



Council Agenda

NOTICE OF MEETING

Notice is hereby given that an ordinary meeting of Council will be held in the

**Council Chamber – Glenelg Town Hall
Moseley Square, Glenelg**

Tuesday 8 September 2020 at 7.00pm

Roberto Bria
CHIEF EXECUTIVE OFFICER

Please note: This agenda contains Officers' reports and recommendations that will be considered by the Council. Any confidential items listed on the agenda will be circulated to Members separately.



Ordinary Council Meeting Agenda

1. OPENING

The Mayor will declare the meeting open at 7:00pm.

2. KAURNA ACKNOWLEDGEMENT

We acknowledge Kaurna people as the traditional owners and custodians of this land.

We respect their spiritual relationship with country that has developed over thousands of years, and the cultural heritage and beliefs that remain important to Kaurna People today.

3. SERVICE TO COUNTRY ACKNOWLEDGEMENT

The City of Holdfast Bay would like to acknowledge all personnel who have served in the Australian forces and services, including volunteers, for our country.

4. PRAYER

Heavenly Father, we pray for your presence and guidance at our Council Meeting. Grant us your wisdom and protect our integrity as we carry out the powers and responsibilities entrusted to us on behalf of the community that we serve.

5. APOLOGIES

5.1 Apologies Received

5.2 Absent

6. ITEMS PRESENTED TO COUNCIL

7. DECLARATION OF INTEREST

If a Council Member has an interest (within the terms of the Local Government Act 1999) in a matter before the Council they are asked to disclose the interest to the Council and provide full and accurate details of the relevant interest. Members are reminded to declare their interest before each item.

8. CONFIRMATION OF MINUTES

Motion

That the minutes of the Ordinary Meeting of Council held on 25 August 2020 be taken as read and confirmed.

Moved Councillor _____, Seconded Councillor _____

Carried

9. PUBLIC PRESENTATIONS

9.1 **Petitions** - Nil

9.2 **Presentations** - Nil

9.3 **Deputations** - Nil

10. QUESTIONS BY MEMBERS

10.1 **Without Notice**

10.2 **On Notice**

11. MEMBER'S ACTIVITY REPORTS - Nil

12. MOTIONS ON NOTICE

12.1 Petition – Glenelg Police Station – Mayor Wilson (Report No: 263/20)

13. ADJOURNED MATTERS - Nil

14. REPORTS OF MANAGEMENT COMMITTEES AND SUBSIDIARIES - Nil

15. REPORTS BY OFFICERS

15.1 Items in Brief (Report No: 259/20)

15.2 Representation Review Commencement 2020-21 (Report No: 242/20)

15.3 Outcomes of the 24 August 2020 Economic Recovery Taskforce Meeting (Report No: 258/20)

15.4 Greening Our Community Grants 2020-21 (Report No: 251/20)

15.5 Council Policy Review (Report No: 254/20)

15.6 Stamford Grand Hotel - Construction of Enclosed Dining Area and Installation of External Lift (Report No: 253/20)

15.7 Nominations to the West Beach Trust (Report No: 261/20)

15.8 Impact of COVID-19 on Community Centres (Report No: 264/20)

15.9 Community Centres Contribution Funding (Report No: 265/20)

15.10 Community Centre Leasing Policy (Report No: 266/20)

16. RESOLUTIONS SUBJECT TO FORMAL MOTIONS

Presented for the information of Members is a listing of resolutions subject to formal resolutions, for Council and all Standing Committees, to adjourn or lay on the table items of Council business, for the current term of Council.

17. URGENT BUSINESS – Subject to the Leave of the Meeting

18. CONFIDENTIAL ITEMS

18.1 Broadway Kiosk – Partial Assignment of Lease (Report No: 252/20)

Pursuant to Section 90(2) of the Local Government Act 1999 the Report attached to this agenda and the accompanying documentation is delivered to the Council Members upon the basis that the Council consider the Report and the documents in confidence under Part 3 of the Act, specifically on the basis that Council will receive, discuss or consider:

b. Information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with

whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and would, on balance, be contrary to the public interest.

- d. commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.

19. CLOSURE

**ROBERTO BRIA
CHIEF EXECUTIVE OFFICER**

Item No: **12.1**

Subject: **MOTION ON NOTICE – PETITION GLENELG POLICE STATION – MAYOR WILSON**

Date: 8 September 2020

PROPOSED MOTION

Mayor Wilson proposed the following motion:

That Council approve for Administration to organise a petition, to be tabled in the South Australian House of Assembly, requesting increased operating hours for the Glenelg police station from 8.00am – 11.00pm Monday to Sunday and increased presence in Glenelg during the summer months.

BACKGROUND

The operating hours of the Glenelg police station have been reduced radically in recent times, resulting in an increase in police response times to incidents. Council has corresponded with the State Government on a number of occasions seeking an increase to the operating hours of the police station. This has been responded to by the South Australian Police providing dedicated patrols during peak times, however the Council does not deem this sufficient given the current environment and impacts of COVID.

COVID-19 restrictions are placing increased pressure on entertainment and licenced venues within the Glenelg precinct, due to the reduction in venue capacity to meet social distancing measures. Subsequently Council is seeking further action from the State Government to address community concerns.

