved by the administration.
  - Appropriate fees and charges being paid on final sign off of the advertisement.
- 6.2 The publication will carry a disclaimer advising that the CWT does not endorse any company, product, or service associated with any of the advertisers.
- 6.3 Advertising proposals will be reviewed on a case by case basis and preference will be given to advertisers based in the local area.
- 6.4 'Preferential positioning' is not permitted and the final page layout of editorial and advertising content is at the discretion of the CWT.
- 6.5 The CWT reserves the right to decline or cancel any advertisement at any time.
- 6.5.1 In the event that the CWT cancels an advertisement which has been prepaid, the CWT will reimburse the payment.
- 6.6 Booking cancellations by the advertiser must be received by the CWT one (1) week prior to the publication's deadline. If an advertisement is cancelled after the deadline, no refund will be given.
- 6.7 The CWT reserves the right to refuse any advertising material:
- considered to be offensive, discriminative or inappropriate including, but not limited to, the promotion of alcoholic beverages, tobacco products and/or gambling.
  - promoting any particular political party, Elected Member, election candidate and/or Member of Parliament.
- 6.8 CWT does not allow advertorials to be published in Talking Points.

## 8.4 2020/21 Rainwater Tank and Rain Garden Rebates Report

### Brief

This report provides a summary of the Rainwater Tank and Rain Garden Rebate program for the 2020/21 financial year.

### RECOMMENDATION

The Committee recommends to Council that the Rainwater Tank and Rain Garden Rebates report be received.

### Introduction

The Rainwater Tank and Rain Garden Rebate program (the rebate program) aims to increase the number of rainwater tanks and rain gardens within the City of West Torrens, to decrease the potable water demands of the community, and reduce the volume of stormwater entering the council drainage system.

The rebate program continued to be provided throughout 2020/21, with a budget of \$15,000 using the same application criteria as the 2019/20 program.

The rebates offered for 2020/21 are summarised below:

| Rebate                         | 2020/21 Rebate funding  | Tank Size Conditions  |
|--------------------------------|---|-----------------------|
| Rainwater Tank Rebate          | \$50  | 1,000 - 1,999 litres  |
| Rainwater Tank Rebate          | \$300   | 2,000 - 4,999 litres  |
| Rainwater Tank Rebate          | \$400   | 5,000 - 10,000 litres |
| Rainwater Tank Rebate          | \$500   | 10,001+ litres        |
| New Home or Extension          | \$200 for plumbing into a second outlet, in addition to an applicable rainwater tank rebate | 2,000+ litres         |
| Planter Box Rain Garden Rebate | \$500   | N/A                   |

### Discussion

A total of 32 applications have been approved in the 2020/21 financial year (as at 6 June 2021), providing a total of \$10,350 in rebates to the community. The rebates issued will allow an increase in storage volume of 103,057 litres of rainwater available for reuse thereby reducing the demands on mains water and Council's stormwater system.

Based on trends observed in previous years it is anticipated that further applications will be received as the rebate application closure date of 30 June 2021 approaches. Hence it is anticipated that more than 32 applications will be approved and the full budget of \$15,000 is likely to be expended. At this stage, there is \$4,650 remaining in the budget.

A comparison of the 2020/21 program with the previous four years is provided below:

|   | 2016/17 | 2017/18 | 2018/19  | 2019/20 | 2020/21 (*as at 6 June 2021) |
|---|---------|---------|----------|---------|------------------------------|
| <b>No of successful applications</b>        | 29      | 20      | 46       | 36      | 32                           |
| <b>Potential capture for reuse (Litres)</b> | 121,007 | 102,380 | 143,562  | 118,244 | 103,057                      |
| <b>Funds allocated</b>                      | \$8,350 | \$6,900 | \$13,950 | \$9,900 | \$10,350                     |

Hence it can be seen that the program continues to create great interest and participation by the community, while generating significant community benefit.

The distribution of applications across the rebate criteria for 2020/21 is provided below.

| 2020/21 Rebate Funding | Tank Size Conditions    | Number of Applications | % of Total Applications |
|------------------------|-------------------------|------------------------|-------------------------|
| \$50                   | 1,000 - 1,999 litres    | 5                      | 16%                     |
| \$300                  | 2,000 - 4,999 litres    | 20                     | 63%                     |
| \$400                  | 5,000 - 9,999 litres    | 4                      | 12%                     |
| \$500                  | 10,000 + litres         | 2                      | 6%                      |
| \$500                  | Planter Box Rain Garden | 1                      | 3%                      |

### 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.)*

This decision will have a positive climate impact and assist Council and the West Torrens Community to build resilience and adapt to the challenges created by a changing climate. Effective water management is vital from an urban design perspective due to the growing concern of water scarcity due to climate change. Rainwater tanks help to alleviate this concern by providing an alternative water harvesting system, helping to reduce dependence on mains water.

### Conclusion

The rebate program has received 32 successful applications (as of 6 June 2021) resulting in \$10,350 in rebates to the community to capture 103,057 litres of rainwater for reuse.

### Attachments

Nil

## 8.5 2021/22 Organisational Annual Service Plan

### Brief

This report presents the 2021/22 Organisational Annual Service Plan.

### RECOMMENDATION

The Committee recommends to Council that the 2021/22 Organisational Annual Service Plan be noted.

---

### Introduction

The 2021/22 Annual Service Plan (**Attachment 1**) is the key instrument by which the organisation implements Council's *Community Plan 2030*.

The Annual Service Plan sets key projects, which are linked to the attainment of the strategic objectives in Council's overarching *Community Plan 2030* as well as strategies in Council's suite of strategic management and corporate plans.

### Discussion

The Organisational Annual Service Plan details the key projects being undertaken across the organisation each financial year which aim to deliver on the attainment of the strategic objectives in Council's *Community Plan 2030* which were developed as a reflection of the community values.

#### *New Format*

The 2021/22 Annual Service Plan has been developed in liaison with staff, management and Executive, in alignment with the annual budget.

In previous years, Annual Service Plans were developed for each individual department and focussed more on day to day tasks than on those key projects across the organisation. Consequently, this resulted in duplication of effort in terms of actions and reporting that wasn't conducive to contemporary practices and with a focus on strategic objectives. As a result, this year the Administration has progressed from department-oriented service plans to a singular organisation-oriented service plan.

This format demonstrates the cross-departmental collaboration employed to deliver these key projects and provides an easily read document which delivers a snapshot to the community of the major initiatives being undertaken by Council under each of the five Pillars of the *Community Plan*. However, it is important to note that not all key strategic objectives are met in any one year but, rather, the projects contained in each Annual Service Plan advance the organisation towards the achievement of all key strategic objectives over the lifespan of the *Community Plan*.

The majority of the service plan actions are progressed and delivered as planned during the year and progress reports are provided to the City Advancement and Prosperity General Committee on a quarterly basis. Occasionally, the Executive may approve for actions to be deferred or removed due to issues such as budget constraints, change in priorities or matters arising from partnerships with other organisations. Approval may also be granted for the extension of project completion dates due to these same reasons while additional projects may be added to the annual service plan during the year, due to reasons such as new priorities or opportunities arising, or additional external funding received.

As such, any amendments to the Annual Service Plan will be approved by the Executive and reported to the City Advancement and Prosperity General Committee on a quarterly basis, along with a progress update on the delivery of all actions.

## **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 are a number of key projects contained within the Annual Service Plan that address climate impact.

## **Conclusion**

This report provides the 2021/22 Organisational Annual Service Plan as approved by the Executive.

Progression on the delivery of all projects in the new format 2021/22 Annual Service Plan will be provided to the Committee through quarterly reports.

The 2021/22 Organisational Annual Service Plan is effective from 1 July 2021 to 30 June 2022.

## **Attachments**

- 1. 2021/22 Organisational Annual Service Plan**

# City of West Torrens **21-** Annual Service Plan **22**

## Our Vision

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

The five focus areas for the delivery of our vision are:



We support diversity, health and well-being, community cohesion and connections, and create opportunities to learn and enjoy the local area.

We ensure housing, urban development and infrastructure contribute to attractive and safe neighbourhoods, and how we travel in and beyond our area.



Council ensures its services lead to quality outcomes and exceptional experiences for our community.

We protect and conserve the natural environment, reuse and recycle resources, support biodiversity and respond to climate change.



We support jobs, businesses and industries to generate local economic growth and activity.






## Community Life - Key Projects for 2021/22

**Strategic Objective CL2 - Universal accessibility to facilities and services.**

**Project:** Review and update the City of West Torrens Disability Access and Inclusion Plan.

**Lead department:** Community Services  
**Supporting departments:** Strategy and Business, City Assets, City Property, City Operations, City Development, Regulatory Services, Strategic Resilience

**Delivery date:** July 2021 - December 2021

**Strategic Objective CL3 - Active and healthy lifestyles for all ages and abilities.**

**Project:** Plan and manage the major redevelopment of Peake Gardens Riverside sporting facility.

**Lead department:** City Property  
**Supporting departments:** City Development, Strategy and Business, City Assets, Strategic Resilience

**Delivery date:** July 2021 - June 2022

**Strategic Objective CL4 - A resilient community through community involvement, social connections and life-long learning.**

**Project:** Establish a Community Leaders' Network group, with representatives from multiple segments of our community, to monitor emerging issues and coordinate support services to the community.

**Lead department:** Community Services  
**Supporting departments:** Strategy and Business  
**Delivery date:** July 2021 - March 2022

**Strategic Objective CL6 - Facilitation of community healthy, wellbeing and safety.**

**Project:** Review and update the City of West Torrens Dog and Cat Management Plan.

**Lead department:** Regulatory Services  
**Supporting departments:** City Assets, City Property, City Operations, Strategic Resilience, Strategy and Business

**Delivery date:** July 2021 - June 2022

**Project:** In partnership with State Government, facilitate the development of a City of West Torrens Suicide Prevention Network.

**Lead department:** Community Services  
**Supporting departments:** Strategy and Business, Office of the Mayor and CEO  
**Delivery date:** July 2021 - June 2022

**Strategic Objective CL7 - Recognition of our unique local cultural identity and heritage.**

**Project:** Plan and manage the major redevelopment of Thebarton Theatre.

**Lead department:** City Property  
**Supporting departments:** City Assets, City Development, Financial Services, Strategy and Business, Strategic Resilience

**Delivery date:** July 2021 - June 2022

**Project:** Plan and facilitate the design of the Kesmond Reserve Master Plan.

**Lead department:** City Property  
**Supporting departments:** Community Services, City Assets, City Development, Strategy and Business, Strategic Resilience

**Delivery date:** July 2021 - June 2022

## Built Environment - Key Projects for 2021/22



**Strategic Objective BE2 - Infrastructure that meet the needs of a changing city and climate.**

**Project:** Advocate on behalf of the community, and work in partnership with the Department of Infrastructure and Transport, on the North/South Corridor project.

**Lead department:** City Assets  
**Supporting departments:** City Property, Strategy and Business  
**Delivery date:** July 2021 - June 2022

**Project:** Project manage the road realignment and creek channel upgrade at Beare Ave/Watson Ave.

**Lead department:** City Assets  
**Supporting departments:** City Operations, Financial Services, Strategy and Business  
**Delivery date:** July 2021 - June 2022

**Project:** Review the City of West Torrens Transport Strategy, including reviewing the availability and management of parking opportunities across our Council.

**Lead department:** City Assets  
**Supporting departments:** City Operations, Information Services, Strategy and Business, Strategic Resilience  
**Delivery date:** July 2021 - June 2022

**Project:** Develop a City of West Torrens Stormwater Management Plan.

**Lead department:** City Assets  
**Supporting departments:** Strategy and Business, Strategic Resilience, City Operations, City Property  
**Delivery date:** July 2021 - June 2022

**Project:** Continue to partner with other councils and contribute to the Brown Hill Keswick Creek Flood Mitigation Scheme project.

**Lead department:** City Assets  
**Supporting departments:** Strategy and Business, Strategic Resilience, City Operations, City Property  
**Delivery date:** July 2021 - June 2022

**Strategic Objective BE4 - A variety of indoor and outdoor sport, recreation and community facilities and open spaces.**

**Project:** Manage the staged major redevelopment of Richmond Oval.

**Lead department:** City Property  
**Supporting departments:** Community Services, City Assets, City Operations, Financial Services, Strategy and Business  
**Delivery date:** July 2021 - June 2022

**Project:** Manage the staged major redevelopment of Thebarton Oval/Kings Reserve.

**Lead department:** City Property  
**Supporting departments:** Community Services, City Assets, City Operations, Strategy and Business  
**Delivery date:** July 2021 - June 2022

**Project:** Manage the staged major redevelopment of Apex Park.

**Lead department:** City Property  
**Supporting departments:** Community Services, City Assets, City Operations, Financial Services, Strategy and Business  
**Delivery date:** July 2021 - June 2022

**Project:** Manage the staged redevelopment of Camden Oval.

**Lead department:** City Property  
**Supporting departments:** City Assets, City Operations, Financial Services, Strategy and Business  
**Delivery date:** July 2021 - June 2022



## Built Environment - Key Projects for 2021/22

**Strategic Objective BE4 - A variety of indoor and outdoor sport, recreation and community facilities and open spaces.**

**Project:**

Finalise the review of the City of West Torrens Open Space Plan.

**Lead department:** Strategy and Business

**Supporting departments:** City Assets, City Operations, City Property, Strategic Resilience

**Delivery date:** July 2021 - December 2021

**Strategic Objective BE5 - Place-making and public art which enhance the visitor experience at key destinations.**

**Project:**

Finalise the development of the City of West Torrens Public Art Strategy.

**Lead department:** Strategy and Business

**Supporting departments:** Community Services, City Assets, City Operations, City Property, Strategic Resilience

**Delivery date:** July 2021 - December 2021

## Prosperity - Key Projects for 2021/22



### Strategic Objective P1 - A diverse, resilient and competitive economy, including small business, tourism and export sectors.

**Project:** Work in partnership with private developers to facilitate the development of the Thebarton Schematic Structure Plan at the former Adelaide University Thebarton site.

**Lead department:** Strategy and Business  
**Supporting departments:** City Assets  
**Delivery date:** July 2021 - June 2022

**Project:** Continue to participate in and work with partner councils on the Building Western Adelaide Strategy to improve economic prosperity.

**Lead department:** Strategy and Business  
**Supporting departments:** Office of the Mayor and CEO  
**Delivery date:** July 2021 - June 2022

### Strategic Objective P2 - Optimise the benefits of local activity and key employment precincts.

**Project:** Advocate for and promote Henley Beach Rd as a main street project.

**Lead department:** City Assets  
**Supporting departments:** Strategy and Business, Office of the Mayor and CEO, City Development  
**Delivery date:** July 2021 - June 2022

### Strategic Objective P3 - Economic development through innovation, collaboration and investment and connections between businesses and the community.

**Project:** Work in partnership with private developers and government agencies to facilitate the development of the Port Road precinct, including the former Coca-Cola and West End Brewery sites.

**Lead department:** Office of the Mayor and CEO  
**Supporting departments:** City Assets, Strategy and Business, City Development  
**Delivery date:** July 2021 - June 2022

### Strategic Objective P4 - Promote opportunities and economic advantage arising from Adelaide Airport and our proximity to the CBD.

**Project:** Continue to partner with Adelaide Airport Ltd. in assisting to achieve the objectives of the Adelaide Airport Master Plan.

**Lead department:** Office of the Mayor and CEO  
**Supporting departments:** Strategy and Business, City Development, City Assets  
**Delivery date:** July 2021 - June 2022

# Environment and Sustainability - Key Projects for 2021/22



|  |   |
|--|---|
| <p><b>Strategic Objective ES1 - Sustainably manage our resources through reuse, recycling and circular economy.</b></p> <p><b>Project:</b><br/>Develop a City of West Torrens Waste Management Strategy, including exploration of technological advances in this area.</p> | <p><b>Lead department:</b> Regulatory Services<br/> <b>Supporting departments:</b> Strategy and Business, City Property, City Assets, Information Services<br/> <b>Delivery date:</b> July 2021 - June 2022</p> |
| <p><b>Strategic Objective ES3 - Prepare for and respond to the challenges of a changing climate.</b></p> <p><b>Project:</b><br/>Develop a City of West Torrens Climate Adaptation and Mitigation Strategy.</p>   | <p><b>Lead department:</b> Strategy and Business<br/> <b>Supporting departments:</b> All departments<br/> <b>Delivery date:</b> July 2021 - June 2022</p>   |
| <p><b>Project:</b><br/>Work in partnership with Green Adelaide, City of Charles Sturt and SA Water on the Breakout Creek Stage 3 redevelopment.</p>  | <p><b>Lead department:</b> City Assets<br/> <b>Supporting departments:</b> City Property, City Operations, Strategy and Business<br/> <b>Delivery date:</b> July 2021 - June 2022</p>                           |
| <p><b>Project:</b><br/>Continue the Western Region Partnership to progress implementation of the AdaptWest Plan.</p>   | <p><b>Lead department:</b> Strategy and Business<br/> <b>Supporting departments:</b> City Operations<br/> <b>Delivery date:</b> July 2021 - June 2022</p>   |
| <p><b>Project:</b><br/>Continue to partner with ICLEI on the Cities with Nature program, including our commitment to the ongoing greening of our City.</p>   | <p><b>Lead department:</b> Strategy and Business<br/> <b>Supporting departments:</b> City Assets, City Operations<br/> <b>Delivery date:</b> July 2021 - June 2022</p>  |
| <p><b>Project:</b><br/>Work in partnership with Green Adelaide on making Adelaide a National Park City.</p>  | <p><b>Lead department:</b> Strategy and Business<br/> <b>Supporting departments:</b> City Assets, City Operations<br/> <b>Delivery date:</b> July 2021 - June 2022</p>  |



## Organisational Strength - Key Projects for 2021/22

**Strategic Objective OS2 - Customer experience and community are at the center of our considerations.**

**Project:**

Pursue high levels of engagement with our community to deliver exceptional customer experience.

**Lead department:** People and Culture

**Supporting departments:** Strategy and Business & all departments

**Delivery date:** July 2021 - June 2022

**Project:**

Develop and implement an organisational-wide 'Voice of the Customer' program.

**Lead department:** People and Culture

**Supporting departments:** Office of the Mayor and CEO

**Delivery date:** July 2021 - June 2022

**Strategic Objective OS3 - High levels of governance, transparency and integrity.**

**Project:**

Manage the implementation of the local government reforms.

**Lead department:** Strategy and Business

**Supporting departments:** All departments

**Delivery date:** July 2021 - June 2022

**Project:**

Commence the administration for the 2022 City of West Torrens Local Government general elections.

**Lead department:** Strategy and Business

**Supporting departments:** Office of the Mayor and CEO

**Delivery date:** July 2021 - June 2022

**Project:**

Continue to implement and report on strategies to enhance and maintain high levels of governance and integrity across the organisation.

**Lead department:** Strategy and Business

**Supporting departments:** Office of the Mayor and CEO, Strategic Resilience

**Delivery date:** July 2021 - June 2022

**Strategic Objective OS4 - An inclusive, innovative and collaborative organisation.**

**Project:**

Continue to implement the City of West Torrens Continuous Improvement Program.

**Lead department:** Office of the Mayor and CEO

**Supporting departments:** All departments

**Delivery date:** July 2021 - June 2022

**Strategic Objective OS5 - A safe, healthy and resilient workforce.**

**Project:**

Continue the implementation of the program which identifies key WHS outcomes, to protect the health and safety of our employees.

**Lead department:** People and Culture

**Supporting departments:** Information Services, Financial Services, Community Services, Strategy and Business, Office of the Mayor and CEO, Strategic Resilience

**Delivery date:** July 2021 - June 2022

**Project:**

Progress the City of West Torrens Cultural Initiative.

**Lead department:** People and Culture

**Supporting departments:** Office of the Mayor and CEO, all departments

**Delivery date:** July 2021 - June 2022



## Organisational Strength - Key Projects for 2021/22

**Strategic Objective OS6 - A workforce that meets current needs and plans for future needs.**

**Project:**  
Develop a City of West Torrens Organisational Workforce Strategy.

**Lead department:** People and Culture  
**Supporting departments:** All departments  
**Delivery date:** July 2021 - June 2022

**Strategic Objective OS7 - Sustainable financial management principles.**

**Project:**  
Facilitate the management of Council's finances consistent with the evolving needs of the community and maintaining the long-term financial sustainability according to legislative requirements.

**Lead department:** Financial Services  
**Supporting departments:** All departments  
**Delivery date:** July 2021 - June 2022

**Strategic Objective OS9 - Technology as a tool to help innovate how we interact with each other and our community.**

**Project:**  
Improve the availability and capability of business intelligence to enhance decision making across the organisation.

**Lead department:** Information Services  
**Supporting departments:** All departments  
**Delivery date:** July 2021 - June 2022

## **8.6 Strategy Unit Activity Report - April to May 2021**

### **Brief**

This report presents the Strategy Unit's Activity Report for the period from April to May 2021.

### **RECOMMENDATION**

The Committee recommends to Council that the Strategy Unit Activity Report from April to May 2021 be received.

---

### **Introduction**

The Strategy Team supports the organisation to achieve its strategic objectives by working collaboratively with stakeholders to deliver significant strategic projects and develop corporate plans for West Torrens, in consultation with the community, Elected Members and other stakeholders. It also administers several popular grants and rebates programs.

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

### **Discussion**

#### Corporate and Community Planning

#### ***Quarterly Progress Reporting on Annual Service Plans 2020/21***

The third quarter annual service plans 2020/21 progress report was presented to the 27 April 2021 meeting of the City Advancement and Prosperity General Committee.

#### ***Annual Service Plan 2021/22***

Ongoing development of an organisational annual service plan has been undertaken in liaison with staff, management and Executive. Annual Service Plans outline how Council's services and projects contribute to achieving the strategic objectives detailed in the Community Plan 2030. From 2021/22, the Administration is progressing from individual department-oriented service plans to a singular organisation-oriented service plan. This format will identify key Council projects and demonstrate the cross-departmental collaboration in delivery of these projects.

The organisational service plan 2021/22 will be presented to the 22 June 2021 meeting of the City Advancement and Prosperity General Committee.

#### ***Strategic Approach to Public Art Project***

Following the workshop with Elected Members on the 'Strategic Approach to Public Art' project on 11 March 2021, the Administration has received a draft of the Framework which includes three parts: Public Art Strategy, Public Art Policy and Public Art Guide. The draft Framework components are now being finalized and edited for consistency with our corporate style.

#### ***Open Space Plan***

A presentation to the Elected Members was held at a pre-brief on 18 May 2021, to provide an overview of the project and a draft set of draft goals and strategies. Feedback on the draft Plan will be sought from Elected Members and the wider community, subject to receiving Council approval to consult the community. A report to Council on this matter will be provided in the near future.

## **National Liveability Census**

As outlined in an email to Members on 27 May 2021, the City of West Torrens is participating in a national Liveability Census as a Distribution Organisation, for free. The Liveability Census is Australia's largest social research project and is being delivered by 'Place Score' with funding from the Federal Government Department of Industry, Science, Energy and Resources. It gives communities like ours a voice in a national benchmark project that will reveal what really matters and how our neighbourhoods are performing for the people who actually live there. A Distribution Organisation commits to sharing the Census with our community until the end of June 2021. In doing so, the City of West Torrens will receive the 2021 State of Place Liveability Census Report with a featured section on West Torrens. This information will provide a valuable benchmark as well as identify how we can support the needs of our community.

The Administration will be encouraging our community to complete the online Census so they can share what is important to them in West Torrens and to rate the lived experience of their current neighbourhoods. Access to the Census will be provided via our website, through our social media channels as well as on posters at the Civic Centre and Hamra Centre Library. The link to the Census is now available on our 'Your Say' page at <https://yoursay.westtorrens.sa.gov.au/2021-australian-liveability-census>

## Economic Development

### **Think, Buy Be LOCAL Campaign**

The *Think, Buy, Be LOCAL* campaign is designed to provide economic stimulus to local businesses while also providing benefit to residents of West Torrens.

At a recent Council meeting, voucher 'Stream C' was created to provide vouchers to participants in community club and groups for the over 50s demographic.

Details of data and progress of expenditure is included in a separate report in this agenda.

### **Heritage Grants**

Customer feedback provided from the 2019/2020 heritage grants round regarding the application process identified that the process was onerous for applicants. In response to customer feedback, the application questions have been proposed to be updated for ease of use with specifics relevant to the proposal being the focus. The amended application form also seeks to provide early information to applicants around the need to seek other required consents (e.g. development approval). The proposed changes are subject to endorsement by the City Advancement and Prosperity Committee.

## Land Use Planning

### **Planning Reform**

The Administration continues to liaise with PlanSA on any anomalies that appear with regard to the Planning and Design Code and associated documents as well as the e-planning portal.

As previously reported, a communications plan has been developed to inform the community of the final outcome of key aspects of the Planning and Design Code (Code). Resulting from this, a pamphlet on some key changes to neighbourhood zones has been prepared and letterboxed to residential properties.

The Administration is also cross referencing Council requested amendments to the Code against the content of the final Code. This will be presented to Council at the completion of this task, likely late July 2021.

## ***Planning and Design Code Amendments***

The Minister for Planning has alerted Council to two private proponent *Planning and Design Code* Amendments that will be subjected to public consultation. Both Amendments seek to undertake rezoning. The Administration understands that these have been provided to the Administration in confidence. However, during public consultation, the City of West Torrens will be invited to provide comments on the proposed policy. More information will be made available to Council as it becomes available.

The Administration is currently engaging with the Office for Design + Architecture (ODASA) to identify appropriate classes of development that could be eligible for local design review. This is a State Planning run Code Amendment aimed at updating the Code to ensure appropriate classes of development are identified for Councils that elect to participate in the Local Design Review Scheme.

## ***West End Brewery Nomination to the South Australian Heritage Council (SAHC)***

The SAHC met on 20 May 2021 to consider the provisional entry of the West End brewery on the SA Heritage Register. The following items were provisionally listed and are subject to consultation:

- Object – Copper Kettle (associated with West End Brewery)  
The SAHC may include as part of the South Australian Heritage Register any object that is, in the opinion of the SAHC, an object of heritage significance. The SAHC will consider listing the Copper Kettle, on the proviso that it has made a listing under Item 6.1. An object can only be listed if it is intrinsically related to a State Heritage Place or Area.
- Remains of Thebarton Hall Colonel Lights House (including underground room, tank and well) Port Road, Thebarton (corner of historic Cawthorne and Winwood streets).

## Intergovernmental Relations

### ***Breakout Creek Stage 3 Project***

The detailed design for Breakout Creek stage 3 is in progress. Staff are also providing input into:

- Preparation of a Horse Management Plan
- Identification of weed species for removal
- Preparation of a legally binding agreement with project partners

## Environmental Sustainability

### ***Heart Foundation 'Walkshop' - Healthy Active Ageing Checklist***

Led by David Bailey (Community Place Planning) with support from Tuesday Udell (Heart Foundation), and joined by the Administration, a 'Walkshop' (walking workshop) was held on 26 May 2021 near Weigall Oval as part of the Planning Institute of Australia (PIA) Festival. The purpose of the event was to use the Heart Foundation's 'Healthy Active Ageing Checklist' to observe and explore features within the built environment that aid or hinder a city to be age friendly. By addressing the considerations in the checklist, we can learn how to create more walkable environments, which help older people to be more active longer.

## ***AdaptWest in Action***

### ***Climate Ready Communities***

A series of Climate Ready Communities training sessions are being held in partnership with Red Cross. Residents from across the AdaptWest partner councils are invited to participate in training to explore climate impacts, and encourage them to prepare and take action within the local community. A session spanning two evenings was hosted at Thebarton Community Centre on 24 March 2021 and 31 March 2021, with 13 people completing the training. Further sessions are scheduled for the remainder of the financial year.



### *Climate Adaptation Community Survey*

A survey was conducted for people who live or work in the Western Adelaide Region to provide an opportunity to gauge whether values in the AdaptWest Climate Change Adaptation Plan (2016) are still relevant for our community, and to assist us in guiding future stages of the plan.

The AdaptWest Plan is guided by the following values that were identified during the early stages of work (which informed the creation of the plan):

- Amenity and quality of life
- A strong and connected community
- Biodiversity
- Coastal and riverine water quality
- Coastal environment
- Infrastructure and essential services
- Management and use of stormwater
- Regional productivity and economic contribution to the State.

The survey aimed to better understand whether these values still resonate with our diverse community and what characteristics of the region these values are attached to. The survey also sought to gain a better understanding about how our residents think climate change may impact the features of the region that they value, and what they are doing to prepare for climate change both now and into the future.

The survey closed on 7 April 2021 after a period of two weeks. There were 448 participants across the region, with 30% of this total representing the City of West Torrens either as a resident (25%) or worker (5%).

A report providing further detail and analysis from the survey will be provided to the City Services and Climate Adaptation Standing Committee, as part of the AdaptWest update in August.

### ***Rainwater Rebates***

Fourteen rainwater tank applications were received and approved in April 2021 and May 2021. This resulted in 31,507 litres of additional rainwater storage, and rebate expenditure of \$3,450 over this period. A separate report is in this agenda providing an overview of the program from 1 July 2020 to 6 June 2021.

**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.)*

The future challenges of climate impacts continue to require immediate consideration to plan for actions required to adapt to and/or mitigate effects. The Administration is involved in advocacy, partnerships, policies and strategies, and implementing projects, programs and rebates designed to mitigate the impacts of a changing climate, including those detailed in this report.

**Conclusion**

This report details the activities of the Strategy Unit from April to May 2021.

**Attachments**

**Nil**

## 8.7 Community Grants - April 2021 - June 2021

### Brief

This report presents the community, equipment and sponsorship grant applications received between 13 April 2021 and 7 June 2021.

### RECOMMENDATION

The Committee recommends to Council that:

1. The following grants be approved:
  - a) Equipment grant of \$477 to Glenelg Contract Bridge Club for the purchase of six bridge tables to satisfy COVID safety requirements.
  - b) Sponsorship grant of \$1,000 to Southern & Western Community Broadcasters (Coast FM) towards the cost of their annual fundraising quiz night being held at Thebarton Community Centre.
  - c) Community grant of \$5,000 to Castellorizian Brotherhood of SA towards the costs of the Castellorizian Oral History Project.
  - d) Community Grant of \$5,000 to The Gold Foundation towards the cost of a Life Skills Program for young people (over the age of 16) living with Asperger's Syndrome.
2. A budget allocation of an additional \$3,062 be approved to cover this last round of grants for the 2020/21 financial year.

### 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.

\$100,000 was approved for community grants in the 2020/21 budget, a further \$43,459 was carried-forward from the 2019/20 budget to fund the grants approved in last financial year but were paid out in the 2020/21 financial year.

This report presents those four (4) grant applications received since the last meeting of the City Advancement and Prosperity Committee on 27 April 2021 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 the four (4) 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:  |
|--|--|------------------|-----------------------------------|---|
| <b>EQUIPMENT<br/>(Maximum \$3,000)</b>   |  |                  |                                   |   |
| <b>a Glenelg Contract Bridge Club</b><br><br><i>Bridge Club located at West Beach</i>  | Funds towards the cost 6 new bridge tables to assist with COVID requirements. Total cost of purchase is \$477. | \$477            | 2019/20 - \$914 equipment grant   | <b>\$477</b> equipment grant be approved on the basis that the club is located within CWT and open to CWT community.      |
| <b>Total \$ Equipment Grants Recommended for Approval</b>  |  |                  |                                   | <b>\$477</b>  |
| Organisation/Community Group   | Grant Request  | Requested Amount | Previous applications             | Recommendation That:  |
| <b>SPONSORSHIP<br/>(Maximum \$5,000)</b>   |  |                  |                                   |   |
| <b>b Southern &amp; Western Community Broadcasters (Coast FM)</b><br><br><i>Community fundraising event being held at Thebarton Community Centre, open to CWT community.</i> | Funds towards cost of annual fundraising quiz night. Total cost of event is \$10,000.                          | \$1,000          | 2018/19 - \$900 sponsorship grant | <b>\$1,000</b> sponsorship grant be approved on the basis that the event is located within CWT and open to CWT community. |
| <b>Total \$ Equipment Grants Recommended for Approval</b>  |  |                  |                                   | <b>\$1,000</b>  |

| Organisation/Community Group  | Grant Request   | Requested Amount | Previous applications             | Recommendation That:   |
|---|---|------------------|-----------------------------------|--|
| <b>COMMUNITY<br/>(Maximum \$5,000)</b>  |   |                  |                                   |  |
| <b>c Castellorizian Brotherhood of SA</b><br><br><i>Cultural community group based in Torrensville.</i> | Funds towards cost of Castellorizian Oral History Project<br>Total cost of project is \$8,000.  | \$5,000          | 2018/19 - \$5,000 community grant | <b>\$5,000</b><br>community grant be approved on the basis that the group and project is based within CWT and is open to and includes the CWT community. |
| <b>d The Gold Foundation</b><br><br><i>Small not-for-profit organisation located in Camden Park</i>     | Funds towards cost of Life Skills Program for young people (over the age of 16) living with Asperger's Syndrome<br>Total cost of program is \$10,190. | \$5,000          | 2019/20 - \$5,000 community grant | <b>\$5,000</b><br>community grant be approved on the basis that the group and project is based within CWT and is open to and includes the CWT community. |
| <b>Total \$ Equipment Grants Recommended for Approval</b>   |   |                  |                                   | <b>\$10,000</b>  |
| <b>Total \$ all grants recommended for approval - June 2021</b>   |   |                  |                                   | <b>\$11,477</b>  |

#### Community Grant Budget Status

Council included \$100,000 in its 2020/21 budget. After three (3) grant rounds for the 2020/21 financial year \$8,415 is available for disbursement by Council (**Attachment 4**).

The above grant applications recommended for approval total \$11,477. This is \$3,062 more than the remaining funds in the budget for the 2020/21 financial year. As all applications have merit and are eligible, it is recommended to the Committee that it recommends to Council that it approves a budget variation of an additional \$3,062 to cover this last round of grants consisting of all eligible grant applications. This will end the 2020/21 Community Grants program.

#### **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, totalling \$11,477, received since April 2021, for Council's consideration and approval, as all four applications are eligible it is recommended that the Committee recommend to Council that it approve a budget variation of an additional \$3,062 to cover this last round of grants for the 2020/21 financial year.

**Attachments**

1. **Equipment Grant Applications - June 2021**
2. **Sponsorship Grant Applications - June 2021**
3. **Community Grant Applications - June 2021**
4. **Grants Summary - June 2021**

**Equipment Grants 2020-21**  
**Equipment Grants application**  
**Application EQG000172021 From Glenelg Contract Bridge Club**  
Form Submitted 19 May 2021, 12:47pm 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 \*

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 Headquarters

Barcoo 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)

106 West Beach Rd

West Beach SA 5024 Australia

### Applicant website

<http://www.glenelgbridgeclub.com>

If available. Must be a URL

### Primary contact person \*

Mrs Gillian Gordon

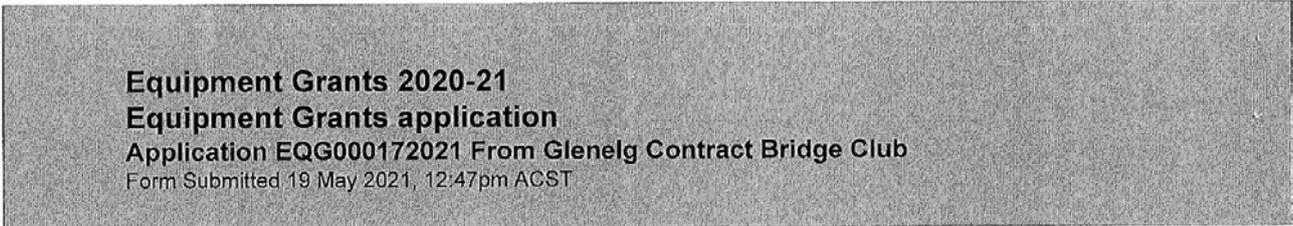
This is the person we will correspond with about this grant

### Position held in organisation \*

Hon treasurer

e.g. Manager, Board Member, Fundraising Coordinator

### Primary phone number \*



**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 (220 members) of mainly senior citizens providing them with ongoing intellectual and social stimulation. The Club runs a competition five 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 and safe environment and running regular beginner classes.

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 |   |
|---|---|
| <b>ABN</b>  | 36 267 398 245                                |
| <b>Entity name</b>                                | Glenelg Contract Bridge Club Inc              |
| <b>ABN status</b>                                 | Active  |
| <b>Entity type</b>                                | Other Incorporated Entity                     |
| <b>Goods &amp; Services Tax (GST)</b>             | No  |
| <b>DGR Endorsed</b>                               | No  |
| <b>ATO Charity Type</b>                           | Not endorsed <a href="#">More information</a> |
| <b>ACNC Registration</b>                          | No  |
| <b>Tax Concessions</b>                            | No tax concessions                            |
| <b>Main business location</b>                     | 5024 SA                                       |

**Equipment Grants 2020-21**  
**Equipment Grants application**  
**Application EQG000172021 From Glenelg Contract Bridge Club**  
 Form Submitted 19 May 2021, 12:47pm ACST

Information retrieved at 12:45pm today

Must be an ABN

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

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

Please choose the option that best applies to your organisation.

**What is your organisation's annual revenue?**

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

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

**What is your organisation's legal structure?**

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

If your organisation is unincorporated it must have an auspice organisation

**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 Club had to adapt to COVID safe requirements. The covers on our existing bridge tables had to be removed so that after every session, the tables and chairs could be wiped down with anti-viral cleaner. This led to issues as the five newest tables have a shiny surface (bought with a Council grant in 2018) and without a cover makes it difficult for our members

**Equipment Grants 2020-21**  
**Equipment Grants application**  
**Application EQG000172021 From Glenelg Contract Bridge Club**  
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to pick up the playing cards. Members and especially our more senior players, are becoming irritable and frustrated and want the return of the table covers. The committee have found tables with a rougher plastic coating to make it easier to pick up cards. This brand also has the advantage of being a little bigger than the other card tables so will promote social distancing another COVID requirement. This aligns with the Council's objective of providing a safe community outlet for its citizens.

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.

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 new tables help to satisfy the requirements of the new COVID safe regime of keeping surfaces virus free. Already, the club has purchased small side tables to house the hand sanitizers for every bridge table. All pieces of equipment (eg card holders, bridgemates) that are used, are wiped down after every session. The toilet facilities are cleaned more thoroughly and more regularly and the Club has contributed to the cost of this new "deep cleaning" schedule.

Must be no more than 150 words.

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

We want to retain our existing members and do not want them to leave bridge owing to the frustration of picking up the cards from a shiny surface or bringing their own table covers that may not be virus free. In the past we had shared lunches, celebrations for milestone birthdays and so on. COVID has changed that, although we recently had a successful function where the committee provided individual boxes filled with "party food".

The committee hopes to continue this practice as these social events are well received by our members and make the Club more cohesive.

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 new improved table will be put in use immediately. These tables will reduce risk as mentioned previously.

The five tables with "shiny tops" bought with a grant from the Council in 2018 will be put to use in other ways- displaying past results, COVID sign in table, holding newsletters and so on.

Must be no more than 150 words.

**Equipment Grants 2020-21**  
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**Application EQG000172021 From Glenelg Contract Bridge Club**  
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**Reporting your success**

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

Our members will make favorable comments and attendances will be maintained or improved.

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)**

|                                  |
|----------------------------------|
| six bridge tables- Bolero brand. |
|                                  |
|                                  |
|                                  |
|                                  |
|                                  |

**What is the total cost of the proposed purchases? \***

\$477.00

Must be a dollar amount.

**What is the amount sought from Council? \***

\$477.00

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: background notes for 2021 grANT.docx  
File size: 18.2 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

**Equipment Grants 2020-21**  
**Equipment Grants application**  
**Application EQG000172021 From Glenelg Contract Bridge Club**  
 Form Submitted 19 May 2021, 12:47pm 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 |
|--------|----------------|---------------------------------|
| \$914  | September 2020 | Laptop and software             |
| \$511  | August 2019    | Bridge Boards and cards         |
| \$396  | August 2018    | 5 Bridge tables                 |

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

**Position \***

Honorary 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.

**Date \***

19/05/2021  
 Must be a date

#### Applicant Feedback

**Equipment Grants 2020-21**  
**Equipment Grants application**  
**Application EGG000172021 From Glenelg Contract Bridge Club**  
Form Submitted 19 May 2021, 12:47pm 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.**

07/06/2021

Shopping Cart



# Shopping Cart

You added Bolero Foldaway Square Table to your shopping cart.

## Estimate Shipping and GST ^

Enter your destination to get a shipping estimate.

Country

Australia

State/Province

South Australia

Zip/Postal Code

5024

### Store Pickup

Store Pickup \$0.00

### Courier

Courier \$42.00

|                              |  |
|------------------------------|--|
| Subtotal                     | \$435.00                                     |
| Shipping (Courier - Courier) | \$42.00                                      |
| GST                          | \$39.55 <span style="float: right;">v</span> |
| <b>Order Total Incl. GST</b> | <b>\$477.00</b>                              |
| <b>Order Total Excl. GST</b> | <b>\$437.45</b>                              |

**Proceed to Checkout**

**Sponsorship Program 2020-21**  
**Sponsorship program application**  
**Application SP000142021 From SOUTHERN & WESTERN COMMUNITY BROADCASTERS INC. Trading as COAST FM**  
Form Submitted 1 Jun 2021, 11:28pm 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 \*

SOUTHERN & WESTERN COMMUNITY BROADCASTERS INC. Trading as COAST FM  
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 \*

25 Naldera St  
Woodville South SA 5011 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)

25 Naldera St  
Woodville South SA 5011 Australia

### Applicant website

<http://www.coastfm.com.au>  
If available. Must be a URL

### Primary contact person \*

Mr Brenton Montgomery  
This is the person we will correspond with about this grant

### Position held in organisation \*

Fundraising Coordinator  
e.g. Manager, Board Member, Fundraising Coordinator

### Primary phone number \*

**Sponsorship Program 2020-21**  
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**Back-up phone number**

**Fax number**

If applicable

**Primary contact person's email address \***

monts@adam.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? \***

COAST FM is a not-for-profit community radio station, owned by the membership and run by a Board of Management. The aim of the station is to provide the local Adelaide community with local news, sports and weather updates on the hour, plus interviews with local businesses and individuals that offer general interest topics to our listeners. And of course we provide a wide range of music genres on a 24/7 basis, 365 days per year. Must be no more than 100 words.

**Does your organisation have an ABN? \***

Yes  No

**ABN \***

22 118 837 740

| Information from the Australian Business Register |  |
|---|--|
| <b>ABN</b>  | 22 118 837 740                                 |
| <b>Entity name</b>                                | Southern And Western Communitybroadcasters Inc |
| <b>ABN status</b>                                 | Active   |
| <b>Entity type</b>                                | Other Unincorporated Entity                    |
| <b>Goods &amp; Services Tax (GST)</b>             | Yes  |
| <b>DGR Endorsed</b>                               | No   |
| <b>ATO Charity Type</b>                           | Not endorsed <a href="#">More information</a>  |
| <b>ACNC Registration</b>                          | No   |
| <b>Tax Concessions</b>                            | No tax concessions                             |
| <b>Main business location</b>                     | 5037 SA  |

*Information retrieved at 10:37pm today*

Must be an ABN

**Sponsorship Program 2020-21**  
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**Application SP000142021 From SOUTHERN & WESTERN COMMUNITY BROADCASTERS INC. Trading as COAST FM**  
 Form Submitted 1 Jun 2021, 11:28pm ACST

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

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

Please choose the option that best applies to your organisation.

**What is your organisation's annual revenue?**

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

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

**What is your organisation's legal structure?**

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

If your organisation is unincorporated it must have an auspice organisation

**Event Details**

**\* indicates a required field**

**Event title: \***

Annual Quiz Night

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

**Location of event \***

Thebarton Community Centre South Road, Thebarton

Please provide the address.

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**Event start date \***

03/07/2021

**Event end date \***

03/07/2021

**Type of event:**

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> Education      | <input checked="" type="checkbox"/> Community | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Entertainment  | <input 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 type="checkbox"/> Under 18 | <input type="checkbox"/> 31 to 40            | <input checked="" type="checkbox"/> 51 to 60 |
| <input 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 type="checkbox"/> City of West Torrens | <input checked="" type="checkbox"/> Adelaide metropolitan area | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Western suburbs      | <input type="checkbox"/> SA generally                          |                                 |

**What is the estimated total attendance?**

150

Must be a number.

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

It brings together people from all walks of life in our community and offers them an opportunity to come together for one night every year to meet and talk with their favourite announcers who keep them entertained on a 24/7 basis. Many of our community listeners are lonely, living on their own and the radio is their friend. This event is by far the most popular with our our listening audience.

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

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? \***

This annual event was developed some 15 years ago to engage with a diverse range of people from the community who were seeking to mix with other like minded people with a common interest of live community radio.