Item No: **15.1**
Subject: **Items in Brief**
Date: 8 September 2020
Written By: Personal Assistant
General Manager: Strategy and Business Services, Ms P Jackson

SUMMARY

These items are presented for the information of Members.

After noting the report any items of interest can be discussed and, if required, further motions proposed.

RECOMMENDATION

That the following item be noted and items of interest discussed:

- 1. Procurement Policy Exemption**
-

COMMUNITY PLAN

Economy: Supporting and growing local business
Economy: Making it easier to do business
Economy: Boosting our visitor economy
Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

REPORT**1. Procurement Policy Exemption**

The sourcing of a supplier and operator for a portable roller skating rink for the Roller Skating activation, “Bay City Rolling” was challenging. This was due to limited providers available in Australia, sourcing equipment and operators from interstate with current border restrictions and the short lead time for the event.

Two companies were approached for quotes. Stars on Ice, who have previously provided the Winter Wonderland ice rink, and Showtime Attractions who did not supply a quotation. A suitable third option was not able to be sourced by the Events team. Stars on Ice submitted an acceptable quote and able to provide equipment and personnel in the required timeframe.

As such the Chief Executive Officer’s approval was sought and received to move ahead with an exemption from Council’s Procurement Policy and the need for three quotes. This was received on 25th August 2020.

Item No: **15.2**

Subject: **REPRESENTATION REVIEW COMMENCEMENT 2020/21**

Date: 8 September 2020

Written By: Team Leader Governance

General Manager: Strategy and Business Services, Ms P Jackson

SUMMARY

Council is required to conduct a Representation Review when prescribed by the Minister for Planning and Local Government in accordance with Section 12 of the *Local Government Act 1999* (the Act). The relevant period prescribed for the City of Holdfast Bay to conduct its review is October 2020 to October 2021 (gazetted on 9 July 2020).

This report seeks Council's endorsement to commence the review and the appointment of a qualified person to undertake the review process on Council's behalf.

RECOMMENDATION

That Council:

- 1. endorse the commencement of the Representation Review 2020/21 and the allocation of a budget of \$23,000; and**
 - 2. note that Administration will appoint CL Rowe and Associates to conduct the Representation Review as they are deemed qualified to address the representation and governance issues that may arise with respect to the matters under review to commence from October 2020.**
-

COMMUNITY PLAN

Culture: Supporting excellent, efficient operations.

COUNCIL POLICY

Procurement Policy

STATUTORY PROVISIONS

Local Government Act 1999, Section 12
Local Government (General) Regulations 2013, Regulation 4

BACKGROUND

A Representation Review (review) is conducted by a council to determine whether the community would benefit from a change to the council's composition or ward structure. It allows the opportunity to plan and implement changes that will better reflect the future requirements of that council.

The City of Holdfast Bay last conducted a review in 2012/2013 (concluding on 5 November 2013).

REPORT

To commence the review Council must resolve to commence the process so Administration can then appoint a contractor (consultant) to initiate the preparation of an Representation Options Paper, (such person who, in the opinion of the Council, is qualified to address the representation and governance issues and undertake the review activities on behalf of Council (Section 12(5) of the Act)). The General Manager Strategy and Business Services has delegated power to appoint the selected contractor under Section 12(5) of the Act.

The City of Holdfast Bay was approached to be part of a group of councils to put a collective tender to the market for the upcoming reviews, as there are numerous councils who are required to undertake reviews within the same timeframe.

There were 12 councils that were part of the group which developed an agreed project brief and instructed the Local Government Association Procurement (LGAP) to facilitate the tender process. An open and subsequent select tender process was completed and the evaluation panel assessed each submission in accordance with an agreed selection criteria. It was ensured that the proposed contractors (consultants) would have the capacity to represent the group of councils irrespective of size and composition.

The outcome of the tender was the selection of four preferred consultants. Whilst all of the panel members selected are deemed qualified to prepare an options paper and assist with the process ensuring compliance with the Act consideration has been given to the cost and the value adds.

After consideration of the consultants on the LGAP panel contract (LGAP 20017), Administration considers that based on cost and value that Council should instruct CL Rowe and Associates due to their previous experience (31 years of experience and conducted 135 reviews). Fees were inclusive of travel and accommodation costs and included attendance at 3 meetings/ workshops. There is ability to use alternative meeting methods if COVID issues restrict face to face meetings. CL Rowe and Associates also advised the review would include:

- provision of an Information Paper for Elected Members;
- collection and analysis of elector data; research of all required statistics and information;
- development of potential ward structure options;
- preparation of mapping;
- preparation and provision of public notices and consultation survey/ questionnaire;

- preparation of Review Options Paper;
- preparation of a Submissions Report at the completion of each public consultation stage;
- preparation of Representation Review Report;
- preparation of Final Report to the Electoral Commissioner; and
- general consultation with the Electoral Commissioner SA.

In correspondence dated 23 July 2019 from the Minister it was acknowledged that the Local Government Reform Bill may impact on the representation review of councils in progress but that Parliament may consider using transitional provisions in the Bill to enable a council to complete the review or transition at an appropriate point to any amended provisions. This will have to be considered when further detail on the Bill is provided.

BUDGET

The budget required for this review was included as part of the draft 2020/21 budget process, however was taken out as part of the reduction of operational initiatives due to the COVID-19 pandemic. This was done thinking that the review deadline may be deferred and could be funded in the 2021-22 financial year. However, as the review needs to commence by October 2020, Council is requested to approve a budget of \$23,000 to cover anticipated costs to conduct the representation review (including engagement of CL Rowe and Associates).

LIFE CYCLE COSTS

Not applicable.

Item No: **15.3**

Subject: **OUTCOMES OF THE 24 AUGUST 2020 ECONOMIC RECOVERY TASKFORCE MEETING**

Date: 8 September 2020

Written By: Manager Strategy and Business Services

General Manager: Strategy and Business Services, Ms P Jackson

SUMMARY

The Economic Recovery Taskforce met on 24 August 2020 and discussed a range of possible strategies to support economic activity in the City.

A number of initiatives were discussed by the Taskforce, and are submitted to Council for consideration.

RECOMMENDATION

That Council:

1. notes the draft minutes of the Economic Recovery Taskforce Meeting of 24 August 2020;
 2. approves the allocation of \$5,000 for digital advertising;
 3. approves the allocation of \$14,000 for the Southern Business Mentoring Program for 2020/21; and
 4. notes the resignation of Councillor Fleming from the Economic Recovery Taskforce and nominates Councillor _____ to fill the vacant position.
-

COMMUNITY PLAN

Placemaking: Creating lively and safe places
Economy: Supporting and growing local business
Economy: Boosting our visitor economy
Culture: Being financially accountable

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

As reported previously, a Taskforce has been established to provide advice to Council in relation to economic recovery actions, and suggested investments from the COVID-19 Fund.

REPORT

The Taskforce met and discussed a number of initiatives. Most members attended and the draft Minutes are provided as Attachment 1.

Refer Attachment 1

Digital Marketing

In accordance with previous recommendations of the Taskforce and subsequent discussions at the Council workshop on 1 September 2020, it is recommended that Council approve the allocation of \$5,000 for digital advertising. The digital marketing campaign includes Google Adwords (reach of 7,500 per week), YouTube (reach of 3,500 per week), other social media (reach of 5,000 per week), at an investment of \$500 per month.

Southern Business Mentoring Program

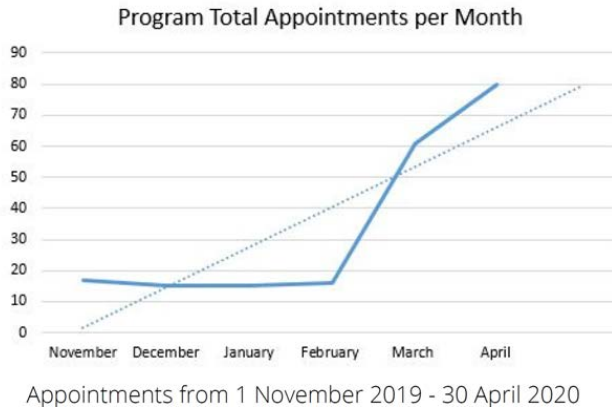
An additional economic support activity endorsed by the Taskforce for Council's consideration is the City's participation in another year of the Southern Business Mentoring Program (the Program).

The Program provides one on one consultations with specialist mentors to businesses and start-ups operating within the three council areas. Mentoring topics include

- COVID-19 information, recovery and funding finder
- Mental health and wellbeing
- Retail business support
- Strategic marketing
- Digital marketing
- Human resources, work health safety and workforce planning
- General business advice and business planning

The Program is a joint initiative of the cities of Holdfast Bay, Marion and Onkaparinga. In 2019/20, the City of Holdfast Bay committed \$10,000 to the Program. The other two Councils contributed \$40,000 each.

Since the commencement of COVID-19 restrictions, the numbers of businesses seeking the program's assistance has increased month on month, as indicated below.



At the end of June 2020, 62 businesses from the City of Holdfast Bay had accessed the service, representing 19% of mentees across the combined program. That is good value return on investment, considering the City of Holdfast Bay contributed a little over 11% of the overall Program funding.

It is anticipated that business uncertainty will continue, depending on future lockdowns and the whether there will be ongoing support from other tiers of government. As this Program has been accessed substantially by businesses in the City of Holdfast Bay in response to the economic conditions caused by the pandemic, it is recommended that Council participates in the program for another year. Due to increased access needs, the contribution for 2020/21 is proposed to be \$14,000. The Cities of Marion and Onkaparinga will continue to contribute \$40,000 each.

An operational new initiative had been proposed for this program as part of the 2020/21 Annual Business Plan process, however due to budget constraints caused by COVID-19 the new initiative was removed from the draft 2020/21 budget.

Grant Guidelines

Options were discussed relating to existing grant opportunities, to better support businesses during, and in the aftermath of, COVID-19. The core advice from the Taskforce was to be more flexible, extend the reach of existing grants and ensure their timely delivery to businesses who apply. To that end, the following changes to existing grant guidelines were endorsed.

Business Development Grants:

- extend the grant program to include the ability of businesses to access funds for COVID-related deep cleaning if a positive case is associated with the business; and
- the grants will continue to be offered continuously, as they are currently. Businesses will be required to employ an accredited/approved cleaning service, in line with any relevant guidelines/recommendations issued by South Australia Health.