Must be no more than 150 words.

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

Our engagement on the night is for COAST FM personnel to mingle with the general audience, sit at their tables and ask them "what can we do to make your listening experience more enjoyable?". Responses are documented and presented to the Board for

**Sponsorship Program 2020-21**  
**Sponsorship program application**  
**Application SP000142021 From SOUTHERN & WESTERN COMMUNITY BROADCASTERS**  
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review and action where required.

On-going engagement is through membership drives and invitations to other events.  
 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)? \***

Our plan has been effective and similar for the past 15 years. The event is promoted on-air, in newsletters, on our website and on Facebook. It almost always goes exactly to plan, with a dedicated team of volunteers. There is minimal risks involved, however, we ensure that any possible critical issues that may arise are covered off well before the event. The night always runs smoothly.  
 Must be no more than 150 words.

**Reporting your success**

**How will you evaluate the effectiveness of your event? \***

We evaluate the success by firstly looking at the response to numbers attending, engaging with the audience to ask for their feedback, and our committee meets a few days after the event to run through the check list to see if we can make any improvements for next year.  
 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)            |
|---------------------------------|-------------------------|----------------------------|
| External transmission equipment | Tower masts             | Antennas                   |
| Internal equipment              | transmission panel/desk | Speakers, mics, CD players |
|                                 |                         |                            |
|                                 |                         |                            |
|                                 |                         |                            |
|                                 |                         |                            |

**What is the total cost of the proposed purchases? \***

\$10,000.00  
 Must be a dollar amount.

**What is the amount sought from Council? \***

\$1,000.00  
 Must be a dollar amount.

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

\$9,000.00  
 Must be a dollar amount.

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**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 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 type="checkbox"/> Other:                  |

**Provide details of the level of coverage anticipated:**

As above, with heavy radio advertising, mentioning sponsors names.

**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 |
|---------------|---------------|---------------------------------|
| \$850 - \$950 | 2019          | Quiz Night                      |
| \$850 - \$950 | 2018          | Quiz Night                      |
| \$850 - \$950 | 2017          | Quiz Night                      |
|               |               |                                 |

**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.

**Sponsorship Program 2020-21**  
**Sponsorship program application**  
 Application SP000142021 From SOUTHERN & WESTERN COMMUNITY BROADCASTERS INC. Trading as COAST FM  
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**I agree \***  Yes  No

**Name of authorised person \*** Mr Brenton Montgomery  
 Must be a senior staff member, board member or appropriately authorised volunteer

**Position \*** Fundraising 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 \*** 01/06/2021  
 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.**

**Community Grants 2020-21**  
**Community Grants**  
**Application CG000322021 From Castellorizian Brotherhood of South Australia Inc**  
Form Submitted 7 Jun 2021, 12:11pm 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. You can view our Privacy Statement at <https://www.westtorrens.sa.gov.au/Council/Information/Privacy>

## Applicant Organisation Details

### Applicant organisation name \*

Castellorizian Brotherhood of South Australia 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 \*

6 Danby 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)

Australia

### Applicant website

If available. Must be a URL

### Primary contact person \*

Mr Stephen Finos  
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 \*

### Back-up phone number

**Community Grants 2020-21**  
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**Application CG000322021 From Castellorizian Brotherhood of South Australia Inc**  
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**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? \***

To foster the history and culture of the Greek island of Castellorizo among the thousands of Castellorizian who have settled in Australia over several decades. In doing so it should become a centre of Greek culture, too, helping to preserve and foster Australian knowledge of Greek mythology, literature, art, music, painting and archaeology. To provide Australians, Greeks and visiting Castellorizians with facilities in which to meet with fellow Castellorizian, Greeks and Australians. To provide entertainment, recreational facilities and refreshments in an atmosphere typical of the Hellenic way of life.  
 Must be no more than 100 words.

**Does your organisation have an ABN? \***

Yes  No

**ABN \***

13 269 883 076

| Information from the Australian Business Register |   |
|---|---|
| <b>ABN</b>  | 13 269 883 076  |
| <b>Entity name</b>                                | Castellorizian Brotherhood Of S.a. (megisteus) Incorporated |
| <b>ABN status</b>                                 | Active  |
| <b>Entity type</b>                                | Other Incorporated Entity                                   |
| <b>Goods &amp; Services Tax (GST)</b>             | No  |
| <b>DGR Endorsed</b>                               | No  |
| <b>ATO Charity Type</b>                           | Not endorsed <a href="#">More information</a>               |
| <b>ACNC Registration</b>                          | No  |
| <b>Tax Concessions</b>                            | No tax concessions  |
| <b>Main business location</b>                     | 5031 SA   |

*Information retrieved at 12:07pm today*

Must be an ABN

**Community Grants 2020-21**

**Community Grants**

**Application CG000322021 From Castellorizian Brotherhood of South Australia Inc**

Form Submitted 7 Jun 2021, 12:11pm ACST

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

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

Please choose the option that best applies to your organisation.

**What is your organisation's annual revenue?**

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

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

**What is your organisation's legal structure?**

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

If your organisation is unincorporated it must have an auspice organisation

**Project Details**

\* indicates a required field

**Project title: \***

Castellorizian Oral History Project

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

**Anticipated start date \***

05/07/2021

**Anticipated end date**

20/12/2021

**Community Grants 2020-21****Community Grants****Application CG000322021 From Castellorizian Brotherhood of South Australia Inc**

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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? \***

Research produce a Historical Oral History record of early settlement in Adelaide South Australia of Castellorizians in the early sixties many of which currently live in the West Torrens council area. This will be in the form of a produced video in which will be distributed to our membership and will be available to any cultural organisations including West Torrens Council

Must be no more than 150 words.

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

The Castellorizian Association project aligns with The West Torrens Council Community Plan in both its community aspirations and enhancement of a active, healthy learning community. Our association boasts members of Greek origin who seek to further develop and facilitate community goodwill

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? \***

As the above statement shows this application meets two priory areas of community aspirations and providing active and healthy learning communities

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? \***

Innovation can be seen in the provision of a leadership network of third and fourth generation Castellorizians who will provide the oversight of the formative planning behind the cultural, educational programs to support our membership. To connect the youth of our association with those who have much to pass on in regards to our rich heritage.

Must be no more than 150 words.

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

The association has made links with numerous

Nursing Home facilities and other Church groups over the years and will continue this connection. Many interviews are to take place within these facilities

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 project will be delivered within a time frame and outline made in consultation with the association committee and with key stakeholders, to the benefit of all. Key indicators will be set that communication of set outcomes will be clear and achievable

Must be no more than 150 words.

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

**Community Grants 2020-21**

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**Application CG000322021 From Castellorizian Brotherhood of South Australia Inc**

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Production of a complete Oral History video to be presented to the association membership on completion complementing a cultural function in which West Torrens council representatives will be invited as well as other supporting parties  
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?**

| <b>Equipment (specify)</b> | <b>Materials (specify)</b> | <b>Other (specify)</b> |
|----------------------------|----------------------------|------------------------|
| Hire video equipment       | Research                   | Production Costs       |
| Printing                   | Photo Copying              | Copyright Fees         |
|                            |                            |                        |
|                            |                            |                        |
|                            |                            |                        |
|                            |                            |                        |
|                            |                            |                        |
|                            |                            |                        |

**What is the total cost of the proposed purchases? \***

\$8,000.00

Must be a dollar amount.

**What is the amount sought from Council? \***

\$5,000.00

Must be a dollar amount.

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

\$3,000.00

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*

**Community Grants 2020-21**  
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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   | 20/08/2019    | Kitchen improvements            |
|        |               |                                 |
|        |               |                                 |
|        |               |                                 |

**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 STEPHEN FINOS  
 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.

**Community Grants 2020-21****Community Grants****Application CG000322021 From Castellorizian Brotherhood of South Australia Inc**

Form Submitted 7 Jun 2021, 12:11pm ACST

**Date \*** 07/06/2021  
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.**

No quote included as discussed. Budget of project to follow in email asap

Quote 1253

# All Occasions Video Production

PO BOX 516 BLACKWOOD SA 5051



\$

Date:  
June 7, 2021

To:

Steve Finos

DESCRIPTION: The Castellarozian Oral Project

| Quantity | Description   | Unit Price     | Total            |
|----------|---|----------------|------------------|
|          | Filming 3 Days<br>Camera and Equipment Hire<br>and operator.  |                | \$2500.00        |
|          | Editing x 35 hours @ \$80.00hr<br>Splicing Interviews / storyline<br>editing / sound<br>editing/ effects / titles |                | \$2800.00        |
|          | Music for editing   |                | \$200.00         |
|          | Marketing, post production  |                | \$800.00         |
|          |   | <b>Total:</b>  | <b>\$6300.00</b> |
|          |   | GST (incl):    |                  |
|          |   | Postage:       | -                |
|          |   | <b>Total :</b> | <b>\$6300.00</b> |

Payments can be made by cash or direct deposit.

Name: All Occasions Video Production  
BSB: 085375 / ACCOUNT # 121507246  
Please reference name and invoice number

Tel: 08 8278 6589  
ABN: 21 464 665 858

Email: leah@aovp.com.au  
Web: www.aovp.com.au

Quote 1253

# All Occasions Video Production

PO BOX 516 BLACKWOOD SA 5051



8

Date:  
June 7, 2021

To:

Steve Finos

DESCRIPTION: The Castellorizian Oral Project

| Quantity | Description  | Unit Price     | Total            |
|----------|--|----------------|------------------|
|          | Filming 3 Days<br>Camera and Equipment Hire<br>and operator.   |                | \$2500.00        |
|          | Editing x 35 hours @ \$80.00/hr<br>Splicing Interviews / storyline<br>ediling / sound<br>ediling/ effects / titles |                | \$2800.00        |
|          | Music for ediling  |                | \$200.00         |
|          | Marketing, post production   |                | \$800.00         |
|          |  | <b>Total:</b>  | <b>\$6300.00</b> |
|          |  | GST (incl):    |                  |
|          |  | Postage:       | -                |
|          |  | <b>Total :</b> | <b>\$6300.00</b> |

Payments can be made by cash or direct deposit.

Name: All Occasions Video Production

BSB: 085375 / ACCOUNT # 121507246

Please reference name and invoice number

Tel: 08 8278 6589  
ABN: 21 464 665 858

Email: leah@aovp.com.au  
Web: www.aovp.com.au



**Eligibility and Contact Details**

\* indicates a required field

**Applicants: please note**

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**Privacy Notice**

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**Applicant Organisation Details**

**Applicant organisation name \***

The Gold Foundation 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 \***

9-11 Carlisle St <sup>5038</sup>  
~~Adelaide~~ SA 2570 Australia *Camden Park*  
 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)**

9-11 Carlisle St <sup>5038</sup>  
~~Adelaide~~ SA 2570 Australia  
*Camden Park*

**Applicant website**

If available. Must be a URL

**Primary contact person \***

Mr Alex Zenios  
 This is the person we will correspond with about this grant

**Position held in organisation \***

General Manager  
 e.g. Manager, Board Member, Fundraising Coordinator

**Primary phone number \***

**Community Grants 2020-21**  
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**Application CG000312021 From The Gold Foundation Inc**  
 Form Submitted 13 May 2021, 2:23pm ACST

**Back-up phone number**

**Fax number**

If applicable

**Primary contact person's email address \***

marketing@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? \***

We are a not-for-profit organisation known as Gold Foundation and we provide support for young people with Asperger Syndrome (High Functioning Autism) and their families. Over the past 15 years we have developed a successful holistic model by going above and beyond. We provide a 'Home away from Home' with ongoing opportunities for these young people and their families to engage, thus creating a 'community'.

Our motto is "Discovering the Unique Abilities of Young People with Asperger Syndrome" meaning that we endeavour to focus on young people's 'abilities' vs their 'disabilities'. 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 |  |
|---|--|
| <b>ABN</b>  | 70 011 342 321                           |
| <b>Entity name</b>                                | The Gold Foundation Incorporated         |
| <b>ABN status</b>                                 | Active                                   |
| <b>Entity type</b>                                | Other Incorporated Entity                |
| <b>Goods &amp; Services Tax (GST)</b>             | Yes                                      |
| <b>DGR Endorsed</b>                               | Yes (Item 1)                             |
| <b>ATO Charity Type</b>                           | Charity <a href="#">More information</a> |
| <b>ACNC Registration</b>                          | Registered                               |
| <b>Tax Concessions</b>                            | GST Concession, Income Tax Exemption     |
| <b>Main business location</b>                     | 5061 SA                                  |
| <i>Information retrieved at 2:36am today</i>      |  |

**Community Grants 2020-21**  
**Community Grants**  
**Application CG000312021 From The Gold Foundation Inc**  
 Form Submitted 13 May 2021, 2:23pm ACST

Must be an ABN

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

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

Please choose the option that best applies to your organisation.

**What is your organisation's annual revenue?**

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

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

**What is your organisation's legal structure?**

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

If your organisation is unincorporated it must have an auspice organisation

**Project Details**

\* indicates a required field

**Project title: \***

Life Skills Project

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

**Anticipated start date \***

**Anticipated end date**

**Community Grants 2020-21**  
**Community Grants**  
**Application CG000312021 From The Gold Foundation Inc**  
 Form Submitted 13 May 2021, 2:23pm ACST

19/08/2021

26/05/2022

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? \***

Continue developing our existing "Life Skills Project" for young people with Asperger's 16 and over, to empower young people to build life skills which will assist in building positive and successful futures and careers.

We would look at the following programs for young people with Asperger's running over 2x 16-week periods throughout the calendar year with each session running for 1 hour weekly;

## 1. Healthy Relationships Program;

- Relationships, understanding who we like and why, working out the science of people.
- Talking through communication, what works, what doesn't.
- Thinking and learning about consent, legal- online and in person.

## 2. Employment Ready Program;

- Designed to provide life skills for young adults seeking to enter employment.
  - Snapshot of skills required to work in Administration, Retail, Hospitality or other industries (relevant to participants).
  - Each session provides a 'picture' of an aspect of employment and a specific skill.
- Must be no more than 150 words.

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

The Life Skills Project provided by Gold Foundation will improve social and communication skills which will in turn, lead to social and community inclusion, improved family life and greater opportunities for the future. School life will also improve for the children and therefore employment prospects for the future. Improvements in social functioning and inclusion have tangible links to wider citizenship and community participation. The outcomes are to continue its valuable work providing programs and achieve the association's objectives by improving services to families effected by Asperger Syndrome.

Outcomes for youths with Asperger Syndrome will be:

- Greatly improved social and communication skills
- Improved psychological well-being
- Social and community inclusion
- Improved education
- Greater employment opportunities
- Improved family life
- Greater opportunities for the future.

All these outcomes align closely with "Aspiration" as per the Community Plan 2017 as we are embracing diversity and community inclusion.

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 encourages awareness of local safety issues and promotion of social responsibility and enjoyment of the local area by providing a safe community space for

**Community Grants 2020-21**  
**Community Grants**  
**Application CG000312021 From The Gold Foundation Inc**  
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young people to enjoy social groups and services. Young People with Asperger's have social impairment, communication difficulties, poor coordination, lack of life skills, low confidence & experience social isolation. Without intervention young people may disengage from school, university, or life in general. Finding employment becomes extremely difficult.

While dealing with the difficulties of Asperger's, young people lack life skills that many of us take for granted; public transport, budgeting, internet safety, communication, managing money, interview skills, getting a driver's license, employment matters, relationships, bullying, cooking meals and many more. This project is to look specifically at teaching these 'Life Skills', however we know from our social programs; confidence, social skills, independence, well-being, and happiness also improves when together with a like group of peers.

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? \***

Gold Foundation is already a leading organisation for services to young people with Asperger's from the age of 6 - 16 years. This provides the necessary basis upon which the Gold Foundation can take its vision to the next level and implement the proposed "whole of life" approach through The Life Skills Project.

The Life Skills Project is looking at achieving similar outcomes for people beyond age 16. There is a clear synergy that no organisation is currently leveraging - that is, to achieve exponential benefits by joining forces with private sector and universities at an early age to really achieve enduring outcomes!

Gold Foundation therefore wishes to leverage this success and ensure it can continue to touch the hearts and minds of its young people beyond 16 years - the current age at which a young person graduates from Gold Foundation to face the "big bad world."

Must be no more than 150 words.

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

We plan to promote the project and engage with our database in the following ways;

1. Facebook promoted posts (custom audiences) targeting parents within the City of West Torrens Council area.
2. Full page ad in the City of West Torrens Community Directory 2021/2022 specifically promoting each program.
3. Mailchimp email out to all families on our database (total of 620 families).
4. Word of mouth and flyers handed out through parents who already have a child enrolled in our programs.

We also plan to launch a free Open Day BBQ event before we commence the project at our centre to encourage community participation as well as Q&A with our trained facilitators.

This gives potential families the opportunity to see our site first hand, learn about our proposed programs and meet our staff & facilitators.

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)? \***

Rollout/Structure of each Life Skills Program;

- 2 x life skills programs per year at our dedicated centre with trained facilitators.

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- The objective is to operate 1 x individual session per week, per program over two 16-week periods per year.
- 1 x senior facilitator and 1 x support facilitator per program will be allocated.
- This format is a proven model given current and prior programs.

Given Gold Foundation proven approach through its existing programs, this knowledge base will be replicated into the proposed project to ensure sustainability. Sustainability will be further achieved building corporate partnerships with the likes of CBS, Shine SA and TAFE SA to ensure the new project remains relevant and provides a potential pathway to employment or education for people with Asperger's. The proposed full year proof of concept model is a low risk gateway into a full, scalable model beyond this period. Must be no more than 150 words.

**Reporting your success**

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

We have a group of parents, facilitators, young people and board members who will volunteer in this project as a 'steering committee' bringing together an extensive range of experience and knowledge to determine if the project is successful or not.

We would look at the following metrics when evaluating the success of this project on an ongoing basis;

1. Increase number of participants over 12 months (from 20-30 participants).
2. Parents' testimonials on the positive impact the course has had on the relationships with their kids.
3. Participants' testimonials on the positive impact the course has had on both their home and school life.
4. Minimal % drop outs meaning high retention and value in the programs offered.

Furthermore, we will also conduct a specific Survey Monkey survey that will be sent out to all families asking specific outcomes that have been reached as a result 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                    |
|----------------------|--------------------|--------------------------------------|
| Shine SA             | Edwina Jachimowicz | Healthy Relationships Program Writer |
| TAFE SA              | Kristen Nyholt     | Employment Ready Program Coordinator |
|                      |                    |                                      |
|                      |                    |                                      |

**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) | Materials (specify) | Other (specify)   |
|---------------------|---------------------|---|
| N/A                 | N/A                 | Healthy Relationships Program Development (Shine SA)        |
| N/A                 | N/A                 | Kate Moody Lead Facilitator (Healthy Relationships Program) |
| N/A                 | N/A                 | Simone Gawel Lead Facilitator (Employment Ready Program)    |
|                     |                     |   |
|                     |                     |   |
|                     |                     |   |

**What is the total cost of the proposed purchases? \***

\$10,190.00

Must be a dollar amount.

**What is the amount sought from Council? \***

\$5,000.00

Must be a dollar amount.

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

\$5,190.00

Must be a dollar amount.

**Publicity and Promotion**

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

- Signage
- Official Launch
- Newsletters
- Email distribution
- Flyers
- Letterbox Drop
- Network Meetings
- Social Media
- Other:

**Documentation checklist and further information**

**Attached is:**

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

Filename: Gold Foundation Prospectus 2021.pdf  
 File size: 4.8 MB

Filename: TAFE SA Employment Ready Program Overview.pdf  
 File size: 124.2 kB  
 Maximum 25mb, recommended size no bigger than 5mb

**Community Grants 2020-21**  
**Community Grants**  
**Application CG000312021 From The Gold Foundation Inc**  
 Form Submitted 13 May 2021, 2:23pm ACST

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

Filename: Kate Moody Facilitator Quote 2021.pdf  
 File size: 63.7 kB

Filename: SHINE SA Healthy Relationships Quote Project Brief.pdf  
 File size: 90.5 kB

Filename: Simone Gawel Facilitator Quote 2021.pdf  
 File size: 90.1 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                          |
|---------|---------------|--|
| \$5,000 | 25/08/2020    | Life Skills Project (Cooking & Successful Mind Programs) |
|         |               |  |
|         |               |  |
|         |               |  |

**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)

**Contact phone number \***

Must be an Australian phone number.

**Community Grants 2020-21**  
**Community Grants**  
**Application CG000312021 From The Gold Foundation Inc**  
Form Submitted 13 May 2021, 2:23pm ACST

**Mobile number**

**Contact Email \***

\_\_\_\_\_   
Must be an email address.