Shopfront Grants:

- offer continuously, rather than in rounds;
- include non-fixed furniture, signage and other business improvements; and
- extend the coverage beyond mains streets to the whole of the city.

The Taskforce also recommended additional information be provided to businesses to ensure clarity regarding what is available, eligibility and the relevant processes.

No additional funds are proposed for either grant program at this time.

Radio Competition/ Campaign

As a result of the workshop with Elected Members, further refinement work is being undertaken on this initiative with it coming back to Council on 22 September 2020.

Taskforce Vacancy

Since the last meeting was held, Councillor Fleming resigned from the Taskforce. Council is asked to nominate a Councillor to replace Councillor Fleming on the Taskforce.

BUDGET

Item	Amount	Balance Remaining (when approved)
Opening balance	\$250,000	\$250,000
TV Marketing Campaign	\$50,000 (Approved 11/8/20)	\$200,000
Promotional display on Telstra Building	\$16,745 (Approved 25/8/20)	\$183,255
Southern Business Mentoring Program	\$14,000 (proposed for approval 1/9/20)	\$169,255
Digital Marketing	\$5,000 (proposed for approval 1/9/20)	\$164,255
Radio Competition/Campaign	\$80,000 (endorsed by Taskforce, to be returned to Council on 22 September 2020 following further refinements based on feedback received)	\$84,255

LIFE CYCLE COSTS

None at this time.

Attachment 1





Minutes

Economic Recovery Taskforce

Monday 24 August 2020, 4.00pm – 5.30pm Kingston Room

Brighton Civic Centre, 24 Jetty Road, Brighton

Chair:	Roberto Bria	Chief Executive Officer
Attendees:	Amanda Wilson	Mayor
	Jane Mary Fleming	Elected Member
	Andrew Taplin	Taplin Real Estate
	Con Maios	Maios Group
	Phil Hoffmann	Phil Hoffmann Travel
	Sharni Honor	The Porch Sessions
	Pamela Jackson	General Manager, Strategy and Business Services
Apologies:	Jonathon Mavic	Manhattan Haircutters
	John Smedley	Elected Member
Minute Taker:	Ania Karzek	City of Holdfast Bay

1. Welcome

The Chair welcomed all participants and opened the meeting at 4.00pm.

2. Kaurna Acknowledgement

The Chair read the Kaurna Acknowledgement.

3. Acknowledgement of Previous Meeting Minutes

The Minutes of the meeting held on 10 August 2020 were received.

4. Update on Action Register

An update on the action register was received. All action items are either in progress or scheduled to be discussed during this meeting.

5. Items for Discussion

5.1 Update on Council Approvals

The Chief Executive Officer provided an update on the progress of previously discussed and endorsed items in relation to Council approvals.

The allocation of \$50,000 for a television campaign was approved by Council on 11 August 2020.

A paper has been prepared for Council's consideration on 25 August 2020, seeking approval for:

- Win a Jayco Campervan Competition (includes radio, prizes, marketing collateral, promotion) - \$80,000.
- Digital Advertising - \$5,000.
- Wrap for the Telstra Building - \$16,745.

A discussion was held regarding the coverage of the Campervan Competition. Following the previous Taskforce discussion, additional work was undertaken on options to extend the 'spend and win' component of the Competition to the whole of the city. Indicative costs for this would be \$74,000. Administration's recommendation to Council aligns with the original proposal endorsed by the Taskforce at the previous meeting.

The majority of Taskforce members supported the original scope of the proposal, with one member expressing concern that this activity did not cover the whole of the city.

5.2 Bulk Purchasing by Council

The paper providing information about bulk purchasing of PPE and sanitation supplies by Council on behalf of businesses in the City was noted. It was agreed that practical considerations did not make this a viable option at this time and no additional work should proceed.

5.3 Business Grants

Further to previous recommendations of the Taskforce, the Council's business grant programs were evaluated and a paper was presented.

The Taskforce endorsed:

- the need for all grants to be issued in a timely manner
- extending the business development grants to enable businesses to access funds for COVID-related deep cleaning if a positive case is associated with the business
- amend the Shopfront Grants Program to:
 - o be offered continuously rather than in rounds;
 - o include non-fixed furniture, signage and other business improvements; and
 - o extend the geographic coverage of the program to the whole City.

The Taskforce also recommended additional information to businesses to ensure clarity regarding what is to be made available.

5.4 Southern Business Mentoring Program

A paper was presented seeking the endorsement of the Taskforce for the allocation of \$14,000 to enable the Southern Business Mentoring Program to continue in the City of Holdfast Bay for 2020/21. The Taskforce endorsed the proposed allocation.

5.5 Outdoor Group Fitness Classes

A paper was presented putting forward a number of options relating to support for the Personal Training sector, in order to support community wellbeing. The Taskforce requested that further evaluation be undertaken of this and other options to support this sector equitably.

Action Item 13: Evaluate options to equitably support PT sector

5.6 Billboard Signage to Promote “Shop Local” Jetty Rd Brighton

A paper was presented identifying a number billboard options in the local area. The idea of billboards was supported, but building wraps were also considered to be an effective and potentially more economical method of disseminating the ‘shop/stay/play local’ campaign. The Taskforce requested that further evaluation be undertaken of this and other options.