**Date \***

13/05/2021  
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.**

## SHINE SA and Gold Foundation Healthy Relationships Program

Project Brief    7 December 2020

**SHINE SA Contact:** Edwina Jachimowicz

**Gold Foundation Contact:** Jesse Stevens

**Purpose:** To identify the capacity of SHINE SA to support Jesse Stevens from the Gold Foundation to plan, establish and facilitate a Healthy Relationships (HR) program. This will contribute to the Gold Foundation's Life Skills Project and will have a specific focus on understanding sex, dating and relationships. The program will target young people living with autism aged 14-20.

| Focus   | Objective  | Actions   | Responsibility & timeframe   | Success Indicators  | Current Status | Quote   |
|---|--|---|--|---|----------------|---|
| <b>Outcome 1:</b><br>Project Brief developed  | To establish a plan identifying how SHINE SA can contribute to the Gold Foundation program | Communication between Jesse and SHINE SA staff to confirm expectations and details of the plan ready for execution in 2021  | Edwina and Jesse<br>December 2020  | Project brief completed and planning dates confirmed  |                | \$0   |
| <b>Outcome 2:</b><br>Project costing          | Provide details of the costing for this project  | Provide an overview of the costs involved in this project and communicate this to the Gold Foundation.<br>Establish what SHINE SA can provide in-kind to help support an organisation who are meeting the needs of one of our Communities of Interest | Edwina<br>December 2020  | The Gold Foundation have information needed to determine the full costing of their program development  |                | \$0   |
| <b>Outcome 3:</b><br>Professional Development | Increased information and knowledge of sexuality education                                 | Jesse participates in SHINE SA professional development courses to gain an understanding of the sexual health topics to be included in the 8 - 10 sessions proposed for the HR program.   | SHINE SA Courses<br>Youth FRESH Feb 2021 (2-Days)<br><br>Inclusive Education April 2021 (2-Days) | Jesse has access to content knowledge, and understanding of information, resources, values and networks relating to the application of the HR program |                | \$300<br><br>(usual cost: FRESH \$265 + Inclusive Ed \$360 = \$625 value) |

|   |  |  |   |  |         |
|---|--|--|---|--|---------|
| <b>Outcome 4:</b><br>Resource Development               | Awareness of the service provided by the SHINE SA Library / Resource Centre                          | Jesse to spend time in the SHINE SA Library and Resource Centre to develop an understanding of the services provided and an awareness of the range of books and resources available to support the HR program  | Jesse<br>January and February 2021                    | Increased awareness of resources which can be accessed to facilitate the HR program  | \$0     |
| <b>Outcome 5:</b><br>Program Development                | Develop a series learning activities and experiences to form the base of the HR program              | Planning sessions (4 - 6) with Jesse to format the workshop sessions covering the range of topics identified, including:<br>Consent, Pornography, Sexual health, Online relationships, Sex, Dating, Healthy and unhealthy relationships and Sexual harassment. (order TBC)<br>(Refer proposal) | Jesse and SHINE SA staff<br>January and February 2021 | Have a series of image-based card sets, interactive power points, social stories and other methodologies to engage learners in the program                         | \$1,800 |
| <b>Outcome 6:</b><br>Online Resource Bank               | Increase awareness and accessibility to electronic resources that can be used to support the program | Create a focused 'Quick Links' resource incorporating websites, apps and clips that will be relevant to the learners participating in the program  | Jesse and SHINE SA staff<br>January and February 2021 | Have a range of electronic resources that are used as part of the learning experience and provide ongoing access to learning and services for program participants | \$150   |
| <b>Outcome 7:</b><br>Parent / Carer information session | Inform and involve parents and carers in program and address any questions                           | SHINE SA to support Jesse in offering a parent /carer information session to promote program and provide opportunity for collaboration and input   | Jesse and SHINE SA staff<br>March / April 2021        | Parents / Carers will be familiar with SHINE SA services and understand the program content. Young people will be supported to attend the program                  | \$0     |
| <b>Outcome 8:</b><br>Co-Facilitation of workshops       | Support Jesse as required in the co-facilitation of workshop sessions as required                    | SHINE SA staff member to support Jesse in the delivery of workshop sessions as agreed and discussed at planning sessions.  | Jesse and SHINE SA staff<br>April and May 2021        | Workshops are delivered in a safe, informative and inclusive manner meeting the needs of   | \$750   |

|   |   |   |   |   |                                      |             |  |
|---|---|---|---|---|--------------------------------------|-------------|--|
|   |   |   |   |   |                                      |             |  |
| <p><b>Outcome 9:</b><br/>Assessment Tool</p>        | <p>Effective use of assessment tools to strengthen program development and to help determine program effectiveness.</p>                             | <p>Develop or modify an assessment tool that can be used prior to learning to establish base knowledge and to ensure the use of a strength-based approach. Develop or modify an assessment tool to provide evidence of learning and effectiveness of methodologies.</p> | <p>Jesse and SHINE SA staff<br/>January and February 2021</p> | <p>Jesse will have an assessment tool to help determine prior or current levels of participant knowledge and finishing data to provide evidence of program effectiveness.</p> | <p>facilitators and participants</p> | <p>\$75</p> |  |
| <p><b>Outcome 10:</b><br/>Student feedback tool</p> | <p>Participants will have a mechanism to provide feedback on their learning experience which can be used to support future program development.</p> | <p>Create a survey monkey or other relevant tool that could be used by program participants to evaluate their learning experiences in the HR program</p>  | <p>Jesse and SHINE SA staff<br/>April and May 2021</p>        | <p>The Gold Foundation and SHINE SA will have access to meaningful feedback from individuals who participated in the HR program.</p>  |                                      | <p>\$75</p> |  |

Total quote = \$3,150

## Getting ready for employment

### Overview:

- Designed to provide life skills for young adults seeking to enter employment.
- Snapshot of skills required to work in Administration, Retail, Hospitality or other industries (relevant to participants).

Each session provides a 'picture' of an aspect of employment and a specific skill.

### **Session 1: What do I see my working future as? What are the life skills I have that help at work?**

Skill: Completing a personal information form for work

### **Session 2: What do I know about working in Administration, Retail, Hospitality (or other)?**

Skill: Learning to read a work instruction

### **Session 3: Employability Skills – What are they? Do I have them? How do I learn them?**

Skill: Adding my employability skills to my resume

### **Session 4: What is the difference between working for large and small businesses?**

Skill: Using a website to learn about a business before you go for an interview

### **Session 5: Interview and selection techniques. Different ways of being interviewed**

Skill: Common interview questions and how to prepare

### **Session 6: Communicating in business – oral**

Skill: Participating in a meeting

### **Session 7: Communicating in business -- writing**

Skill: Sending an email

### **Session 8: Induction and learning on the job**

Skill: Problem solving at work – getting the most out of the workplace induction

**Estimate:** The lead facilitator Jenice has quoted the sessions at between \$230-\$250 each.

# The Gold Foundation Inc

# Official Quote

SIMONE GAWEL

| Date       | Teachers Registration | ABN | BSB | ACCOUNT |  |  |
|------------|-----------------------|-----|-----|---------|--|--|
| 12-05-2021 |                       |     |     |         |  |  |

| Quantity | Item                 | Description         | Amount |  |  | Total |
|----------|----------------------|---------------------|--------|--|--|-------|
| 32       | 20 plus participants | Life Skills Program | 220.00 |  |  | 7,040 |

|        |       |
|--------|-------|
| Total: | 7,040 |
|--------|-------|

[Street Address] [City], [State] [Postal Code]  
E-Mail: [Your E-Mail]

Phone: [Your Phone]  
Web: [Web Address]

Fax: [Your Fax]

# OFFICIAL QUOTE

ABN: 41 779 358 601



Kate Moody - Facilitator.

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FOR : The Gold Foundation Inc

DATE : 21st April 2021

ITEMS: Healthy Relationships Program 2021-2022

- |                    |          |
|--------------------|----------|
| • Per session rate | \$220.00 |
| • No. of sessions  | 32       |

**TOTAL:** \$7,040

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Thank you! ☺

**Payment details:**

Kate Moody  
BSB: 105 084  
A/C: 045397640

City of West Torrens Community Grants summary 2020/2021

| Grants Applications & Approvals 2020/2021 |                  |                    |                 |  |            |               |
|---|------------------|--------------------|-----------------|--|------------|---------------|
| Grant Type                                | Amount Requested | Amount Recommended | Amount Approved | Applicant  | Grant PAID |               |
| Equipment Grant                           | \$ 3,000.00      | \$ 3,000.00        | \$ 3,000.00     | Lockeys Bowling Club   | \$         | \$ 3,000.00   |
| Equipment Grant                           | \$ 3,000.00      | \$ 3,000.00        | \$ 3,000.00     | Adelaide Bangladeshi Cultural Club                             | \$         | \$ 3,000.00   |
| Equipment Grant                           | \$ 3,000.00      | \$ 3,000.00        | \$ 3,000.00     | Blue Brigade Sports Club                                       | \$         | \$ 3,000.00   |
| Equipment Grant                           | \$ 5,000.00      | \$ -               | \$ -            | Western Woodworkers  | \$         | \$ -          |
| Equipment Grant                           | \$ 3,000.00      | \$ 3,000.00        | \$ 3,000.00     | Glenelg ANA Cricket Club                                       | \$         | \$ 3,000.00   |
| Equipment Grant                           | \$ 2,050.00      | \$ 2,050.00        | \$ 2,050.00     | Parkun Australia   | \$         | \$ 2,050.00   |
| Equipment Grant                           | \$ 2,527.00      | \$ 2,527.00        | \$ 2,527.00     | Immanuel Football Club   | \$         | \$ 2,527.00   |
| Equipment Grant                           | \$ 477.00        | \$ 477.00          | \$ -            | Glenelg Contract Bridge Club                                   | \$         | \$ -          |
| Sponsorship                               | \$ 4,339.00      | \$ 4,339.00        | \$ 4,339.00     | YMCA Community Programming                                     | \$         | \$ 3,945.00   |
| Sponsorship                               | \$ 5,000.00      | \$ 5,000.00        | \$ 5,000.00     | SA Ladies Badminton Association                                | \$         | \$ 5,000.00   |
| Sponsorship                               | \$ 5,000.00      | \$ 5,000.00        | \$ 3,500.00     | Adelaide Sailing Club  | \$         | \$ 3,500.00   |
| Sponsorship                               | \$ 1,000.00      | \$ 1,000.00        | \$ 1,000.00     | United Nations of Association of Australia - SA Division       | \$         | \$ 1,000.00   |
| Sponsorship                               | \$ 2,500.00      | \$ 2,500.00        | \$ 2,500.00     | Peake Gardens Riverside Tennis Club                            | \$         | \$ 2,500.00   |
| Sponsorship                               | \$ 5,000.00      | \$ 3,356.00        | \$ 3,356.00     | Villagehood Australia  | \$         | \$ 3,356.00   |
| Sponsorship                               | \$ 5,000.00      | \$ 5,000.00        | \$ 5,000.00     | Filipino Settlement Coordinating Council of SA                 | \$         | \$ 5,000.00   |
| Sponsorship                               | \$ 2,500.00      | \$ 2,500.00        | \$ 2,500.00     | Blind Golf SA  | \$         | \$ 2,500.00   |
| Sponsorship                               | \$ 1,000.00      | \$ 1,000.00        | \$ -            | South & Western Broadcasters (Coast FM)                        | \$         | \$ -          |
| Community Grant                           | \$ 2,727.27      | \$ 2,727.27        | \$ 2,727.27     | Project Six Foundation   | \$         | \$ 2,727.27   |
| Community Grant                           | \$ 5,000.00      | \$ 5,000.00        | \$ 5,000.00     | Camden Community Centre  | \$         | \$ 5,000.00   |
| Community Grant                           | \$ 5,000.00      | \$ 5,000.00        | \$ 5,000.00     | Richmond Primary School  | \$         | \$ 5,000.00   |
| Community Grant                           | \$ 2,000.00      | \$ 2,000.00        | \$ 2,000.00     | Orange Tree Quilters   | \$         | \$ 2,000.00   |
| Community Grant                           | \$ 4,000.00      | \$ 4,000.00        | \$ 4,000.00     | Sparkling Diamonds Inc.  | \$         | \$ 4,000.00   |
| Community Grant                           | \$ 4,467.00      | \$ 4,467.00        | \$ -            | Fulham Community Centre - EVENT CANCELLED                      | \$         | \$ -          |
| Community Grant                           | \$ 5,000.00      | \$ 5,000.00        | \$ 5,000.00     | Greek Orthodox Community and Parish of St George...            | \$         | \$ 5,000.00   |
| Community Grant                           | \$ 2,479.00      | \$ 2,479.00        | \$ 2,479.00     | Agility Dog Club of SA   | \$         | \$ 2,479.00   |
| Community Grant                           | \$ 5,000.00      | \$ 5,000.00        | \$ 5,000.00     | Islamic Information Centre                                     | \$         | \$ 5,000.00   |
| Community Grant                           | \$ 4,500.00      | \$ 4,500.00        | \$ 4,500.00     | Adelaide Tamil Association                                     | \$         | \$ 4,500.00   |
| Community Grant                           | \$ 500.00        | \$ 500.00          | \$ 500.00       | Nunga Kids   | \$         | \$ 500.00     |
| Community Grant                           | \$ 5,000.00      | \$ 5,000.00        | \$ 5,000.00     | Coptic Orthodox Church SA                                      | \$         | \$ 5,000.00   |
| Community Grant                           | \$ 5,000.00      | \$ 5,000.00        | \$ -            | The Gold Foundation  | \$         | \$ -          |
| Community Grant                           | \$ 5,000.00      | \$ 5,000.00        | \$ -            | Castellonian Brotherhood of SA                                 | \$         | \$ -          |
| Women in Sports Grant                     | \$ 3,000.00      | \$ 3,000.00        | \$ 3,000.00     | Telugu Association SA  | \$         | \$ 3,000.00   |
| Junior Development Grants                 | \$ 4,000.00      | \$ 4,000.00        | \$ 4,000.00     | 21 Applicants  | \$         | \$ 4,000.00   |
|   | \$ 116,066.27    | \$ 109,422.27      | \$ 91,978.27    |  | \$         | \$ 91,584.27  |
|   |                  |                    |                 | Total Grants 2020/21 Budget                                    | \$         | \$ 100,000.00 |
|   |                  |                    |                 | Total funds remaining in actual 2020/2021 Budget (grants paid) | \$         | \$ 8,415.73   |
|   |                  |                    |                 | Total funds remaining in 2020/2021 Budget (grants approved)    | \$         | \$ 8,021.73   |

## 8.8 Request for additional funding - Villagehood Australia: Mother's Day Event

### Brief

This report presents a request for Council to increase its sponsorship funding to Villagehood Australia for a Mothers' Day Pampering event which was held at the Fulham Community Centre on 8 May 2021.

### RECOMMENDATION

The Committee recommends to Council that:

1. As Villagehood Australia has provided the requisite quotes and tax invoices reconciliations, Council approves an additional \$1,233.85 sponsorship to Villagehood Australia towards the costs for a Mothers' Day Pampering event which was held at the Fulham Community Centre on 8 May 2021.
2. As the community grants budget has been fully expended, Council approves an additional budget allocation of \$1,233.85.

---

### Introduction

At its 20 April 2021 meeting, Council received a request for \$5,000 sponsorship from Villagehood Australia towards the cost of a Mothers' Day Pampering event to be held at the Fulham Community Centre on 8 May 2021 (**Attachment 1**). However, having assessed the application against the criteria, the Administration recommended that only \$3,356 of the \$5,000 requested be approved. Council approved the recommendation of the Administration.

However, Villagehood Australia has since requested that Council considers increasing this funding by \$1,640, therefore obtaining nearly the full \$5,000 originally requested, on the basis that it could not hold a successful 4 hour event without this additional funding (**Attachment 2**).

This report presents that request for Council's consideration.

### Discussion

Villagehood Australia is a unique and innovative private not for profit company which operates from Fulham Community Centre and aims to support mothers through low cost fitness classes and information sessions.

Its Mothers' Day pampering event was held on 8 May 2021 and, it appears from its Facebook posts, the event comprised speakers, catering and stall holders providing 'freebies' but also selling or marketing their goods and/or services (**Attachment 3**). Tickets to the event were charged at \$60 for non-members and \$50 for members.

It is great to see, from posts on Facebook and on the ticketing site, that the event was a sell-out and appears to have been an enjoyable and successful event for all involved (**Attachment 4**).

### Original Request

Villagehood Australia's original sponsorship grant request was for \$5,000 towards the cost of running the event from 9.00am to 1.00pm (**Attachment 1**). The event was run in partnership with a range of entities, as detailed in (**Attachment 3**), including the Fulham Community Centre which provided the centre free of charge and assistance with promotion.

As presented to the 20 April 2020 meeting of Council with the original application, the total budget for the event (including in-kind) that was provided by Villagehood Australia was \$9,456 of which Villagehood Australia was seeking \$5,000 from Council.

After reviewing the budget breakdown, as well as the quotes received against Council's funding criteria, it was recommended to Council that only \$3,356 be approved for the following items:

- Event hire: \$1,500
- Marketing and printing incidentals: \$406
- Signage: \$250
- Photo booth: \$1,200

These items, above, were considered essential and appropriate quotes had been received. Those items that did not have a quote were not recommended for funding.

#### Further Request

Subsequent to Council's consideration of the original request, Villagehood Australia wrote to Mayor Coxon requesting further consideration be given to the provision of additional funding of \$1,640 i.e. so that the full \$5,000 requested was received (**Attachment 2**). This request states that the applicant thought that quotes were not mandatory for items under \$1,000 and requested consideration of additional funding for the following:

- Catering and Beverages: \$1,340
- Event photography: \$400

Following a meeting with Villagehood Australia, with regard to this request, Villagehood Australia has now submitted its acquittal for the event, including a budget reconciliation statement and invoices paid (**Attachment 5**). The budget reconciliation statement shows that total amount paid for the requested Council sponsorship of the event was \$4,589.85. The original sponsorship funding that was approved was \$3,356, thus the difference between what the event cost was and the amount funded by Council is \$1,233.85.

As the acquittals have been received, it is recommended that \$1,233.85 additional funding be approved. Villagehood Australia has been advised of this and stated that this was expected.

#### Community Grant Budget Status

Council included \$100,000 in its 2020/21 community grants budget. If all applications are approved in the final grant round. (These applications are the subject of another report in this agenda and which has sought an additional \$3,062 to cover those applications, all of which are eligible for a community grant). This will mean that the budget will be fully expended so If Council approves the additional \$1,233.85 to Villagehood Australia, then an additional budget of \$1,233.85 will also need to be approved.

#### **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 request from Villagehood Australia asking Council to consider additional funding towards the cost of a Mother's Day Pampering event which was held at the Fulham Community Centre on 8 May 2021.

#### **Attachments**

1. **Villagehood Australia - original grant application April 2021**
2. **Villagehood Australia - Request for additional funding email**
3. **Partners and Sponsors of Pamper Day Event**
4. **Tickets sold out notification**
5. **Villagehood Australia Mothers Day Event Budget Reconciliation**

**Sponsorship Program 2020-21**  
**Sponsorship program application**  
**Application SP000072021 From Villagehood Australia**  
Form Submitted 15 Mar 2021, 10:06am 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 \*

Villagehood Australia

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 \*

14 William Ave

Henley Beach South SA 5022 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)

14 William Ave

Henley Beach South SA 5022 Australia

### Applicant website

<http://www.villagehoodaustralia.com>

If available. Must be a URL

### Primary contact person \*

Mrs Dinah Thomasset

This is the person we will correspond with about this grant

### Position held in organisation \*

Director

e.g. Manager, Board Member, Fundraising Coordinator

### Primary phone number \*

**Sponsorship Program 2020-21**  
**Sponsorship program application**  
**Application SP00072021 From Villagehood Australia**  
 Form Submitted 15 Mar 2021, 10:06am ACDT

**Back-up phone number**

**Fax number**

If applicable

**Primary contact person's email address \***

dinah@villagehoodaustralia.com

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

**Organisation Details**

\* indicates a required field

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

Villagehood Australia is a village for mothers, a not for profit organisation dedicated to support the woman in every mother and committed to transforming the experience of motherhood by contributing to changing broader society's mindset around motherhood and creating a better reality for mothers.

Villagehood Australia offers three avenues for engaging at the Fulham Community Centre:

1. Fitness Classes with a creche to allow the mothers to mentally recharge
2. Masterclass with experts to help women navigate through the ups and downs of motherhood
3. Events to connect with the wider community and help beat loneliness and isolation

Must be no more than 100 words.

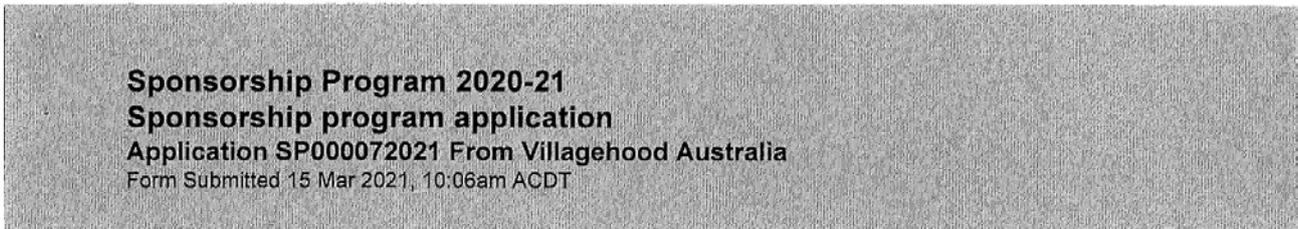
**Does your organisation have an ABN? \***

Yes  No

**ABN \***

26 644 540 394

| Information from the Australian Business Register |   |
|---|---|
| <b>ABN</b>  | 26 644 540 394                                |
| <b>Entity name</b>                                | Villagehood Australia Pty Ltd                 |
| <b>ABN status</b>                                 | Active  |
| <b>Entity type</b>                                | Australian Private Company                    |
| <b>Goods &amp; Services Tax (GST)</b>             | No  |
| <b>DGR Endorsed</b>                               | No  |
| <b>ATO Charity Type</b>                           | Not endorsed <a href="#">More information</a> |
| <b>ACNC Registration</b>                          | No  |
| <b>Tax Concessions</b>                            | No tax concessions                            |



**Main business location** 5022 SA  
*Information retrieved at 9:55am today*

Must be an ABN

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

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

Please choose the option that best applies to your organisation.

**What is your organisation's annual revenue?**

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

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

**What is your organisation's legal structure?**

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

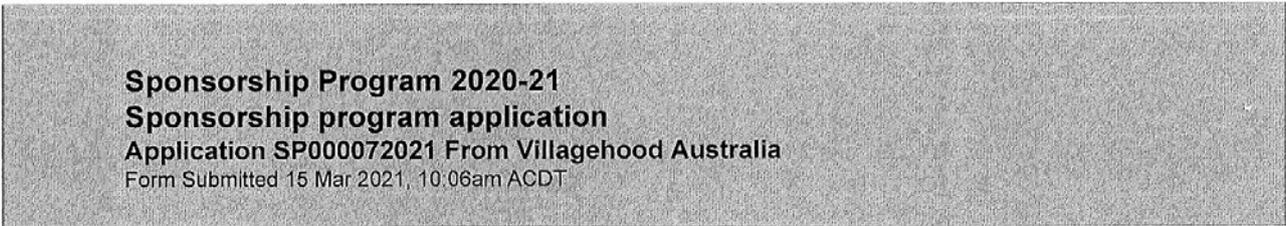
If your organisation is unincorporated it must have an auspice organisation

**Event Details**

\* indicates a required field

**Event title: \***

Mother's Day Event: Pamper Yourself  
 Provide a name for your project/program/initiative. Your title should be short but descriptive



**Location of event \***  
 Fulham Community Centre  
 Please provide the address.

**Event start date \***  
 08/05/2021

**Event end date \***  
 08/05/2021

**Type of event:**  
 Education  Community  Environment  
 Entertainment  Sports  Business  
 Arts / Culture  Charity  Other:  
 You may select more than one option

**Event attendees expected age range:**  
 Under 18  31 to 40  51 to 60  
 18 to 30  41 to 50  60+  
 You may select more than one option

**Where will the attendees be travelling from?**  
 City of West Torrens  Adelaide metropolitan area  Other:  
 Western suburbs  SA generally

**What is the estimated total attendance?**  
 100  
 Must be a number.

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

In the 'Towards 2025' Community Plan, the council has noted it is committed to being the best place to live, work and enjoy life; this includes a view for community life with aspirations including community engagement and one that promotes a healthy lifestyle.