Action Item 14: Evaluate options for additional city-wide campaign spaces (billboards/building wraps)

5.7 SpendMapp Data

SpendMapp data showing year on year expenditure was tabled.

The data indicates that in the period April to June, year on year, visitor spend in Glenelg is substantially lower. Resident spend for this same period is holding steady and was up marginally in June, but does not cover the lost spend from visitors.

In Brighton for the same period, visitor spend was marginally lower, with a minor increase in June. Resident spend in Brighton is stronger and exceeds the figures of the previous year.

The most impacted sector is travel with negligible economic activity recorded for this period.

The City of Holdfast Bay is estimated to have 41.5% of businesses apply for JobKeeper support, compared to 24.5% in Adelaide and 47.7% in Marion.

6. Any Other Business

Nil

The meeting closed at 5.30pm

Item No: **15.4**

Subject: **GREENING OUR COMMUNITY GRANTS 2020-21**

Date: 8 September 2020

Written By: Team Leader Environment & Coast

General Manager: City Assets & Services, Mr H Lacy

SUMMARY

Greening Our Community Grants have been provided to the City of Holdfast Bay community since 2011-12 to help our community contribute to making our city greener. All applicants are required to provide 50% of the total project cost, including any in-kind component.

The Greening Our Community Grant round opened on Monday 1st June and closed on Friday 10th July 2020. Eight (8) applications were received from a range of community organisations.

One application was ineligible due to a prior outstanding grant which was yet to be acquitted at the time the applications were assessed (has now been acquitted). The remaining applications have now been assessed by an Assessment Panel comprising Cr Abley and two administrative staff (Ms Gaut and Ms Karzek) using six criteria.

Six (6) applications are recommended for approval for funding.

RECOMMENDATION

That Council:

- 1. approve funding for the following six (6) community environmental projects under Council's Greening Our Community Grants for 2020-21 financial year totalling \$18,596.30;**
 - 2. direct Administration to advise the unsuccessful applicants and to detail the reasons why their application was unsuccessful; and**
 - 3. note the forecast total spend for these funded grants projects is \$18,596.30 out of a total program budget of \$20,000.**
-

ENVIRONMENT PILLAR

Environment: Protecting Biodiversity

Environment: Building an environmentally resilient city

Environment: Using resource efficiently

Environment: Fostering an environmentally connected community

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

Greening Our Community Grants have been provided to the City of Holdfast Bay community since 2011-12 to help our community contribute to making our city greener. All applicants are required to provide 50% of the total project cost, including any in-kind component.

The Greening Our Community Grant round opened on Monday 1st June and closed on Friday 10th July 2020. Eight (8) applications were received from a range of community organisations.

Based on the eight (8) applications received, the total funding requested from the program was \$24,569.30 against an approved 2020/21 budget of \$20,000. Each of the applications is presented in Attachment 1.

Refer Attachment 1

One project was ruled ineligible (Glenelg Primary School) due to them not having completed a final acquittal report for a previous grant they received from Council in 2019/20 prior to the 2020/21 applications being assessed. This 2019/20 project has now been acquitted.

REPORT

An assessment panel comprising Cr Abley, Ms Alex Gaut (Team Leader Environment & Coast) and Ms Ania Karzek (Manager Strategy & Governance) undertook the assessment of the applications based against the conditions of grant including six assessment criteria.

Six (6) applications were recommended for funding. The assessment panel agreed that the submission from Dunbar Terrace Kindergarten, whilst eligible, did not meet the environmental criteria for the grant and thus was not recommended for funding.

The Greening Our Community Grant assessment panel recommend the following six (6) applications for funding:

Applicant	Project	Grant Request
Somerton Park Kindergarten	Nature connection tranquil garden	\$1,785.00
Baden Pattison Kindergarten	Composting & growing veggies	\$1,000.00
Brighton Primary School	Water education garden	\$2,821.30
Seacliff SLSC	Additional solar panels	\$5,000.00
Somerton SLSC	Water efficiency project	\$2,990.00
Glenelg North Community Garden	Raised garden beds renewal project	\$5,000.00
	TOTAL	\$18,596.30

The following two (2) applications are not recommended:

Applicant	Project	Grant Request
Glenelg Primary School	Indigenous Food and Sensory Garden (Reason: ineligible due to outstanding acquittal on previous grant at time of assessment. Now complete)	\$1,000.00
Dunbar Terrace Kindergarten	Children's Native Fairy Garden (Reason: Did not meet environmental criteria)	\$5,000.00
	TOTAL	\$6,000.00

BUDGET

The Greening Our Community Grants are funded from an approved allocation of \$20,000 in the 2020/21 Operating Budget. The forecast total grant spend for the recommended projects is \$18,596.30.

LIFE CYCLE COSTS

Not Applicable.

Attachment 1



Applicant Details

*** indicates a required field**

Organisation *

Glenelg North Community Garden Incorporated

ABN

81 263 214 554

Information from the Australian Business Register	
ABN	81 263 214 554
Entity name	Glenelg North Community Garden Incorporated
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	No
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	5045 SA

Information retrieved at 2:05am today

Must be an ABN.

If you do not have an ABN, please complete a Statement by Supplier form (reasons for not quoting an ABN) supplied by the Australia Tax Office

Organisation Postal Address *

11 St Peters St

Glenelg East SA 5045 Australia

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Organisation Primary Phone Number *

0488 243 226

Must be an Australian phone number.

Organisation Primary Email *

csando@senet.com.au

Must be an email address.

Contact Person for the Project *

Christopher Sando

Position *

Honorary Treasurer

Primary Phone Number *

0488 243 226

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2101 From Glenelg North Community Garden Incorporated
Form Submitted 10 Jul 2020, 11:36am ACST

Must be an Australian phone number.

Primary Email *

csando@senet.com.au

Must be an email address.

Project Details

*** indicates a required field**

Project Title *

Raised Garden Bed Renewal Project

Must be no more than 10 words.

The project relates to one or more of the following themes: *

- Energy reduction or renewable energy
- Water conservation
- Nature and sustainable living education
- Sustainable transport
- Waste reduction
- Native flora and fauna

No more than 3 choices may be selected.

Short project description *

The purpose of the project is to replace ten existing raised garden beds that are reaching the end of their serviceable life with water-efficient wicking beds. The replacement beds will be constructed of materials that will minimise maintenance and incorporate features to improve water use efficiency and facilitate optimum levels of produce quality and quantity..

This project is designed to be the second phase of a conversion of all of the Garden's raised beds to wicking beds. In the first phase, we have completed replacement and conversion of nine beds into 15 new wicking beds arranged as modules.

Must be no more than 100 words.

Provide a short description (100 words maximum) of your project - what are you out to do?

What are the planned activities? *

We intend to build on the experience gained in the first phase to replace the remaining fourteen raised garden beds with new wicking beds. This application, if successful, will enable a further ten of these beds to be reconstructed, using wicking irrigation that will substantially improve our overall water use efficiency. The process is designed to be undertaken with minimal disruption to the Garden's regular activities. All labour involved is provided voluntarily by members of the Garden.

The specific steps involved in replacing each existing bed are as follows:

1. Remove plant material and soil from the bed to be renovated.
2. Clear and level the bed area
3. Lay membrane to provide a base for the new bed frame
4. Construct timber frame for the new bed
5. Install water reservoir in the base of the bed
6. Place "Water-ups" in the base to complete reservoir
7. Fit water inlet pipe and overflow outlet to bed

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2101 From Glenelg North Community Garden Incorporated
Form Submitted 10 Jul 2020, 11:36am ACST

8. Fill water reservoir with water and check for leaks
9. Fill the bed with growing medium to a depth 250mm and allow to settle
10. Check for leaks before filling with growing medium to 350mm.

Must be no more than 200 words.

Briefly list (bullet points) the specific activities that will take place and where they will take place (200 words recommended)

What are the expected outcomes of the project? *

Evidence we have gathered from the first phase conversion of nine existing raised beds to wicking beds indicates a significant reduction of water use following on from improved water use efficiency. This next phase will constitute a significant step towards achieving self sufficiency for water in the Garden overall, using rainwater harvesting as the primary source of water, to be supplemented by a declining reliance on mains water.

We also expect to be able to demonstrate improved quality and yield for crops grown under this wicking irrigation method.

We also envisage a wider educational component to the project, not only for Garden members but also for visitors to the garden, including at our annual Open Day. There is a growing interest within the wider gardening community in wicking beds because of their improved water use efficiency compared to other irrigation methods and we will be in a position to demonstrate to visitors to the Garden how to establish and operate wicking beds, based on our experience with this method.

Must be no more than 200 words.

Describe three things you want the project to achieve in terms of benefits for participants and/or others (200 words recommended)

Will this project be carried out in a partnership, or with other organisations? Please provide details of the other organisation's name(s) and their role(s) in the project. *

The construction stage of this project will be carried out by members of the Garden..

Timber and fixings will be supplied by Better Woods at Edwardstown. They have experience in providing assistance to Community Gardens.

Pond liners for the water reservoirs will be supplied by Creative Ponds at Beverley.

Adelaide Hills Vegie Gardens will be supplying WaterUps(c), and technical assistance and advice as necessary. WaterUps(c) are cells made of 100% recycled plastic that support the growing medium in the raised bed.

Must be no more than 100 words.

Note: evidence of partnerships is an assessment criterion. Partnerships are highly valued and can often have better outcomes than working alone.

How will you promote your project and Council's involvement to the community? *

We promote our activities with regular emailed newsletters as well as posts on the Garden's website and Facebook pages. These publications will include ongoing stories about the project, and acknowledge the important contribution that the City of Holdfast Bay makes to the Garden generally and to this project in particular.

The wicking bed concept has wide interest in small scale urban gardening and we expect our efforts to promote our installations to further feed this interest and generate discussion within the broader gardening community, including through demonstrations at our Open Day and at other times.

Must be no more than 100 words.

Project Timeline

*** indicates a required field**

Start Date *

01/06/2020

Must be a date.

End Date *

30/06/2020

Must be a date and no later than 30/6/2020.

Provide a timeline/timetable for implementation of the project. *

10/07/2020 - Submit grant application for Greening our Community Grant approval

August 2020 - Receive Grant Approval

August 2020 - Commence construction of first wicking bed under this project.

September 2020 - June 2021 - Construction phase which aims at completing up to two beds each month.

August 2020-onwards - ongoing promotion, education and recognition of partner involvement

Must be no more than 200 words.