Through the Mother's Day event, WTCC are celebrating the diverse community by providing an opportunity for local mothers to be pampered, respected as well as promoting healthy habits and lifestyles for themselves and their families.

This event provides a broader opportunity for Villagehood Australia the City of West Torrens to work together to support the mental health of the local community by providing a space to connect meaningfully and build friendships in a safe and welcoming environment.

Must be no more than 150 words.

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

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

The application responds to many of the priorities of the West Torrens Council

This includes:

- recognising and celebrating our diverse community by facilitating opportunities for community connection

**Sponsorship Program 2020-21**  
**Sponsorship program application**  
**Application SP00072021 From Villagehood Australia**  
 Form Submitted 15 Mar 2021, 10:06am ACDT

- engaging our community to work together to create this event and encouraging volunteers to participate
  - collaborating with the Fulham Community Centre, WTCC, local businesses & partners to deliver the event and promote the range of services and resources available to the local community
  - instilling a sense of identity and pride within the West Torrens' Community by holding the event at the Fulham Community Centre
  - encouraging our community of mothers to pursue a healthy lifestyle through one of our strategic pillars for the event: health & wellbeing
- 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? \***

Being a mother usually means that you don't have time to look after yourself and connect with others. It also means that you are facing critical challenges such as loneliness, self worth & isolation.

Villagehood Australia is dedicated to helping mothers feel connected to society and the local community.

By creating a dedicated pampering event, not only are we bringing the community together to celebrate motherhood but we are creating innovative opportunities for mothers to connect and build their support network. By building their connections, they build their confidence and so too their contribution on a grander scale to the community.

This event is a great initiative for the WTCC to support as it showcases its dedication to protect the mental health of one of the most vulnerable groups post COVID - mothers. Must be no more than 150 words.

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

**PRE EVENT**

- Social media posts on Villagehood Australia, What's on West Torrens, FCC and various online mothers groups
- Posters and flyers in local businesses
- On the council webpage calendar of events
- Villagehood Australia and FCC e-newsletters
- Support networks (social media and in house advertising) by businesses who will support the event
- Community announcements on local radio

**AT THE EVENT**

This event will recognise and celebrate and allow the diverse community of mothers to connect meaningfully through a range of activities:

1. Pampering activities such as Hair, make up, massage, manicure, fashion styling
2. Focus on health & wellbeing with a nutritionist sharing healthy eating habits and lifestyle options
3. Connecting in the "cosy corners" with volunteers facilitating conversations
4. Celebrating motherhood with speakers and an Indigenous blessing ceremony for women

**POST EVENT**

**Sponsorship Program 2020-21**  
**Sponsorship program application**  
**Application SP00072021 From Villagehood Australia**  
 Form Submitted 15 Mar 2021, 10:06am ACDT

Feedback form and introduction to our upcoming activities /events at the centre  
 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)? \***

By holding the event at the Fulham Community Centre and working closely with an event agency, we aim to deliver the event professionally following standard and Covid specific regulations to provide a safe event to our community.

For instance,

- In case of lockdown we will postpone the event until lockdown is lifted.
- The event will be ticketed to limit the number of attendees to 100 people and ensure we are in line with the Fulham Community Centre Covid-19 Safe Plan (capacity of 200 people).
- To manage the crowd, we will only have one point of entry to be able to check everyone in, enough space to allow people to social distance

Must be no more than 150 words.

**Reporting your success**

**How will you evaluate the effectiveness of your event? \***

Number of attendees

Positive Testimonials (testimonial form to be emailed after the event to all attendees)

Number of posts shared on social media with hashtag #womenwhomum

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 |
|-------------------------|-----------------|-------------------|
| Fulham Community Centre | Kerstin Martins | Centre Manager    |
|                         |                 |                   |
|                         |                 |                   |

**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)    | Materials (specify)   | Other (specify) |
|------------------------|-----------------------|-----------------|
| Furniture & Props Hire | Marketing Collaterals | Photographer    |
| Hall Hire              | Thank You Gifts       | Advertisement   |
| Juice Bar              | Food & beverages      | Cleaner         |

**Sponsorship Program 2020-21**  
**Sponsorship program application**  
**Application SP000072021 From Villagehood Australia**  
 Form Submitted 15 Mar 2021, 10:06am ACDT

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |

**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.

**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 event? \***

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Advertorials            | <input type="checkbox"/> Television     | <input checked="" type="checkbox"/> Web site     |
| <input 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 type="checkbox"/> Other:                  |

**Provide details of the level of coverage anticipated:**

**Documentation checklist and further information**

**Attached is:**

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

Filename: Villagehood Australia\_MothersDay.docx  
 File size: 1.8 MB  
 Maximum 25mb, recommended size no bigger than 5mb

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

Filename: Mase Event Hire.pdf  
 File size: 191.0 kB

Filename: Olympic Party Hire.pdf  
 File size: 97.6 kB

Filename: White Orchid Events.pdf  
 File size: 78.7 kB  
 Maximum 25mb, recommended size no bigger than 5mb

**Previous Grants received from Council**

**Sponsorship Program 2020-21**  
**Sponsorship program application**  
**Application SP00072021 From Villagehood Australia**  
 Form Submitted 15 Mar 2021, 10:06am ACDT

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

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

**Contact phone number \*** Must be an Australian phone number.

**Mobile number**

**Contact Email \*** [dinah@villagehoodaustralia.com](mailto:dinah@villagehoodaustralia.com)  
 Must be an email address.

**Date \*** 02/03/2021  
 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.

**Sponsorship Program 2020-21**  
**Sponsorship program application**  
**Application SP000072021 From Villagehood Australia**  
Form Submitted 15 Mar 2021, 10:06am ACDT

**\*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.**

**From:** Dinah Thomasset  
**Sent:** Wednesday, 28 April 2021 6:13 AM  
**To:** Michael Coxon  
**Cc:** Kathleen Allen · Reedbeds Admin  
**Subject:** Re: Extract from Council and Standing Committee Agenda 20 April 2021 - Item 17.1

Hi Michael,

Thanks for sending the report through.

It looks like there has been a misunderstanding/miscommunication about the quotes required for the application. I was under the impression that only quotes above \$1,000 was mandatory.

In regards to the catering quote, we have finally received more information from the local catering & juice suppliers we contacted before the Easter long weekend and we are now able to make a decision and provide you with a quote for catering & beverages.

In my view we cannot deliver a successful 4 hour event to our community without catering & beverages.

I also believe it is imperative to have a photographer on site to capture the event for marketing purpose.

In an ideal world, we would also have a videographer on site for marketing purpose as videos usually have a better engagement on social media (as a NFP we rely a lot on social medial (free advertising) to create buzz around our services) but we understand the council may not have enough funding available to cover that cost.

I would therefore appreciated it if the City of West Torrens would consider increasing the approved grant amount to cover the following additional items bringing the total amount to \$4,996 :-

- Catering & Beverages \$1,340
- Event photography \$300

Our application was originally approved for the amount of \$3,356 for the following items:

- Event hire: \$1,500
- Marketing and printing incidentals: \$406
- Signage: \$250
- Photo booth: \$1,200

Thank you very much in advance for your consideration.

Please do not hesitate to call me should you require more information.

Kind regards  
Dinah

--

Dinah Thomasset  
Founder, Owner, Mother

[Website](#) | [Facebook](#) | [Instagram](#)



\*\*Villagehood Australia acknowledges the Kurna people past present and future, the culture and that they are the traditional custodians of the land we live and work on. We would also like to acknowledge all First Nations people across Australia.\*\*

# Thank You

## EVENT PARTNERS



## DONATIONS





VILLAGEHOOD  
AUSTRALIA

# Pamper Day

Saturday 8th of May  
10am-2pm



**SOLD OUT**

Hair, Make Up  
Manicure  
Brunch  
& More!

Members: \$50  
New Members: \$60

19 Fitch Road, Fulham SA 5024  
Market Stalls & Sponsorship  
Available Upon Request

# Budget Reconciliation

| GRANT 1                                     | Quoted             | Invoiced           | Receipt Reference        |
|---|--------------------|--------------------|--------------------------|
| <b>Event Hire</b>                           | <b>\$ 1,500.00</b> | <b>\$ 1,500.00</b> | White orchid Inv #270    |
| <b>Marketing and printing incidentals</b>   | <b>\$ 406.00</b>   | <b>\$ 449.60</b>   |                          |
| <i>Tote bags</i>                            |                    | \$ 140.00          | White orchid Inv #300    |
| <i>Tote Bags Printing</i>                   |                    | \$ 200.00          | White orchid Inv #300    |
| <i>Beauty products</i>                      |                    | \$ 109.60          | Coles, Kmart 1, Kmart 2  |
| <b>Signage</b>                              | <b>\$ 250.00</b>   | <b>\$ 376.38</b>   |                          |
| <i>Back drop signage</i>                    |                    | \$ 165.00          | White orchid Inv #300    |
| <i>Additional Linyards</i>                  |                    | \$ 25.16           | Officeworks 2            |
| <i>Welcome board, paper, stationary etc</i> |                    | \$ 186.22          | Officeworks 1            |
| <i>Other stationary</i>                     |                    | \$ 9.90            | South Henley Newsagency  |
| <b>Photo Booth</b>                          | <b>\$ 1,200.00</b> | <b>\$ 1,200.00</b> | Hashtags                 |
| <b>TOTAL</b>                                | <b>\$ 3,356.00</b> | <b>\$ 3,525.98</b> |                          |
| <b>GRANT 2</b>                              | <b>Quoted</b>      | <b>Invoiced</b>    | <b>Receipt Reference</b> |
| <b>Catering + beverages</b>                 | <b>\$ 1,340.00</b> | <b>\$ 1,063.87</b> |                          |
| <i>Catering</i>                             |                    | \$ 800.00          | White orchid Inv #288    |
| <i>Juices</i>                               |                    | \$ 111.00          | White orchid Inv #288    |
| <i>Other Consumables</i>                    |                    | \$ 38.75           | Coles                    |
| <i>Sparkling water</i>                      |                    | \$ 17.18           | Aldi                     |
| <i>Proseco</i>                              |                    | \$ 77.94           | West Beach Cellar        |
| <i>Ice</i>                                  |                    | \$ 19.00           | United                   |
| <b>Photographapher</b>                      | <b>\$ 300.00</b>   | <b>Cancelled</b>   |                          |
| <b>TOTAL</b>                                | <b>\$ 1,640.00</b> | <b>\$ 1,063.87</b> |                          |
| <b>GRAND TOTAL</b>                          | <b>\$ 4,996.00</b> | <b>\$ 4,589.85</b> |                          |

# RECEIPT

Villagehood Australia

**Payment Date**  
6 May 2021

**Sent Date**  
31 May 2021

**ABN:**  
64 928 785 911

Hashtag Insta Prints  
Attention: Caroline Senn  
5 Kirkvue Rd  
ATHELSTONE SA 5076  
AUSTRALIA

---

|                |          |
|----------------|----------|
| Total AUD paid | 1,200.00 |
|----------------|----------|

---

| Invoice Date | Reference | Payment Reference | Invoice Total | Amount Paid | Still Owing |
|--------------|-----------|-------------------|---------------|-------------|-------------|
| 3 May 2021   | INV-0111  | Payment           | 1,200.00      | 1,200.00    | 0.00        |
|              |           |                   | Total AUD     | 1,200.00    | 0.00        |



Coles Supermarkets Australia Pty Ltd  
Tax Invoice ABN: 45 004 189 708



Value the Australian way

Store: 455 - CS WEST LAKES  
Store Manager: Travis  
Phone: 08 7322 9500  
Served By: Suzanne  
Register: 007  
Date: 07/05/2021  
Receipt: 8992  
Time: 18:21

| Description                                   | \$             |
|---|----------------|
| % COLES BETTER BAG 1EACH<br>2 @ \$0.15 EACH   | 0.30           |
| % VIVA PAPER TOWEL WHI 2PACK                  | 3.50           |
| COLES UHT MILK 1LITRE                         | 1.70           |
| COLES MILK UHT:SKIM: 1LITRE                   | 1.25           |
| COLES MILK UHT:FULL 1LITRE<br>2 @ \$1.25 EACH | 2.50           |
| LIPTON BLACK TEA BAG 100PACK                  | 5.00           |
| % MULTIX ALFOIL TRAD 60METRE                  | 10.00          |
| HUGGIES DRYNITES BED 7PACK                    | 11.00          |
| % BANDAID ISOPROPYL 250ML                     | 7.00           |
| % COLES WIPES ANTIBACT 100PACK                | 3.50           |
| % SIMPLE MOISTURISER 125ML                    | 10.50          |
| % GARNIER MICELLAR WTR 125ML                  | 6.95           |
| % EXTRA PEPPERMINT 64GRAM                     | 4.00           |
| % SIMPLE TONER FRESHEN 200ML                  | 10.00          |
| <b>Total for 16 items:</b>                    | <b>\$77.20</b> |
| EFT   | \$77.20        |
| GST INCLUDED IN TOTAL                         | \$5.07         |

Coles SA AU  
07/05/21 18:21 54820673 N45507  
\*\*\*\*\* 4551 VISA  
CHEQUE ACCOUNT eftpos CHEQUE  
APSN 0001 ATC 0015 A00000038420  
PURCHASE AUD\$ 77.20  
RRN 000070899200 (00)APPROVED  
NO PIN OR SIGNATURE REQUIRED

% = Taxable items

Sign up now at flybuys.com.au



**Officeworks**

www.officeworks.com.au  
 Officeworks Croydon  
 PH: (08) 8245 5600

Officeworks Ltd ABN 36 004 763 526  
 TAX INVOICE (Q4 2020/21) 04/05/2021

---

|                                |         |
|--------------------------------|---------|
| PISQU004R                      | \$59.00 |
| SQUARE CONTACTLESS READER      | \$14.97 |
| JBBDP200250                    |         |
| RM250 JB A4 DIGITAL PPR 200GSM | \$4.96  |
| SP08697                        |         |
| PK4 OLYMPIC CHECK TICKET BOOKS | \$75.48 |
| JBCHLAN10                      |         |
| PK10 JB C/HOLDER W/LANYARD     |         |
| 6 at \$12.58                   | \$12.56 |
| JBA1152BK                      |         |
| PK12 JB BP PENS 1.0 BK         |         |
| 4 at \$3.14                    | \$9.25  |
| QU97810                        |         |
| QU PP SIGN BRD 5MM 500X770 WHT |         |
| GBBONDA2                       | \$10.00 |
| A2 COATED PAPER 160GSM PRINT   |         |

---

**TOTAL \$186.22**

GST Included in Total \$16.93  
 \* GST Free item

---

Eft Purchase \$186.22

Officeworks  
 Croydon SA AU  
 04/05/21 11:46 56612229 050504  
 \*\*\*\* 4551 VISA  
 SAVINGS ACCOUNT eftpos SAVINGS  
 APSN 0001 ATC 0012 A00000038410

**Officeworks**

www.officeworks.com.au  
 Officeworks Keswick  
 PH: (08) 8229 9500

Officeworks Ltd ABN 36 004 763 526  
 TAX INVOICE (Q4 2020/21) 07/05/2021

---

|                            |         |
|----------------------------|---------|
| JBCHLAN10                  | \$25.16 |
| PK10 JB C/HOLDER W/LANYARD |         |
| 2 at \$12.58               |         |

---

**TOTAL \$25.16**

GST Included in Total \$2.29  
 \* GST Free item

---

Eft Purchase \$25.16

Officeworks  
 Keswick SA AU  
 07/05/21 14:30 53585121 050101  
 \*\*\*\* 8220 MASTERCARD  
 CREDIT ACCOUNT MASTERCARD  
 APSN 0000 ATC 0027 A0000000041010  
 PURCHASE AUD\$ 25.16  
 RRN 001918036001 (00)APPROVED  
 AUTH 069551  
 NO PIN OR SIGNATURE REQUIRED

---

Please retain receipt for return/exchange.  
 Team Member: Blake

**SOUTH HENLEY NEWSAGENCY**  
 47 HENLEY BEACH ROAD  
 HENLEY BEACH SOUTH SA 5022  
 PH/FAX: 08 8356 2527  
 ABN 73 579 166 793

**TAX INVOICE**

06/05/2021 THU 09:12

|                       |               |
|-----------------------|---------------|
| STATIONERY T1         | \$9.90        |
| <b>TOTAL</b>          | <b>\$9.90</b> |
| <b>CASH</b>           | <b>\$9.90</b> |
| GST                   | \$0.90        |
| CLERK 01 061902 00000 |               |

**THANK YOU**  
**PLEASE CALL AGAIN**



White Orchid Events

RECEIPT

Date: 09/05/2021

To Villagehood Australia  
Customer ID 251

| Event Planner | Payment received | Event date |
|---------------|------------------|------------|
| Briana        | 6 May 2021       | 8 May 2021 |

| Qty           | Description   | Unit Price | Line Total |
|---------------|---|------------|------------|
| 1             | Event Styling<br><b>Cozy Corner</b><br>- Couches, rugs, cushions, chairs, tables, candles<br><b>Entrance</b><br>- biodegradable balloons<br>- Easel<br><b>Cupboard / Styling Corner</b><br>- wall coverings / drape set, rug, large mirror, styling wardrobes<br><b>Fun Corner</b><br>- photobooth backdrop<br><b>Seating area</b><br>- 4 x tables & essentials items, 24 x chairs, table décor & flowers | 1500.00    | 1500.00    |
| Total Invoice |   |            | 1500.00    |



White Orchid Events

RECEIPT

Date: 09/05/2021

To Villagehood Australia  
Customer ID 251

| Event Planner | Payment received | Event Date |
|---------------|------------------|------------|
| Briana        | 5 May 2021       | 8 May 2021 |

| Qty           | Description       | Unit Price | Line Total |
|---------------|-------------------|------------|------------|
| 1             | Tote bags         | 140.00     | 140.00     |
| 1             | Tote bag printing | 200.00     | 200.00     |
| 1             | Back drop signage | 165.00     | 165.00     |
| Total Invoice |                   |            | 505.00     |



# TAX INVOICE

---

**Bill to:**  
 Villagehood Australia  
 19 Fitch Road,  
 Fulham Gardens, 5024

**Date:** 4 May 2021  
**Invoice Number:** DS 00013

Attn: Dinah Thomasset Hearn

**Job:**  
 White Tote Bags

| Item     | Description  | Quantity | Price     | Amount   |
|----------|--|----------|-----------|----------|
| Printing | Tote Bag print, single side<br>Single colour print - PMS 204<br>250mm x 250mm<br>Location: Front bag | 70       | \$2.50ea  | \$175.00 |
| Screen   | A4 Silk Screen set up  | 1        | \$25.00ea | \$25.00  |
| Merch    | Garments supplied  | 70       | \$0.00ea  | \$0.00   |

---

**Subtotal** \$200.00

**Total** \$200.00

**Payment Details**

People's Choice Credit Union  
 BSB: 805-050  
 Account No: 102 428 534

Invoice is to be paid within 30 days of date of issue.

**DAWN STATE**

P: 0420 878 859  
 E: timothycasiero@gmail.com  
 ABN: 69 259 450 015

P.1



**INVOICE**

Not registered for GST.

**Client Details:**

Briana Kemp  
 White Orchid Events || Pepper & Chalk  
 5 James Road, Happy Valley SA 5159  
 pepperandchalk@outlook.com  
 0433 522 191

|                 |              |
|-----------------|--------------|
| <b>DATE</b>     | 5th May 2021 |
| <b>INVOICE#</b> | 00147        |
| <b>Terms</b>    | Net 7 Days   |

| ITEM | DESCRIPTION   | QUANTITY | RATE     | TOTAL    |
|------|---|----------|----------|----------|
| 1    | Acrylic Circle sign<br>Size: 700mm<br>Full colour print, contour cut decal<br><br>Logo: Vector artwork to be supplied (Villagehood Australia) | 1        | \$165.00 | \$165.00 |
| 2    |   |          |          |          |
| 3    |   |          |          |          |

Payment in full required prior to commencement of any design work/vinyl cutting/printing.

Pick up from Morphett Vale

**Electronic payment details:**

Account Name: Emmerlee Heyes  
 BSB: 805-050 Account #: 102 244 382  
 Bank: People's Choice Credit Union

Please ensure your name is entered as a reference.

|                 |          |
|-----------------|----------|
| <b>Printing</b> | \$165.00 |
| <b>Postage</b>  |          |
| <b>TOTAL</b>    | \$165.00 |

**Emmerlee Heyes ABN 55 339 176 432**

27 Bains Rd, Morphett Vale, South Australia 5045

0412 272 179 design@emmerlee.com.au www.emmerlee.com.au



# White Orchid Events

# RECEIPT

Date: 09/05/2021

To Villagehood Australia  
Customer ID 251

| Event Planner | Payment received | Event Date |
|---------------|------------------|------------|
| Briana        | 5 May 2021       | 8 May 2021 |

| Qty           | Description   | Unit Price | Line Total |
|---------------|---|------------|------------|
| 1             | Grazing table & local healthy juices for up to 50 guests<br>- Catering \$800<br>- Juice \$111 | 911.00     | 911.00     |
| Total Invoice |   |            | 911.00     |





# Invoice

Jodi Hueppauff  
Caterer

0403 578 634  
food@jodiscuisine.com  
www.jodiscuisine.com  
ABN: 99 153 382 749

Date: 01/05/21  
Function Date: 08/05/21  
Client Name: White Orchid Events  
Invoice Number: WOE01

| DESCRIPTION   | QTY | UNIT PRICE | TOTAL    |
|---------------|-----|------------|----------|
| Brunch Grazer | 50  | \$15.00    | \$750.00 |
| Set up        |     |            | \$50.00  |

**TOTAL INVOICE     \$800.00**

**TRANSFER DETAILS**

NAME: J S Hueppauff  
ACCOUNT: 110128340  
BSB: 105011

## **8.9 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 23 February 2020, and outstanding resolution actions to 1 June 2021 is provided for Members' information (**Attachment 1**). Updates/comments are to 16 June 2021.

### **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       | 01/06/2021 | Council  | Item 13.1.1 - City Facilities and Waste Recovery General Committee Item 8.6 - Request for use of Camden Oval, Novar Gardens | Anne McKay / Papanikolaou that the consideration of Committee Item 8.6 presenting the request from Immanuel College for use of Camden Oval, be deferred to allow for further investigation on the use of Camden Oval by Immanuel College including the following:<br><ul style="list-style-type: none"> <li>• How often do Immanuel College use their three ovals</li> <li>• What days and times do Immanuel College use their three ovals</li> <li>• How many children participate at trainings at their three ovals</li> <li>• Surface quality of Camden Oval vs Immanuel College ovals</li> </ul>  | Angelo Catinari | 11/6/21 - in progress on as further investigation is undertaken on the use of Camden Oval  | In progress   |
| 2       | 01/06/2021 | Council  | Item 16.1 - Thebarton Historical Society  | Kym McKay / Vlahos that the Administration conduct enquiries to establish the bona fides of the Thebarton Historical Society including the following:<br><ul style="list-style-type: none"> <li>• is it an incorporated body with current registration</li> <li>• when it last met and are there any available minutes</li> <li>• a list of current members and their positions on the committee</li> </ul>   | Pauline Koritsa | 15/6/21 Application made to CBS for required information.  | In progress   |
| 3       | 01/06/2021 | Council  | Item 17.1 - City of West Torrens Civic Award to the Governor of South Australia   | Vlahos / Pal that Council confer a 'City of West Torrens Civic Award' on the current Governor of South Australia, His Excellency the Honourable Hieu Van Le AC in recognition of his outstanding service to the community of the City of West Torrens.  | Angelo Catinari | 2/6/21 - Letter sent to the Governor from Mayor Coxon<br><br>7/6/21 - Advice received from Governor's office that he would be pleased to accept the Civic Award at a meeting of Council 6 July 2021  | In progress   |
| 4       | 01/06/2021 | Council  | Item 8.1 - Removal of Parking Restrictions applied to Formby Street, Hilton (City Assets)                                   | Vlahos / O'Rielly that:<br><ol style="list-style-type: none"> <li>1. The Petition be received.</li> <li>2. A report on the removal of parking restrictions applied to Formby Street, Hilton, be presented to the City Services and Amenity Standing Committee for consideration; and</li> <li>3. The head petitioner be notified.</li> </ol>  | Angelo Catinari | 11/06/21 - report is currently being prepared  | In progress   |
| 5       | 25/05/2021 | City Facilities and Waste Recovery General Committee | Item 8.1 - Kesmond Reserve, Keswick - Update Report   | Woodward / Pal that:<br><ol style="list-style-type: none"> <li>1. This report is to be noted;</li> <li>2. A further report is to be provided back to this Committee following negotiations between the National Servicemen's Association and the Hilton RSL Sub-branch regarding the potential use of a new facility at Kesmond Reserve.</li> </ol>   | Angelo Catinari | 11/6/2021 - The first meeting of the RSL and NSA Working Party took place on 9 June with positive feedback. The RSL requested sufficient time to discuss the proposal with members and will advise Council of the outcome of the discussions by end of July. | In progress   |
| 6       | 25/05/2021 | City Facilities and Waste Recovery General Committee | Item 8.2 - Lockleys Bowling Club - Grant of Short Term Lease  | Reynolds / Mayor Coxon that:<br><ol style="list-style-type: none"> <li>1. A lease for a term of 3 years commencing on 1 July 2021 be provided to the Lockleys Bowling Club Inc. for portion of the Lockleys Oval complex (on the corner of Rutland Avenue and Moresby Street) at a commencing rental of \$4,000pa plus GST. The rental to increase to \$6,000 pa plus GST at the commencement of the second year of the term and \$8,500pa plus GST at the commencement of the third year of the term. The rental to be inclusive of the reimbursement of insurance premiums and the Club to be responsible for all maintenance and upkeep of the bowling greens / grounds and user / utility charges.</li> <li>2. The Council exercise its discretion under the relevant provisions of the Local Government Act 1999 to waive the payment of Council rates applicable to the property for the duration of the current and new lease term.</li> <li>3. The Mayor and Chief Executive Officer be authorised to sign and seal any documentation giving effect to the above recommendations/resolutions.</li> </ol>  | Angelo Catinari | 11/6/21 - Lease documentation is currently being prepared. The Club has been advised of Council's recommendation.  | In progress   |
| 7       | 25/05/2021 | City Facilities and Waste Recovery General Committee | Item 8.3 - Apex Park Reserve, West Beach - Licence Agreements   | O'Rielly / Pal that:<br><ol style="list-style-type: none"> <li>1. A licence for a term of 5 (five) years be granted to Girl Guides South Australia Inc. at a commencing licence fee of \$1,575pa plus GST commencing on 1 July 2021 and expiring on 30 June 2026. The licence fee to increase by \$50pa plus GST on each anniversary of the date of commencement during the licence term. The licence fee to be inclusive of all outgoing.</li> <li>2. A licence for a term of 5 (five) years be granted to Scouts Australia (SA Branch) Inc. at a commencing licence fee of \$1,575pa plus GST commencing on 1 July 2021 and expiring on 30 June 2026. The licence fee to increase by \$50pa plus GST on each anniversary of the date of commencement during the licence term. The licence fee to be inclusive of all outgoing.</li> <li>3. A licence for a term of 5 (five) years be granted to the Lockleys Riding Club Inc. at a commencing licence fee of \$1,575pa plus GST commencing on 1 July 2021 and expiring on 30 June 2026. The licence fee to increase by \$50pa plus GST on each anniversary of the date of commencement during the licence term. The licence fee to be inclusive of all outgoing.</li> <li>4. The Mayor and Chief Executive Officer be authorised to sign and/or seal any documentation to give effect to the grants of licence to Girl Guides South Australia Inc., Scouts Australia (SA Branch) Inc. and the Lockleys Riding Club Inc. for their use of portions of the Apex Park site.</li> </ol> | Angelo Catinari | 11/6/21 - The licence agreements have been delivered to the Clubs and are awaiting execution.  | In progress   |
| 8       | 25/05/2021 | City Facilities and Waste Recovery General Committee | Item 8.5 - New Licence Agreement - Glenelg District Cricket Club Inc  | Pal / Woodward that:<br><ol style="list-style-type: none"> <li>1. A licence for a term of 5 (five) years be granted to the Glenelg District Cricket Club Inc. at an initial licence fee of \$3,350pa plus GST (or thereabouts) commencing on 1 October 2021 and expiring on 30 September 2026. The licence fee to increase by \$150pa plus GST on each anniversary of the date of commencement during the licence term. The licence fee to be inclusive of all outgoing.</li> <li>2. The Mayor and Chief Executive Officer be authorised to sign and/or seal any documentation to give effect to the grant of licence for the Glenelg District Cricket Club's use of portion of the Camden Oval complex.</li> </ol>   | Angelo Catinari | 11/6/21 - Lease documentation is currently being prepared. The Club has been advised of Council's recommendation.  | In progress   |

| Item No | Date       | Meeting   | Action Title  | Resolution / Action required  | GM              | Actions taken  | Action status |
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| 9       | 18/05/2021 | Council   | Item 6 - Mayors Report - South Australian National Football League (SANFL) Chimney Ceremony and Christmas Riverbank Display | Kym McKay / Vlahos that:<br>1. The Mayors Report be noted.<br>2. The Mayor and Chief Executive Officer be authorised to enter formal negotiations with Lion in relation to Council continuing the tradition of:<br>i) The annual SANFL Chimney Ceremony to be relocated to the Brickworks Kiln, and<br>ii) The annual Riverbank Christmas Light Display at the West End Brewery Site<br>3. Once finalised, a report be brought back to Council outlining the terms and conditions of such agreements for Council to consider.   | Angelo Catinari | 13/5/21 - Meeting held between Mayor, Acting CEO and Lion representatives to discuss.<br><br>14/5/21 - Letter received from Lion acknowledging discussion at the meeting and agreement to progress discussions.<br>Further meetings have since been held between the Administration and Lion representatives along with heritage consultant. Further discussions to continue and a report back to Council in due course. | In progress   |
| 10      | 18/05/2021 | Council   | Item 15.1 - Renaming Dew Street Reserve to Barbara Hanrahan Park  | Kym McKay / Papanikolaou that the proposal to change the current name of 'Dew Street Reserve' in Thebarton be deferred to the City Facilities and Waste Recovery Committee to allow for the Administration to prepare a report on this matter for further consideration.  | Pauline Koritsa | 15/6/21 - research undertaken and being prepared for a future report to the City Facility and Waste Recovery Committee.  | In progress   |
| 11      | 18/05/2021 | Council   | Item 17.1 - River Torrens (Karrawirra Parri) Schematic Structure Plan & Thebarton Open Space                                | Nitschke / Mugavin to Council that:<br>1. It receives the River Torrens (Karrawirra Parri) Schematic Structure Plan and indicates in-principle support for the overarching vision for the improvement of the site, notwithstanding, any required statutory approval processes.<br>2. The CEO be delegated the authority to negotiate, subject to budget approvals, the purchase of the strategic portion of the former Adelaide University land-holding at Thebarton, being the portion of the land marked as 'A', in accordance with the land valuations provided for the development for the purposes of a shared path.<br>3. It provides in principle support for the portions of land identified as 'B' and 'C' be received by Council as a non-compulsory, voluntary "contribution" from the land-owner/developer and gifted asset subject to the developer undertaking any necessary remediation of contaminated land and heritage conservation/maintenance associated with the kiln and boiler room<br>4. The portion(s) of the land marked 'D' be vested to Council as Public Roads, subject to being developed to council's required standards guided by the City of West Torrens Urban Design Manual. | Angelo Catinari | 10/06/21 - Applicant advised of Council resolution, Initial meeting held with Applicant to discuss requirements.   | In progress   |
| 12      | 18/05/2021 | City Finance and Governance Standing Committee          | Item 11.4 - Prescribed Officers 2021 - Register of Interest   | Vlahos / Kym McKay that:<br>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:<br>• Chief Executive Officer*<br>2. On the basis that they have delegation, other than a financial delegation, or authorisation 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:<br>• Team Leader Building*<br>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:<br>• Senior Network Administrator*<br>*full list in Agenda/Minutes  | Pauline Koritsa | 19/05/21 - Correspondence prepared to notify staff. Will be sent to staff on 1 July 2021   | In progress   |
| 13      | 04/05/2021 | City Services and Climate Adaptation Standing Committee | Item 11.1 - Temporary B Double Access in Warren Avenue and James Melrose Road   | Vlahos / Wilton that:<br>1. Council approve the temporary use of Warren Avenue and James Melrose Road for B Double access to and from Tapleys Hill Road.<br>2. A permit for access for B Doubles be issued to Visy (or relevant transport operators of the B Doubles) for a period of 12 months (with any extension subject to a further review by the Administration).   | Angelo Catinari | 10/06/21 - Permit issued 31 May 2021   | In progress   |

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| 14      | 27/04/2021 | City Advancement and Prosperity General Committee    | Item 8.2 - Amendment to Guidelines for Grants, Sponsorships, Competitions and Awards   | Wood / Kym McKay that the Guidelines for Grants, Sponsorships, Competitions and Awards be amended to include, or replace current provisions, the following:<br>1. Elected Members, employees and members of their households be ineligible to receive community grants however, community and sporting groups are not precluded from receiving these grants on the basis that a member lives in the same household as an Elected Member or employee.<br>2. Elected Members, employees and members of their households be ineligible to receive community equipment grants however, community and sporting groups are not precluded from receiving these grants on the basis that a member lives in the same household as an Elected Member or employee.<br>3. Elected Members, employees and members of their households be ineligible to receive environment grants however, community and sporting groups are not precluded from receiving these grants on the basis that a member lives in the same household as an Elected Member or employee.<br>4. The eligibility criteria for Heritage Grants be amended to exclude any property other than the principle place of residence in which an Elected Member or employee has an interest from being awarded a heritage grant.<br>5. In line with the recommendation from the Mendelson Committee, the Mendelson Scholarship Grants eligibility criteria be amended to include the wording:<br>a) Any relative of an Elected Member or member of staff can apply for a scholarship.<br>6. No changes be made to the COVID-19 Arts and Culture Grants eligibility criteria.<br>7. Elected Members, employees and members of their households be ineligible to receive sponsorships and donations however, community and sporting groups are not precluded from receiving these grants on the basis that a member lives in the same household as an Elected Member or employee.<br>8. The Competitions eligibility criteria be amended to read:<br>• The Competition is not open to:<br>a) A person who is an Elected Member or employee of the City of West Torrens;<br>b) A person who refuses to comply with or breaches any terms of these General Competition Entry Rules.<br>9. The Competition Rules not apply to the National Australia Day Council Awards or the City of West Torrens Australia Day Awards.<br>10. Elected Members, employees and/or members of their household be eligible for the City of West Torrens Citizen of the Year, Young Citizen of the Year and/or Community Event of the Year Awards.<br>11. Elected Members, employees and/or members of their household be eligible for the City of West Torrens Australia Day Awards.<br>12. The conferring of a National Australia Day Council or City of West Torrens award (other than the Civic Award) to an Elected Member be for service to the community outside of their official duties as an Elected Member.<br>13. No amendments be made to the Solar Panels and Battery Storage eligibility criteria. | Pauline Koritsa | 11/06/21 - Guidelines are currently being updated   | In progress   |
| 15      | 27/04/2021 | City Advancement and Prosperity General Committee    | Item 8.3 - Proposed Changes to the Think Buy Be LOCAL Campaign                         | Mayor Coxon / Papanikolaou that Council proceeds with amending the eligibility criteria for the Think, Buy, Be LOCAL campaign by creating a 'Stream C' that accommodates those West Torrens based community groups specifically catering for over 50's, regardless of whether or not the members are City of West Torrens residents, to access a \$25 voucher with no co-contribution required.  | Pauline Koritsa | 31/5/21 - Program amended to include Stream C and over 50's clubs contacted. Program up and running.<br><br>16/06/21 - TBBL program ends on 30 June 2021 as per council resolution  | In progress   |
| 16      | 27/04/2021 | City Advancement and Prosperity General Committee    | Item 8.9 - Swap Spot in the City of West Torrens                                       | Mayor Coxon / Wood that:<br>1. The Swap Spot initiative be supported for a 6 month trial.<br>2. The Administration take necessary actions to further investigate the Swap Spot trial including location selection and community engagement.<br>3. A report be provided to the City Advancement and Prosperity General Committee following the identification of a suitable location, costs and community engagement outcomes prior to the commencement of the trial.<br>4. The Administration work with SAPOL regarding an online purchasing community education and awareness program.  | Pauline Koritsa | 11/06/21 - Project time schedule drafted. Location risk assessments commenced.  | In progress   |
| 17      | 20/04/2021 | Council  | Item 17.3 - Local Government Nominations to the Environment Protection Authority Board | Woodward / Papanikolaou that Cr Kym McKay be nominated to the Environment Protection Authority Board.  | Pauline Koritsa | 24/05/21 - Request sent to Cr Kym McKay for completion of nomination  | In progress   |
| 18      | 23/03/2021 | City Facilities and Waste Recovery General Committee | Item 8.1 - Waste and Resource Recovery Strategy Proposal                               | Woodward / Mugavin that a project to develop a 10 year waste and resource recovery strategy for the City of West Torrens be endorsed, subject to appropriate funding being provided in Council's 2021/22 budget.   | Chris James     | The Administration has received advice that grant funding is being provided and commenced development of the strategy April 2021.<br>15/06/21 - The Waste Strategy development initiative is expected to be completed before December 2021. | In progress   |
| 19      | 23/03/2021 | City Facilities and Waste Recovery General Committee | Item 8.2 - Improving Source Separation at Multi-Unit Developments Pilot Proposal       | Mugavin / Pal that a pilot is undertaken to determine the most effective interventions to improve source separation of waste in MUDs, subject to appropriate funding being provided in Council's 2021/22 budget.   | Chris James     | Funding for an initiative to determine the most effective interventions to improve source separation of waste in MUDs has been included in Council's 2021/22 budget.  | In progress   |

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| 20      | 23/03/2021 | City Facilities and Waste Recovery General Committee | Item 8.4 - Novar Gardens Petanque and Bowling Club - New Lease and Update re National Petanque Titles             | Anne McKay / Woodward that:<br>1. The Novar Gardens Bowling and Petanque Club be granted a new lease/licence over portion of the Camden Oval complex for a term of 5 years commencing on 1 April 2021 and expiring on 31 March 2026, at a commencing rental of \$5,250 pa plus GST and outgoings (the rental includes a component for reimbursement of insurance premiums).<br>2. The Club be further advised that Council agrees to reimburse the Club in the amount of \$5,000 plus GST for park furniture which has been purchased for use during (and subsequent to) the National Titles in recognition of the works performed and financial contributions made to date by the Club.<br>3. The Mayor and Chief Executive officer be authorised to sign and/or seal any documentation to give effect to the resolution.   | Angelo Catinari | 11/6/21 - Lease documentation is currently being prepared. The Club has been advised of Council's recommendation.  | In progress   |
| 21      | 23/03/2021 | City Facilities and Waste Recovery General Committee | Item 8.5 - W.T.B. (West Torrens Birkalla) Soccer Club Grant of New Lease and Licence                              | Anne McKay / Woodward that:<br>1. Council note the terms of the proposed long term lease agreement for WTB (West Torrens Birkalla) Soccer Club's use of portion of the Camden Oval complex, and those proposed terms including:<br>a. a lease of 21 years at a commencing rental of \$12,180 pa plus GST (inclusive of the reimbursement of insurance premiums) and an increase of \$150 pa plus GST on each anniversary of the lease commencement during the lease term;<br>b. the Club being responsible for all outgoings (including maintenance of the synthetic pitch) and, in addition, loan repayments of \$12,534 pa for the duration of the lease term; and<br>c. the term of the proposed lease requires public consultation, and that a further report will be provided to the Committee/Council following the period of public consultation.<br>2. The Club be advised that Council provides its consent to the grant of a new licence to WTB Soccer Club for a period of 5 years at an all-inclusive commencing licence fee of \$700 pa plus GST over portion of Golflands Reserve. The licence fee be increased by \$50 pa plus GST on each anniversary of commencement of the licence during the licence term.<br>3. The Mayor and Chief Executive Officer be authorised to sign and seal the Specific Security Interest Deed and new Licence Agreement for the Club's ongoing use of portion of Golflands Reserve. | Angelo Catinari | 11/6/21 - Lease documentation is currently being prepared. The Club has been advised of Council's recommendation.  | In progress   |
| 22      | 23/03/2021 | City Facilities and Waste Recovery General Committee | Item 8.7 - Cricket User at Lockleys Oval  | O'Rielly / Pal that:<br>1. The Goodwood Cricket Club be allowed to remain as the preferred cricket use within the Lockleys Oval complex and the Club be advised of this. Further, the licence for the Club's use of the complex be extended until 30 September 2021 to match that of the other users of the complex.<br>2. The West Torrens District Cricket Club be advised that it has not been selected as the preferred cricket user of the Lockleys Oval complex.<br>3. The Administration be authorised to enter into negotiations with the West Torrens District Cricket Club and the West Adelaide Football Club regarding the possible use of the Richmond Oval for cricket during summer season(s).  | Angelo Catinari | 11/6/21 - Lease documentation is currently being prepared. The Clubs have been advised of Council's recommendation. Discussions have not yet commenced regarding the use of Richmond Oval over the summer. | In progress   |
| 23      | 16/03/2021 | Council  | Item 17.1 - One Year On, COVID-19 Learnings and Strategies (Point 2 of the Resolution only)                       | Kym McKay / Tsiaparis that:<br>1. The COVID-19 Learnings and Strategies report be received.<br>2. Council wishes to convey its heartfelt appreciation for the hard work and sacrifices that staff on all levels performed during the first 12 months of the COVID-19 pandemic.   | Terry Buss      | 22/3/21 - draft email sent to CEO for review.<br>No further action in relation to sending an 'all staff' email has been taken.   | In progress   |
| 24      | 16/03/2021 | Council  | Item 17.2 - Impacts facing Thebarton Oval and Kings Reserve User Groups resulting from North-South Corridor Works | Nitschke / Mugavin that:<br>1. In order to develop options for Council to consider to address the likely impacts of the upgrade to the North South Corridor relevant to the Thebarton Oval/Kings Reserve precinct, the Administration be authorised to commence discussions with the following stakeholders:<br>• Torrensville Bowling Club;<br>• Thebarton Oval Tenants – SANFL and Adelaide Footy League;<br>• Messinian Association of SA (MA Hawks Soccer Club);<br>• Proposed Thebarton Oval Tenant - Adelaide Football Club;<br>• Thebarton Community Centre – Community Groups, and<br>• Other relevant stakeholders as may be identified by the Administration.<br>2. A further report(s) be provided to Council following discussions with the identified groups.   | Angelo Catinari | 11/6/21 - Preparations are being made to coordinate the consultation   | In progress   |
| 25      | 02/03/2021 | Council  | Item 15.1 - West Torrens Australia Day Awards   | Woodward / Tsiaparis that the Administration reports back to the City Advancement and Prosperity Committee on strategies to increase awareness of Council's Australia Day Awards nomination process including the promotion of current and previous award recipients through greater exposure at Civic events.   | Terry Buss      | 5/03/21 - met with neighbouring councils to discuss strategies to increase awareness of Council's Australia Day Awards nomination process. Report to be presented to future Council meeting.               | In progress   |