Budget Details

*** indicates a required field**

Project Income

Please include all sources of income for the project, including your matching contribution, Greening Our Community Grant contribution, in-kind contributions, and any other sources of funding. As noted in the Guidelines, this grant can only provide a maximum contribution of up to \$5,000 (ex-GST).

Note: in-kind volunteer hours may be negotiated prior to application and cannot consist of more than 10% of the total project cost, and cannot be used for project management time. Volunteer hours are valued at \$45.28 per hour.

Please insert all figures ex-GST and add more rows if necessary.

Income	\$
Greening Our Community Grant	\$5,000.00
Glenelg North Community Garden	\$5,000.00

Income Total

Total Income Amount *

\$10,000.00

This number/amount is calculated.

Project Expenditure

Please itemise all project costs.

Please insert all figures ex-GST and add more rows if needed.

Expenditure	\$
Timber 44.4 m 150X50mm Cypress Pine	\$4,641.80
Standard Delivery	\$250.00
Lanotec Timber Seal 2.5L @86.36/5L	\$431.80
100mm Shark Tooth Bugle 32	\$84.10
75 mm Shark Tooth Bugle 64	\$127.40
Cutting Timber	\$150.00
Geotextile 2X5 m (estimate)	\$50.00
Pond Liner	\$1,963.60
WaterUps 27	\$2,475.00
Filler pipe & lid, outlet	\$363.60
Perlite (estimate)	\$100.00

Expenditure Total

Total Expenditure Amount

\$10,637.30

This number/amount is calculated.

Quotes

You must provide quotes for the items to be funded through this grant. Please upload copies of quotes for the equipment and labour required to complete your project. Quotes can be in any digital format including a photo, pdf, word or other file. If you have more than one quote, please compile them into one document for upload. If you are unsure about this, please contact us. *

Filename: Scan0120.pdf

File size: 682.1 kB

Other Financial Information

Have other Government agencies/funding bodies been approached for financial assistance for the project? *

No

Must be no more than 50 words.

If not, please insert 'no'.

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2101 From Glenelg North Community Garden Incorporated
Form Submitted 10 Jul 2020, 11:36am ACST

Does your organisation have any Council, State or Federal Government grants that were awarded previously, which are unfinished or outstanding? Please provide the details of the amount, the financial year, and what the funding was for, even if unrelated to this project. *

Yes

City of Holdfast Bay - a \$2000 grant to construct an entrance arch to the Garden which was provided in 2019. The project is a collaboration with the William Kibby VC Veterans Shed and is currently in progress.

Conservation SA - a grant \$7,400 towards the first stage of replacing garden beds with wicking beds. Funding for this project has been spent and the final report for the June 2020 financial year is now due.

Must be no more than 100 words.

If not, please insert 'no'.

Application Checklist

*** indicates a required field**

How did you hear about the Greening Our Community Grants? *

- Facebook
- Messenger
- Council website
- Email
- Word of mouth
- Leaflet
- Other:

Could your project proceed if you only received partial funding? *

- Yes
- No

Is your building owned by and leased from an organisation other than your own? Please only answer this question if your grant is for building-related work.

- Yes
- No
- Not applicable

Please provide details of property ownership.

City of Holdfast Bay

Do you have the permission of the land owner/manager?

- Yes
- No

You must have permission of the land owner/manager to be eligible for any project funded by this grant that involves building or construction related work.

Attach a document demonstrating landowner/manager permission for this project.

No files have been uploaded

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2101 From Glenelg North Community Garden Incorporated
Form Submitted 10 Jul 2020, 11:36am ACST

File size should be no more than 2 MB.

Will your project need a Council permit or development application *

- Yes
 No

Projects that may require permits or approvals include property development, erection of banners or moveable signs. It is important to note that it is the sole responsibility of the applying organisation to ensure any prior approvals required under existing lease conditions are met, and that all normal statutory development approval processes are undertaken. Approval of this grant does not mean automatic approval from Council for any development, construction or building activities.

Please note that you are responsible for providing public liability insurance cover for the project. Please attached a copy of your certificate of currency. *

Filename: Glenelg North Community Garden Inc Insurance confirmation letter 20-21.pdf
File size: 315.1 kB

File size should be no more than 2 MB.

Please upload either a map or a photo of the project site (if relevant).

No files have been uploaded

File size should be no more than 2 MB.

Terms and Conditions

If the grant is successful I agree to the following:

- Complete the project within the same financial year of receiving the funding
- Use the funds only for the approved project as outlined in this application
- Apply in writing for Council approval for any changes to the project expenditure
- Obtain Council consent for any facility improvements
- Acknowledge the City of Holdfast Bay in any publications or publicity regarding the project
- Complete the Final Financial Acquittal Report within one month of the project finalising, and no later than the end of the financial year.
- Provide council with an electronic photograph in relation to the spending of the funds
- Display a council sign near the project site promoting the grant
- Council reserves the right to publish the organisation's name on the City of Holdfast Bay website.

Declaration

I hereby certify that I have been authorised to prepare and submit this application on behalf of the organisation named below. The information provided in this application is true and correct to the best of my knowledge. I declare I have read and agree to the terms and conditions of this grant.