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| 26      | 02/02/2021 | City Services and Climate Adaptation Standing Committee | Item 11.1 - Proposed Extension of E-Scooter Trial - Western Alliance Councils  | Reynolds / Mayor Coxon that:<br>1. The report be received and noted.<br>2. The Administration write to the Department of Infrastructure and Transport (DIT) requesting the following:<br>a) The trial of the E-Scooters along the coastal trail be extended under the same terms and conditions for a period of 12 months;<br>b) The trial area extended into the side streets up to Military Road and further consideration of 'exclusion' and 'go slow' zones as part of a separate application.<br>3. The Cities of Port Adelaide Enfield and Charles Sturt and SAPOL be advised of (2) above.  | Angelo Catinari | 10/02/21 - City of Port Adelaide Enfield and City of Charles Sturt advised of Council resolution. City of Port Adelaide Enfield to write to DIT regarding the extension proposal.<br><br>24/02/21 - Resolution Item 2. a): Letter to the Minister seeking a further extension of 12 months for the e-scooter trial.<br><br>14/04/21 - Resolution Item 2. a): Letter received from the Minister regarding approval of a further extension of the Trial to 4 April 2022. Resolution Item 2.b) and Item 3 are still in progress with the other two Councils' Administration.<br><br>10/06/21 - Resolution Item 2.b) and Item 3 are still in progress with the other two Council's Administration. | In progress   |
| 27      | 02/02/2021 | Council   | Item 15.2 - Amendment to Council Policy - Mobile Food Vendors  | Kym McKay / Papanikolaou that this matter be referred to the City Advancement and Prosperity Committee for consideration and recommendation back to Council.   | Pauline Koritsa | 5/02/21 - Report to be presented to future City Advancement and Prosperity Committee.<br><br>27/04/21 - in progress given changes under the LG Reform Bill.<br><br>15/6/21 - Reform Bill now passed - will review against proposed changes.  | In progress   |
| 28      | 19/01/2021 | Council   | Item 15.1 - Community Consultation on Planning and Design Code   | Woodward / Kym McKay that Council provision up to \$30,000 to inform the community, in the most cost effective and efficient manner, of Council concerns regarding the proposed changes in the new Planning and Design Code. These concerns include:<br>• Lack of public notification for new developments.<br>• Lower quality infill development, including allotment sizes, building heights, car parking, open space and landscaping.<br>• Loss of character of West Torrens streetscapes.<br>• Developments in Urban Corridor Zones impacting properties at the interface of neighbouring zones.<br>• Protecting of our residential areas from inappropriate land uses.  | Pauline Koritsa | 15/2/21 Communications Plan sent to Elected Members for comment on 15 Feb with proposed timeframe and channels for informing the community.<br><br>30/4/21 Initial communication sent out at Go Live date to advise community, second communication to be distributed mid May<br><br>31/5/21 Second flyer distributed to households in late May  | In progress   |
| 29      | 19/01/2021 | Council   | Item 8.1 - Request to install user friendly exercise station at Mile End Common (City Property)                              | Mugavin / Nitschke that:<br>1. The Petition be received.<br>2. The provision of a user friendly exercise station at Mile End Common be referred to the 2021/2022 budget for consideration.<br>3. The Head Petitioner be advised accordingly.   | Angelo Catinari | 10/2/21 - Funding has been allocated in the 2021/2022 draft budget for consideration by Council.<br><br>11/6/21 - Awaiting new financial year and budget approval.   | In progress   |
| 30      | 08/12/2020 | Council   | Item 17.12 - Public Consultation - Baroda Reserve  | Tsiaparis / Pal that:<br>1. The feedback on the public consultation, on the proposal to rename Baroda Avenue Reserve, Netley, to Wally Shiers Reserve, be received.<br>2. It notes that the majority of responders favour the proposed renaming.<br>3. Having considered the responses to the public consultation, it approves the renaming of Baroda Avenue Reserve, Netley to Wally Shiers Reserve from 17 December 2020.<br>4. The Chief Executive Officer be authorised to proceed with any action required to effect this change.<br>5. Ms Lainie Andersen and Mr Shiers family, if possible, be advised of the outcome of the request to rename Baroda Avenue Reserve, Netley, to Wally Shiers Reserve.  | Pauline Koritsa | 15/3/21 Family has been advised, name change has been gazetted, currently in the process of organising signs<br>16/06/21 - arrangements being organised with City Assets   | In progress   |
| 31      | 08/12/2020 | City Facilities and Waste Recovery General Committee    | Item 8.1 - Update - Request to purchase portion of the road reserve - corner of Arthur Lemon Avenue & Witty Court, Underdale | Huggett / Woodward that the verge land be offered to Ms Lisa Thomas & Mr Brad Stevens on the condition that they meet all costs associated with necessary actions which are required to be undertaken under the Roads (Opening and Closing) Act, for the closure and sale of the identified road verge on the side (eastern) boundary of their residential property at 1 Witty Court, Underdale, subject to public consultation and all necessary approvals being sought and obtained from the relevant authorities:<br>a) The applicants and Council enter into a satisfactory Land Management Agreement for the subject land.<br>b) The necessary processes to give effect to the eventual sale of the verge land, for an anticipated consideration of approximately \$30,000-40,000 plus all associated costs and any applicable GST (but subject to a formal valuation), under the Roads (Opening and Closing) Act be commenced;<br>c) Should Council and the Surveyor-General provide their consent to the road closure process the land be excluded from the classification of community land;<br>d) The Mayor and Chief Executive Officer be authorised to sign and, where applicable, seal any documentation to give effect to this resolution; and<br>e) Further update reports be provided to Council following public consultation and confirmation that the portion of road has been closed by the Surveyor-General. | Angelo Catinari | 10/2/21 - An update was provided to the applicants in January 2021 and the Solicitor's have been requested to draft Land Management Agreement. In addition, an updated valuation is being sought.<br><br>11/6/21 - Discussions continuing and report will be provided to Committee in July   | In progress   |

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| 32      | 08/12/2020 | City Facilities and Waste Recovery General Committee    | Item 8.3 - Sponsorship Agreement - Lockleys Oval LED Scoreboard  | Woodward / Pal that:<br>1. Council provide its consent, in its capacity as landowner for a LED scoreboard to be erected in the north-eastern corner of the Lockleys football oval, subject to any necessary development consents being sought and obtained.<br>2. Should the Committee recommend to Council, and Council resolve in accordance with the Committee's recommendation, the Chief Executive Officer and/or Mayor be authorised to sign a Sponsorship Agreement, including the sponsorship of \$10,000 offered by the West Beach and Districts Community Bank Branch.<br>3. Council's Advertising on Council Land and Related Public Infrastructure Policy be reviewed as part of the review process of Council's policies to acknowledge the decision of Council. | Angelo Catinari         | 10/2/21 - Bank has been advised and Administration is awaiting the final Sponsorship Agreement. Procurement process has commenced with the new scoreboards<br><br>11/6/21 - awaiting final go-ahead from clubs and confirmation of their financial contribution towards the larger board they have requested.   | In progress   |
| 33      | 08/12/2020 | City Facilities and Waste Recovery General Committee    | Item 9.1 - Educational Trial for Waste Disposal and Separation   | Woodward / Huggett that Council Administration provide a report to the City Facilities and Waste Recovery General Committee on the opportunity (costs and benefits) of a trial at a shopping centre within our City to provide 3 bins for the general public use. The intent is to create an actual experience in use of the red, yellow and green bins that further educates our residents in separation at source and better waste disposal.  | Bill Ross / Chris James | The Waste Management Team is currently identifying the most suitable location to undertake activities regarding waste education/creating a community 'experience in the use of the red, yellow and green bins'.<br>Current proposal is to undertake an interactive displays. Discussions have been held with Business and Community Services (Media) to design a display surround for the bins to improve visibility.<br><br>17/3/21 - Waste Management is in the process of redeveloping the Bin Toss Game to be rolled out to shopping centres to provide an interactive waste experience to educate residents on separating waste. At this stage, we propose to run 2 sessions during National Recycling Week (8 - 14 November 2021 - at Brickworks and Kurralta Central).<br><br>Works due to commence in April;<br>• Development of the display/standee to be used at shopping centres (with Media)<br>• Contact the shopping centres and stakeholders to seek participation<br>• Investigate options for incentives/prizes to encourage participation | In progress   |
| 34      | 03/11/2020 | Council   | Item 12.1.1 - City Advancement and Prosperity General Committee Item 8.1 Australian Honours Awards   | O'Rielly / Papanikolaou that Council publicly recognises:<br>1. West Torrens residents who have been Australian Honour recipients by creating a website presence on Council's website which links directly to the searchable Australian Honours database on the Department of the Prime Minister and Cabinet website.<br>2. Former West Torrens' Mayors with an online website presence and suitable footpath plaques in the West Torrens Memorial Gardens.   | Pauline Koritsa         | 15/2/21 Australian Honour recipients will be available on the CWT website when the new site is launched in March. Currently trying to verify names and dates of mayors/chairmen prior to availability on new website. Intending to launch website first prior to manufacturing plaques to ensure information is correct.<br><br>31/5/21 Mayoral information on website, initial designs of plaques underway, installation in Spring.  | In progress   |
| 35      | 03/11/2020 | City Services and Climate Adaptation Standing Committee | Item 11.1 - Request to increase enforcement of parking restrictions in Mile End, Marleston, Keswick and Ashford                                | Woodward / Papanikolaou that:<br>1. The report be received.<br>2. Council be advised at the end of the 2020/21 financial year of any increase in parking revenue over and above operational costs that is attributable to an increase in the enforcement of time limited parking in the City of West Torrens with a focus on Mile End, Marleston, Keswick and Ashford suburbs, in order to consider making the extra income available for environmental initiatives.  | Bill Ross / Chris James | Review will be undertaken July/August 2021  | In progress   |
| 36      | 22/09/2020 | City Facilities and Waste Recovery General Committee    | Item 8.4 - Brand identity and signage for Council-owned facilities   | Vlahos / Mugavin to Council that:<br>1. It approves the installation of signage on all of its facilities as detailed in Option 1 within this report.<br>2. Stage 1 of installation of building signage, as outlined in this report, be undertaken in this financial year, following budget review and approval.<br>3. Installation of decals inside new facilities be undertaken prior to the end of this calendar year.<br>4. It approves the adaption of the City of West Torrens' logo 'tag line' to reflect that the City of West Torrens proudly supports our community by providing community facilities for them to use.<br>5. Stage 2, permanent building signage, be undertaken in the 2021/22 financial year, pending costings and budget approval by Council.      | Angelo Catinari         | 21/10/2020 - meeting between internal staff 28/10/20 to discuss decals on internal building walls to be implemented by the end of 2020.<br><br>21/10/2020 - meeting action transferred from Strategy & Business to City Property for implementation. MAR changed from Pauline to Angelo.<br><br>10/2/21 - Allocated funding in draft 2021/2022 budget for Council consideration.<br><br>11/6/21 - Awaiting new financial year and budget approval.  | In progress   |
| 37      | 22/09/2020 | City Facilities and Waste Recovery General Committee    | Item 8.9 - Request for Council to enter into new Licence Agreement - Department of Education and Child Development (Cowandilla Primary School) | Vlahos / Tsiaparis that:<br>1. Council advise the Department of Education and Child Development (DECD) that it agrees to enter into a new licence agreement for use of the Cowandilla Primary School Oval and surrounds, when not required by the School, for a term of 5 years at a commencing licence fee of \$21,460.67 per annum (pa) plus GST. The licence fee to increase on each anniversary of the date of commencement during the term by Adelaide All Groups CPI (or similar should that index cease to exist).<br>2. The Mayor and Chief Executive Officer be authorised to sign and/or seal any necessary documentation to give effect to the grant of licence.   | Angelo Catinari         | 16/10/2020 - DECD and Cowandilla Primary School have been advised that Council agreed to enter into a new licence agreement. Awaiting documentation from DECD to execute.<br><br>10/2/21 - Contacted Cowandilla Primary School again in mid-January 2021 to seek agreement documentation. No response received to date.<br><br>11/6/21 - Awaiting signed agreement from DECD.   | In progress   |

| Item No | Date       | Meeting  | Action Title  | Resolution / Action required   | GM              | Actions taken  | Action status |
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| 38      | 01/09/2020 | Council  | Item 11.1 - Electric Vehicle Charging Stations              | Kym McKay / Vlahos that:<br>1.The report be received and noted.<br>2.The Administration continues to explore options for providing Electric Vehicle (EV) charging stations in West Torrens and calls an Expression of Interest to the market to identify potential providers, their business model and value add opportunities for Council and the community.<br>3.The Administration provides information from that tendering process in a subsequent report back to Council.   | Angelo Catinari | 15/10/2020 - An Expression of Interest document is being finalised to go out to the market to explore options in relation to potential providers, business models and value add opportunities. It is anticipated that a call for the EOI will occur early 2021 and subsequently a report will be provided to Council with the outcome of that tendering process.<br><br>03/02/2021 - An Expression of Interest document is anticipated to go to market April 2021, with a subsequent report to Council with the outcome of that process. Concurrent to this process, the Administration is reviewing the recently released State Government Electric Vehicle Action Plan to identify opportunities for the City of West Torrens.<br><br>16/04/2021 - Awaiting advice from State Government on recent nomination of EV charging station sites in CWT under the State Government Electric Vehicle Action Plan.<br><br>10/06/2021 - The Department for Energy and Mining is preparing for the imminent release of the Electric Vehicle Charging Network Funding Guidelines as part of the next stage of the project - the competitive grants process. This next stage of the project will take place between May and late July, and will involve a public call for charge point operators to submit a grant proposal to develop a section or sections of the Network. | In progress   |
| 39      | 04/08/2020 | Council  | Item 17.4 - Proposed Road Closure - Weaver Avenue, Richmond | Vlahos / Nitschke that:<br>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;<br>(b) The land subject to the road closure be sold and the proceeds used for a beneficial community purpose(s).<br>(c) The land be excluded from the classification of Community Land upon conversion of it from open to closed road.<br>(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.<br>(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 | 19/8/2020 - Consultants have been requested to commence the Road Process Order and Final Plan.<br><br>16/10/2020 - Relevant parties advised (SAPN, Surveyor-General and consultant). Awaiting preparation and forwarding of final plan and Road Process Order from consultant.<br><br>10/2/21 - Documents provided to consultant to forward to Surveyor General.<br><br>11/6/21 - Awaiting Surveyor General response   | In progress   |
| 40      | 16/06/2020 | Council  | Item 17.3 - Covid-19 Small Business Resilience Grants       | Kym McKay / Papanikolaou that:<br>1. Approval be given to establish the Covid-19 Small Business Resilience Grants program to assist businesses within the City of West Torrens.<br>2. Approval for \$200,000 as once off funding be provided to support the Covid-19 Small Business Resilience Grants program.<br>3. The Covid-19 Small Business Resilience Grant funding program will cease by 31 December 2020.<br>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 Covid-19 Small Business Resilience Grants have been launched with great uptake from within the business community in the City. Businesses have welcomed Councils support at this time and are hopeful that this offering will continue. Businesses are also looking to support neighbouring local businesses and purchasing local products and services, hence in effect the grants are servicing not only the business that has applied for the grant but other local West Torrens Businesses as well.  | In progress   |
| 41      | 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.<br><br>12/2/21 - On 28 January 2021 Mayor Coxon met with representatives from various bowling clubs in relation to this matter. Discussions between relevant stakeholders continue.<br><br>9/3/21 - email exchange between Mayor Coxon and interested stakeholders sent advising a 'needs analysis' template would be drawn up for each club to complete and return.<br><br>15/6/21 - this action referred to GMUS/Manager City Property to action.  | In progress   |

| Item No | Date       | Meeting  | Action Title   | Resolution / Action required  | GM              | Actions taken   | Action status |
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| 42      | 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"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol> | 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> <p>Other options are being explored on the site through an interested party.</p>   | In progress   |
| 43      | 23/07/2019 | City Facilities and Waste Recovery General Committee | Item 9.7 - Hilton RSL Sub-branch - Relocation Update | <p>Vlahos / Mugavin that:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ol>  | Angelo Catinari | <p>19/08/2019 - A meeting will be held with the RSL within the next 4 weeks to progress this.</p> <p>14/10/2019 - 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.</p> <p>18/2/2020 - 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.</p> <p>8/5/2020 - 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.</p> <p>18/8/2020 - on hold until decision is made regarding the West Adelaide Football Club.</p> <p>16/10/2020 - as above - no further action taken.</p> <p>10/2/21 - as above - no further action taken.</p> <p>11/6/21 - no further action taken until Hilton RSL confirm their decision regarding the possible relocation to Kesmond Reserve.</p> | In progress   |

| Item No | Date       | Meeting | Action Title  | Resolution / Action required  | GM              | Actions taken   | Action status |
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| 44      | 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 | <p>04/09/2018 - Administration has commenced initial discussions with SA Water.</p> <p>26/11/2018 - Administration is continuing discussions with SA Water.</p> <p>13/2/2019 - Discussions continue with a report to be presented at a future meeting of Council.</p> <p>16/04/2019 - Discussions continue with a report to be presented at a future meeting of Council.</p> <p>18/06/2019 - A report to be presented at a future meeting of Committee/Council.</p> <p>19/08/2019 - Due to competing priorities, this action has been paused and will be re-evaluated in the new year.</p> <p>14/10/19 - No progress has been made due to competing priorities.</p> <p>18/2/2020 - Competing priorities therefore no action taken and no budget allocation for 20/21 financial year.</p> <p>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.</p> <p>18/8/2020 - Continue to have no response from attempts to contact DEW.</p> <p>16/10/20 - Further contact made with DEW and no response received.</p> <p>10/2/2021 - DEW response from November 2020 requested further time for review due to Covid.</p> <p>11/6/21 - No update from DEW, no further action at this time</p> | In progress   |

| Item No | Date       | Meeting         | Action Title  | Resolution / Action required   | GM              | Actions taken  | Action status |
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| 45      | 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 August - consultant is undertaking a Council wide review of sites and preparing a survey for key stakeholders</p> <p>14 December - Community survey has been undertaken by consultant with focus groups to be held prior to Christmas to further expand the findings.</p> <p>11/2/21 Elected Member workshop booked for 11 March.</p> <p>31/5/21 Draft public Art Strategy received from consultant, currently being reviewed internally prior to presentation to Council for approval for public consultation.</p> | In progress   |
| 46      | 01/06/2021 | Council         | Item 18.1 - Reappointment of Member to the Brown Hill and Keswick Creeks Stormwater Board | <p>O'Rielly / Tsiaparis that:</p> <ol style="list-style-type: none"> <li>The report be received.</li> <li>The Nominations Committee recommendation to reappoint Judith Choate to the Brown Hill and Keswick Creeks Stormwater Board for a period of three years be endorsed.</li> </ol> <p>FURTHER</p> <ol style="list-style-type: none"> <li>In accordance with Sections 91(7) and 91(9) of the Local Government Act 1999, the Council orders that Attachment 1 - Resume of Ms Judith Choate, having been considered by the Council in confidence under Section 90(3)(a), be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting, on the basis that the premature disclosure of this information would be unreasonable given it contains personal information relating to the applicant which could inadvertently prejudice their future career aspirations and breach any duty of confidentiality owed to them by Council.</li> <li>Council delegates the power of review, but not the extension, of the confidential order to the Chief Executive Officer on a monthly basis in accordance with the provisions of Section 91(9)(c) of the Local Government Act 1999.</li> </ol> | Angelo Catinari | <p>4/06/21 - Confidential spreadsheet updated noting the confidential order for Attachment 1</p> <p>5/06/21 - BHKC notified of Council resolution.</p>   | Completed     |
| 47      | 01/06/2021 | Council         | Item 8.1 - Removal of Parking Restrictions applied to Formby Street, Hilton (Governance)  | <p>Vlahos / O'Rielly that:</p> <ol style="list-style-type: none"> <li>The Petition be received.</li> <li>A report on the removal of parking restrictions applied to Formby Street, Hilton, be presented to the City Services and Amenity Standing Committee for consideration; and</li> <li>The head petitioner be notified.</li> </ol>  | Pauline Koritsa | 15/6/21 Head petitioner notified by phone as no email provided, City Assets undertaking review.  | Completed     |

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| 48      | 25/05/2021 | City Facilities and Waste Recovery General Committee | Item 8.7 - Request for Variation in Liquor Licence - Western Youth Centre Inc. | O'Rielly / Reynolds that the Western Youth Centre Inc. be advised that Council provides its consent to the amendments to the days and hours of operation of the liquor license(s) sought by the Western Youth Centre Inc., i.e. from 11.00am to 11.30pm on Saturdays and from 11.00am until 11.00pm on Sundays throughout the year, and at other times when the Western Youth Centre Inc. has approved a designated fundraising event.   | Angelo Catinari | 11/6/21 - WYC has been notified of council's agreement.   | Completed     |
| 49      | 18/05/2021 | Council  | Item 8.1 - Improvement of safety on Turner Avenue, Plympton                    | Tsiaparis / Pal that, on the basis that the petition is non-compliant with Clause 8 of Council's Code of Practice - Procedures at Meetings and Regulation 10 of the Local Government (Procedures at Meetings) Regulations 2013, the petition be received.  | Pauline Koritsa | 19/05/21 - Head petitioner and Jayne Stinson MP have been notified.   | Completed     |
| 50      | 18/05/2021 | Council  | Item 17.2 - Brickworks Riverfront Land - Confidential Order Review             | Nitschke / Reynolds that:<br>1. In accordance with Section 91(9)(a), having reviewed the confidentiality orders made at Council's 1 May 2018, 6 June 2017, 21 May 2019 and 19 May 2020 meetings, in respect of reports relating to the Brickworks Riverfront Land, Council orders that the following confidential reports, the Minutes arising, attachments and any associated documentation or recording:<br><ul style="list-style-type: none"> <li>• Brickworks Markets - Retained Land</li> <li>• Brickworks Riverfront Land - Expression of Interest</li> <li>• Brickworks Riverfront Land - Divestment Proposal</li> <li>• Divestment Proposal - Brickworks Riverfront Land</li> <li>• Divestment Proposal Update - Brickworks Riverfront Land</li> </ul> continue to be retained in confidence in accordance with Sections 90(3)(b)(i) and 90(3)(b)(ii) of the Local Government Act 1999, and not be available for public inspection for a further 12 month period or until Council finalises its position on the future use of the retained land, whichever is sooner, given that the disclosure of the information would not be in the public interest as to do so would reasonably be expected to:<br><ul style="list-style-type: none"> <li>• confer a commercial advantage on those persons with whom the Council is proposing to conduct business;</li> <li>• prejudice the commercial position of the Council;</li> <li>• lead to Council not obtaining the best possible sale price or development outcome for the remnant land retained by Council.</li> </ul> 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      | 21/05/21 - Confidential spreadsheet updated noting the annual review on 18 May 2021 and the continuation of the confidentiality orders.   | Completed     |
| 51      | 18/05/2021 | City Finance and Governance Standing Committee       | Item 11.6 - Budget Review - March 2021   | Kym McKay / Huggett that the budget review changes for March 2021 be adopted pursuant to Regulation 9 of the Local Government (Financial Management) Regulations 2011.   | Chris James     | Budget changes adopted, loaded into financial system and notification provided via Compass.   | Completed     |
| 52      | 04/05/2021 | Council  | Item 16.1 - Funding for City of West Torrens Library Services                  | Tsiaparis / Kym McKay that the Mayor (on behalf of the Council and the West Torrens community) write to the Deputy Premier Hon Vickie Chapman to:<br>1. Acknowledge and express our gratitude for the financial support that we have previously received from the State Government for our library services.<br>2. Register our concern that any proposed reduction in funding for library services will negatively impact the intellectual, literary and community services that the City of West Torrens is able to provide for the West Torrens and broader community.<br>3. Request that there be no reduction to current funding levels for our libraries moving forward.   | Angelo Catinari | Letter sent to Attorney General 27/5/21. Advice received from AG that correspondence had been referred to the Premier.<br><br>3/6/21 - response received from Premier's Department. Letter to be included in Correspondence in Council agenda for 15 June 2021. | Completed     |
| 53      | 04/05/2021 | Council  | Item 17.1 - 2021 Annual Waste Strategy Summit                                  | Mugavin / Huggett that:<br>1. Council approves the attendance of Cr/s Kym McKay, Anne McKay and John Woodward at the 2021 Annual Waste Strategy Summit to be held at the Crowne Plaza Sydney Darling Harbour from Tuesday 20 July 2021 to Thursday 22 July 2021.<br>2. Expenses be reimbursed in accordance with Council policy.   | Terry Buss      | 15/06/21 - All registrations, flights and accommodation booked.   | Completed     |
| 54      | 04/05/2021 | Council  | Item 17.2 - Possible Acquisition of Property - Confidential Order Review       | Pal / Wood that:<br>1. In accordance with s91(9)(a), having reviewed the confidentiality order made on 5 May 2020 meeting, in respect of report Item 21.1 - Possible Acquisition of Property, Council orders that the confidential Agenda report, the Minutes arising, attachments and any associated documentation, continues to be retained in confidence in accordance with Section 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 that the information received, discussed and considered in relation to this agenda item is information, the disclosure of which could reasonably be expected to severely prejudice Council's ability to achieve the best possible outcome relating to the acquisition of the property in Richmond and would, on balance, be contrary to the public interest.<br>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      | 07/05/2021 - Confidential spreadsheet updated noting the annual review on 4 May 2021 and the continuation of the confidentiality order.   | Completed     |

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| 55      | 04/05/2021 | Council   | Item 17.3 - Divestment of Council Property - Confidential Order Review    | Wood / Reynolds that:<br>1. In accordance with s91(9)(a), having reviewed the confidentiality order at Council's 21 May 2021 and 19 May 2020 meetings, in respect of report Item - 21.1 - Divestment of Council Property, Council orders that confidential Agenda report, the Minutes arising, attachments and any associated documentation, continues to be retained in confidence in accordance with Section 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 that 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. In addition, Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of Council's commercial position may severely prejudice Council's ability to secure the best possible price for the land for the benefit of the Council and its community and consequently, Council considers the disclosure of this information would, on balance, be contrary to the public interest.<br>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      | 07/05/21 - Confidential spreadsheet updated noting the annual review on 4 May 2021 and the continuation of the confidentiality order.   | Completed     |
| 56      | 04/05/2021 | Council   | Item 17.4 - Adelaide Airport Rates Agreement - Confidential Order Review  | Wood / Reynolds that:<br>1. In accordance with Section 91(9)(a), having reviewed the confidentiality order made on 15 March 2016 and reviewed at Council's 6 June 2017, 1 May 2018, 21 May 2019 and 19 May 2020 meetings, Council orders that the confidential Agenda report, attachments and any associated documentation but not the Minutes arising from the report, continues to be retained in confidence in accordance with in accordance with Section 90(3)(g) of the Local Government Act 1999, and not be available for public inspection for a further 12 month period, on the basis that the subject of this report binds the parties to confidentiality provisions the disclosure of which in the public realm will constitute a breach of obligations and duty of confidence pursuant to the Rates Agreement.<br>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      | 07/05/21 - Confidential spreadsheet updated noting the annual review on 04/05/2021 and the continuation of the confidentiality order.   | Completed     |
| 57      | 27/04/2021 | City Advancement and Prosperity General Committee | Item 8.1 - Excluding Dogs from Weigall Oval Soccer Pitch - Update         | Tsiaparis / Nitschke that:<br>1. Council By-law no.5 be amended to include the following definition for organised sport: "Organised sport is competition, coaching and training, undertaken by the Club in its capacity as lessee or licensee of premises during those times which are specified within the Club's lease or licence agreement (and/or at other times which may be approved by Council)".<br>2. The relevant Club be required to place an "A" frame sign or similar in the vicinity of the playing field/court whilst it is being used for organised sport.  | Angelo Catinari | 11/6/21 - the club has been advised of Council's decision and are now responsible for erecting appropriate signage on an A frame when organised sport is being played.            | Completed     |
| 58      | 27/04/2021 | City Advancement and Prosperity General Committee | Item 8.4 - Review of Council Policy - Mobile Closed Circuit Television    | Kym McKay / Wood that:<br>1. The reviewed Council Policy: Mobile Closed Circuit Television be approved.<br>2. The Chief Executive Officer be authorised to make amendments of a minor and/or technical nature to the Council Policy: Mobile Closed Circuit Television.  | Pauline Koritsa | 30/04/21 - uploaded to Policy Hub and Website   | Completed     |
| 59      | 27/04/2021 | City Advancement and Prosperity General Committee | Item 8.6 - Community Grants - February 2021 to April 2021                 | Nitschke / Kym McKay that:<br>1) The following grants be approved:<br>a) Equipment Grant of \$3,000 to Glenelg ANA Cricket Club towards the cost of a bowling machine at Camden Oval.<br>b) Equipment Grant of \$2,050 to Parkrun Australia to purchase a Defibrillator for a new Parkrun weekly event to begin in Glenelg North.<br>c) Equipment Grant of \$2,527 to Immanuel Football Club to purchase training equipment.<br>d) Sponsorship Grant of \$5,000 to Filipino Settlement Coordinating Council SA towards the cost of an Independence Day Dinner Event being held at Thebarton Community Centre.<br>e) Sponsorship Grant of \$2,500 to Blind Golf SA towards the cost of the 2021 SA Blind Golf Stableford Championship being held at West Beach Parks Golf.<br>f) Community Grant of \$5,000 to the Coptic Orthodox Church SA towards the cost of the New Arrival Families Awareness Project being run at Plympton Community Centre.<br>g) Community Grant of \$500 to Nunga Kids towards the cost of NAIDOC Week 2021 activities for primary school children.  | Pauline Koritsa | 10/05/21 - Grant applicants advised of outcomes by email.   | Completed     |
| 60      | 20/04/2021 | Council   | Item 17.1 - Grant Application - Villagehood Australia: Mother's Day Event | Wood / Reynolds that Council approves a sponsorship of \$3,356 to Villagehood Australia towards the cost of a Mother's Day Pampering event to be held at the Fulham Community Centre on 8 May 2021.   | Pauline Koritsa | Villagehood Australia advised by phone of grant approval (\$3,356) on 21/4/2021, official email with approval and request for invoice emailed to Villagehood Australia 28/4/2021. | Completed     |
| 61      | 20/04/2021 | Council   | Item 17.2 - Green Adelaide Draft Regional Landscape Plan                  | Mugavin / Nitschke that:<br>1. The feedback contained in Attachment 2 of the Agenda report be approved for submission to Green Adelaide as Council's response to the consultation on the Draft Landscape Management Plan.<br>2. The Chief Executive Officer be authorised to make amendments of a minor or formatting nature.   | Pauline Koritsa | 21/4/21 Response provided to Green Adelaide   | Completed     |

| Item No | Date       | Meeting   | Action Title  | Resolution / Action required  | GM              | Actions taken  | Action status |
|---------|------------|---|---|---|-----------------|--|---------------|
| 62      | 20/04/2021 | Council   | Item 17.4 - 2021 Local Government Association Ordinary General Meeting - Approval of Voting Delegate  | Mugavin / Nitschke that:<br>1. West Torrens Council's voting delegate to the 2021 Local Government Association Ordinary General Meeting be Mayor Michael Coxon, with Deputy Mayor Jassmine Wood as proxy in the absence of Mayor Michael Coxon;<br>2. Council approves the attendance of Mayor Michael Coxon, or Cr Jassmine Wood as proxy in her capacity as Deputy Mayor, to the 2021 Local Government Association Ordinary General Meeting on 30 April 2021.   | Pauline Koritsa | 21/04/21 - Notification provided to LGA on voting delegates  | Completed     |
| 63      | 14/04/2021 | Special Meeting of the City Finance and Governance Standing Committee | Item 9.1 - Resumption of Item 9.1 - Budget and Annual Business Plan 2021/22   | Kym McKay / Nitschke that the proposed 2021/22 budget and annual business plan be released for public consultation.   | Chris James     | The Administration are now progressing the public consultation phase of the 2021/22 budget and annual business plan process. Budget document (including summary document) is out for public consultation within legislative timeframe.   | Completed     |
| 64      | 06/04/2021 | Council   | Item 17.1 - Representation Review - Representations Options Paper   | Vlahos / Pal that:<br>1. The Representation Options Paper be approved and subjected to the mandatory public consultation for a minimum of six weeks during April and May 2021.<br>2. That the Chief Executive Officer be authorised to make editorial amendments or formatting changes of a minor nature (including the addition or amendment of annexures) to the Representation Review - Options Paper in preparation for public consultation.<br>3. The feedback received be presented back to Council at the conclusion of the mandatory public consultation. | Pauline Koritsa | 30/4/21 Options paper on public consultation for the period 9 April - 21 May 2021<br><br>15/6/21 - Report presented to Council on outcome of consultation and subsequently preferred structure option approved for second round of consultation.   | Completed     |
| 65      | 06/04/2021 | Council   | Item 17.2 - Community Reference Groups renomination for South Road Upgrade - North-South Corridor, Torrens to Darlington (T2D) Project                  | Woodward / Wood that Cr Elisabeth Papanikolaou be nominated as a member of the Southern Tunnel Community Reference Group.   | Angelo Catinari | 14/04/21 - Renomination submitted to DIT and Acknowledgement of receipt received by Council Administration.  | Completed     |
| 66      | 06/04/2021 | Council   | Item 17.3 - City of West Torrens Max and Bette Mendelson Foundation - establishment of a scholarship specifically for awarding to an indigenous student | Papanikolaou / Huggett that the Administration prepare a report to be referred to the City Advancement and Prosperity Committee on the actual conditions of the proposed Scholarship including whether the Scholarship will be in addition to, or included in the current number of scholarships (currently 12) and whether it will be funded by Council or the Mendelson Foundation.   | Terry Buss      | Chairman of the Max and Bette Mendelson Foundation Management Committee notified of Council's resolution by email on 7 April 2021. Also listed for discussion at the Management Committee meeting on Friday 23 April 2021.<br><br>Discussed at 23 April 2021 Mendelson Management Committee meeting.   | Completed     |
| 67      | 06/04/2021 | Council   | Item 17.4 - City of West Torrens Max and Bette Mendelson Foundation - limiting the number of scholarships awarded to any applicant to two               | Huggett / Papanikolaou that as the Trustee of the Max and Bette Mendelson Foundation, Council moves that from 2021 all new award recipients be limited to two scholarships per applicant.   | Terry Buss      | 7/4/21 - KA advised Chairman of the Max and Bette Mendelson Foundation Management Committee of Council's resolution.<br><br>Chairman of the Max and Bette Mendelson Foundation Management Committee notified of Council's resolution by email on 7 April 2021. Also listed for discussion at the Management Committee meeting on Friday 23 April 2021. | Completed     |
| 68      | 06/04/2021 | Council   | Item 17.5 - Grant Application - Gold AMT and JT Tennis Tournament   | Woodward / Papanikolaou that Council approves \$2,500 to the Peake Gardens Riverside Tennis Club for funding towards the cost of the Gold AMT and JT Tournament to be held in July 2021.  | Pauline Koritsa | 7/04/21 - Peake Gardens Riverside Tennis Club were advised by phone that their grant application for \$2,500 was successful, this was followed by an email. The Tennis Club sent the invoice for the full amount on 13/4/2021 and it has been processed for payment.   | Completed     |
| 69      | 06/04/2021 | Council   | Item 17.6 - ALGA National General Assembly of Local Government 2021   | Kym McKay / Vlahos that:<br>1. Council approves the attendance of Mayor Michael Coxon and Cr/s Elisabeth Papanikolaou, Brandon Reynolds, Surender Pal and Daniel Huggett at the 2021 National General Assembly virtually OR onsite at the National Convention Centre in Canberra from 20 to 23 June 2021.<br>2. Expenses be reimbursed in accordance with Council policy.   | Terry Buss      | 15/06/21 - All registrations, flights and accommodation booked.  | Completed     |
| 70      | 23/03/2021 | City Facilities and Waste Recovery General Committee                  | Item 8.10 - Thebarton Theatre Complex - Update  | Mugavin / Huggett that:<br>1. The report be noted.<br>2. That Weslo Holdings be advised that Council consents to its request to use the entire carpark on the eastern side of the Thebarton Theatre building, in association with performances that are being held within the Theatre, until such time as the current density restrictions relating to the COVID-19 pandemic are lifted.  | Angelo Catinari | 11/6/21 - This items will be reported on within the actions of the more recent meeting held regarding Thebarton Theatre.   | Completed     |
| 71      | 16/03/2021 | Council   | Item 17.3 - Introduction of Council Policy: Enforcement   | Pal / Reynolds that:<br>1. The Council Policy: Enforcement be approved; and<br>2. The Chief Executive Officer be authorised to make amendments of a minor and/or technical nature to the Council Policy: Enforcement.   | Pauline Koritsa | 23/3/21 Enforcement Policy published on website  | Completed     |

| Item No | Date       | Meeting | Action Title  | Resolution / Action required  | GM              | Actions taken   | Action status |
|---------|------------|---------|---|---|-----------------|---|---------------|
| 72      | 16/03/2021 | Council | Item 17.4 - National General Assembly of Local Government 2021 - Call for Motions   | Anne McKay / Nitschke that the following motion be submitted to the Australian Local Government Association National General Assembly:<br>"That:<br>(i) Nuclear weapons pose an unacceptable threat to people everywhere;<br>(ii) Local Councils and their community voice their concerns for the consequences of nuclear weapons and endorse the United Nations Treaty on the Prohibition of Nuclear Weapons;<br>(iii) The prohibition and elimination of nuclear weapons is a humanitarian imperative;<br>(iv) Cities and towns have a responsibility to protect their constituents from the threat posed by nuclear weapons;<br>(v) Local Councils call on the Australian government to sign and ratify the United Nations Treaty on the Prohibition of Nuclear Weapons."  | Pauline Koritsa | 30/03/21 - Nomination submitted to ALGA for inclusion.<br><br>06/06/21 - City of West Torrens not included in the agenda circulated. ALGA followed up on 6.6.21, 8.6.21 and 16.6.21 to request a correction to the meeting papers.<br><br>16/06/21 - TC by GM BCS to Director at ALGA seeking a remedy to the mission of Councils motion with notice from the ALGA Agenda, no response to call. | Completed     |
| 73      | 16/03/2021 | Council | Item 17.5 - Economic Development Plan 2020 - 2025                                   | Vlahos / Reynolds that:<br>1. Council approves the City of West Torrens Economic Development Plan 2020 - 2025.<br>2. The Chief Executive Officer be delegated authority to make minor changes of an editorial nature or format if required.   | Terry Buss      | 19/03/21 - Economic Development Plan 2020 - 2025 published on web   | Completed     |
| 74      | 16/03/2021 | Council | Item 17.6 - Weslo Holdings Update - Confidential Order Review                       | Reynolds / Nitschke that:<br>1. In accordance with s91(9)(a), having reviewed the confidentiality order made on 17 March 2020 meeting, in respect of report Item 21.1 - Weslo Holdings - Update, Council orders that confidential Agenda report, the Minutes arising, attachments and any associated documentation, continues to be retained in confidence in accordance with Section 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 that it may prejudice the commercial position of the Council and lead to Council not obtaining or securing the best possible outcome to the lease dispute with Weslo Holdings Pty Ltd. In addition, the disclosure of Council's commercial position may severely prejudice Council's ability to satisfactorily resolve the lease dispute with Weslo Holdings Pty Ltd and consequently, Council considers the disclosure of the information would, on balance, be contrary to the public interest.<br>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      | 22/03/2021 - Confidential spreadsheet updated noting the annual review on 16 March 2021 and the continuation of the confidentiality order.  | Completed     |
| 75      | 02/03/2021 | Council | Item 8.1 - Petition to amend Council Policy - Mobile Food Vendors                   | Kym McKay / Huggett that:<br>1. The Petition be received.<br>2. The Chief Executive Officer continue to negotiate and finalise an authorisation permit with the Wheatheaf Hotel proprietor/owner to manage the area outside of the hotel at Albert Street, Thebarton, in order to facilitate Mobile Food Vendors to continue to operate at that location.   | Angelo Catinari | Documentation in the form of Permit Agreement; Disclosure Statement and Lawyer's Certificate executed by Wheatheaf Hotel Public/Direction, Jade Flavell and executed by Council's CEO, Terry Buss on 9 March 2021. Documents returned to Wheatheaf and retained by Council as per cover letter A2653072. Regulatory Services, Property Services and City Assets staff notified.                 | Completed     |
| 76      | 02/03/2021 | Council | Item 17.2 - Delegations under the Planning, Development and Infrastructure Act 2016 | Kym McKay / Pal that:<br>1. In exercise of the power contained in Section 44 of the Local Government Act 1999 the powers and functions under the Planning, Development and Infrastructure Act 2016 and statutory instruments made thereunder contained in the proposed Instrument of Delegation (annexed to the Report dated 2 March 2021 and entitled Delegations under the Planning, Development and Infrastructure Act 2016 and marked Instrument A) are hereby delegated this 2nd day of March 2021 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.<br>2. Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Sections 44 and 101 of the Local Government Act 1999 as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.<br>3. In exercise of the power contained in Section 100 of the Planning, Development and Infrastructure Act 2016, the powers and functions under the Planning, Development and Infrastructure Act 2016 and statutory instruments made thereunder contained in the proposed Instrument of Delegation (annexed to the Report dated 2 March 2021 and entitled Delegations under the Planning, Development and Infrastructure Act 2016 and marked Instrument B) are hereby delegated this 2nd day of March 2021 to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.<br>4. Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Section 100(2)(c) of the Planning, Development and Infrastructure Act 2016 as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation. | Pauline Koritsa | 18/03/21 - Actioned and delegations issued.   | Completed     |

| Item No | Date       | Meeting   | Action Title   | Resolution / Action required  | GM              | Actions taken  | Action status |
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| 77      | 02/03/2021 | Council   | Item 17.3 - 3RT Technologies Pty Ltd Lease - 240 Morphett Road, North Plympton - Confidential Order Review | Kym McKay / O'Rielly that:<br>1. In accordance with s91(9)(a), having reviewed the confidentiality order made on 3 March 2020 meeting, in respect of report Item 21.1 - 3RT Technologies Pty Ltd Lease - 240 Morphett Road, North Plympton, Council orders that confidential Agenda report, the Minutes arising, attachments and any associated documentation, continues to be retained in confidence in accordance with Section 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 that it may prejudice the commercial position of the Council and lead to Council not obtaining or securing the best possible outcome with 3RT Technologies Pty Ltd. In addition, the disclosure of Council's commercial position may severely prejudice Council's ability to satisfactorily resolve the lease matter with 3RT Technologies Pty Ltd and consequently, Council considers the disclosure of this information would, on balance, be contrary to the public interest.<br>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      | 09/03/21 - Confidential spreadsheet updated noting the annual review on 16 February 2021 and the continuation of the confidentiality order.  | Completed     |
| 78      | 02/03/2021 | City Services and Climate Adaptation Standing Committee | Item 11.2 - Asset Management Plans 2021 Update   | Wood / Anne McKay that:<br>1. It approves the draft Infrastructure and Asset Management Plans:<br>• Stormwater AMP, February 2021<br>• Buildings AMP, February 2021<br>• Recreation and Open Space AMP, February 2021<br>• Roads AMP, February 2021<br>• Footpath AMP, February 2021<br>• Vehicles (Fleet), Plant and Equipment AMP, February 2021.<br>2. The Chief Executive Officer be delegated authority to make minor changes of an editorial nature or format if required.  | Angelo Catinari | 26/03/21 - Adopted AMPs published on Council's website.  | Completed     |
| 79      | 23/02/2021 | City Advancement and Prosperity General Committee       | Item 8.5 - Community Grants - November 2020 to January 2021  | Cr Kym McKay / Papanikoalou that:<br>1.The following grants be approved:<br>a)Sponsorship Grant of \$3,500 to Adelaide Sailing Club towards the cost of the 2021 Australian Optimist Dinghy Championships event being held at the Adelaide Sailing Club.<br>b)Sponsorship Grants of \$1,000 to United Nations of Australia - SA Division towards the cost of 2021 Harmony Day Event being held in West Beach.<br>c)Community Grant of \$2,479 to Agility Dog Club of SA towards the cost of the Agility For All program being held at Golflands Reserve.<br>d)Community Grant of \$5,000 to Islamic Information Centre towards the costs of the IICSA Sisters Wellbeing Project.<br>e)Community Grant of \$4,500 to the Adelaide Tamil Association towards the cost of an education program being held at Thebarton Community Centre.<br>f)Women in Sports Grant of \$3,000 to the Telugu Association of SA towards the cost of a women's sports program being held at Lockleys Primary School Gym.<br>2.The following grant not be approved:<br>g)Equipment grant of \$3,000 to Western Woodworkers to purchase a defibrillator and other equipment related to improving safety on the basis that the group is not located in West Torrens.  | Pauline Koritsa | 9/03/21 - Notification letters advising applicants of outcomes of their grant applications emailed to all applicants.  | Completed     |
| 80      | 17/03/2020 | Council   | Item 17.2 - Economic Development Plan  | Pal / Woodward that:<br>1. The Administration be authorised to undertake public consultation on the draft City of West Torrens Economic Development Plan 2020-2025.<br>2. A further report be presented to Council at the completion of the public consultation process.  | Terry Buss      | The Economic Development Plan 2020-2025 has been updated to reflect the effects of Covid-19 over the past 8 months. A report in support of this Plan is being prepared for Councils approval in November 2020 before going out to community consultation. A report is being prepared for Councils consideration in March. 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 would not have been reasonable given the impact of the pandemic on both the physical and economic health of the local business community. Public consultation 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.<br><br>16/03/21 - Economic Development Plan 2020-2025 presented to Council for approval. | Completed     |
| 81      | 03/11/2020 | Council   | Item 17.1 - Updated Economic Development Plan 2025   | Vlahos / Kym McKay that:<br>1. The Administration be authorised to undertake public consultation on the Updated Draft City of West Torrens Economic Development Plan 2025.<br>2. A further report be presented to Council at the completion of the public consultation process.   | Terry Buss      | The Economic Development Plan 2025 was approved by Council on 3 November 2020 for Public Consultation. this was actioned on 5 November for a period of 28 day on YourSA. All commentary is to be returned to Adriana Christopoulos. A report will be prepared for Council's final approval early in the new year.<br><br>16/03/21 - Economic Development Plan 2025 presented to Council for approval.  | Completed     |

**9 OTHER BUSINESS**

Nil

**10 CONFIDENTIAL**

Nil

**11 NEXT MEETING**

24 August 2021, 6.00pm in the George Robertson Room.

**12 MEETING CLOSE**