Name *

Christopher Sando

Organisation *

Glenelg North Community Garden Inc

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2101 From Glenelg North Community Garden Incorporated
Form Submitted 10 Jul 2020, 11:36am ACST

Date *
10/07/2020
Must be a date.

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2102 From Baden Pattinson Kindergarten
Form Submitted 1 Jul 2020, 11:11am ACST

Applicant Details

*** indicates a required field**

Organisation *

Baden Pattinson Kindergarten

ABN

40 574 693 757

Information from the Australian Business Register	
ABN	40 574 693 757
Entity name	Baden Pattinson Kindergarten
ABN status	Active
Entity type	State Government Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	5045 SA

Information retrieved at 12:36am today

Must be an ABN.

If you do not have an ABN, please complete a Statement by Supplier form (reasons for not quoting an ABN) supplied by the Australia Tax Office

Organisation Postal Address *

Alison St

Glenelg North SA 5045 Australia

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Organisation Primary Phone Number *

(08) 8295 1371

Must be an Australian phone number.

Organisation Primary Email *

Aella.leaver240@schools.sa.edu

Must be an email address.

Contact Person for the Project *

Aella Leaver

Position *

Acting Director

Primary Phone Number *

0439 078 574

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2102 From Baden Pattinson Kindergarten
Form Submitted 1 Jul 2020, 11:11am ACST

Must be an Australian phone number.

Primary Email *

Aella.leaver240@schools.sa.edu.au

Must be an email address.

Project Details

*** indicates a required field**

Project Title *

Baden's waste and greening grant

Must be no more than 10 words.

The project relates to one or more of the following themes: *

- Energy reduction or renewable energy
- Water conservation
- Nature and sustainable living education
- Sustainable transport
- Waste reduction
- Native flora and fauna

No more than 3 choices may be selected.

Short project description *

Baden Pattinson has a beautiful yard in which the kindy children engage in learning experiences. There are parts of the yard that are tired, old and dangerous. We would like to replace some of the existing parts to make it: safer for the children, encourage new vegetable plant growth and reduce waste

Must be no more than 100 words.

Provide a short description (100 words maximum) of your project - what are you out to do?

What are the planned activities? *

Replace Badens dangerous worm farm (old fridge)

Purchase rotating compost bins

Install tree root barriers into current vegetable beds

Install new soil into beds to encourage new growth

The compost bin is currently an old refrigerator which is now looking rather tired and posing a potential hazard for both staff and students. The hinges are worn and the lid is extremely heavy to lift. The garden beds have been overrun by tree roots and we are failing to successfully grow fruits and vegetables, a once weekly highlight for the children attending BPK. The children at BPK show a genuine interest in caring for and maintaining a sustainable environment for future generations.

Must be no more than 200 words.

Briefly list (bullet points) the specific activities that will take place and where they will take place (200 words recommended)

What are the expected outcomes of the project? *

reduction in waste - worms and compost to eat childrens scraps

Healthier vegetable bed - children to learn how to plant, care for and eat produce

Greening Our Community 2020-2021

2020-2021 Greening Our Community Grant Application

Application GOC20-2102 From Baden Pattinson Kindergarten

Form Submitted 1 Jul 2020, 11:11am ACST

Children learning Inquiry into sustainable living

The students collect vegetable and fruit scraps daily for the compost bins, tend to a garden and learn how to grow fruits and vegetables

Must be no more than 200 words.

Describe three things you want the project to achieve in terms of benefits for participants and/or others (200 words recommended)

Will this project be carried out in a partnership, or with other organisations? Please provide details of the other organisation's name(s) and their role(s) in the project. *

At Baden Pattinson Kindergarten Glenelg North, we have a strong emphasis and focus on looking after the community and educating children along with their families on what it means to 'live green'. This year we are seeking a grant from the environment team at Council to replace the compost bins, install a worm farm and rejuvenate the existing garden beds.

We believe the replacement of these fundamental resources at the kindy will continue to provide an education for the students on recycling and caring for the environment, which transcends to the households of these children.

Must be no more than 100 words.

Note: evidence of partnerships is an assessment criterion. Partnerships are highly valued and can often have better outcomes than working alone.

How will you promote your project and Council's involvement to the community? *

The kindergarten will promote the project to the community through large visible signage, newsletters to the community, including surrounding schools, Rotary clubs and the Vietnam Veterans.

We would like to thank the Environment team for the consideration of our application and look forward to hearing from you soon.

Must be no more than 100 words.

Project Timeline

*** indicates a required field**

Start Date *

27/07/2020

Must be a date.

End Date *

30/06/2020

Must be a date and no later than 30/6/2020.

Provide a timeline/timetable for implementation of the project. *

term 2 week 2 - removal of old fridge (current worm farm)

removal of current soil

Installation of tree root barrier

week 3-5 purchase, delivery and installation of new soil for vegetable beds

Purchase of worm farms, compost bins

Throughout the year "Inquiry into how we can look after our earth" with the children

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2102 From Baden Pattinson Kindergarten
Form Submitted 1 Jul 2020, 11:11am ACST

Must be no more than 200 words.

Budget Details

*** indicates a required field**

Project Income

Please include all sources of income for the project, including your matching contribution, Greening Our Community Grant contribution, in-kind contributions, and any other sources of funding. As noted in the Guidelines, this grant can only provide a maximum contribution of up to \$5,000 (ex-GST).

Note: in-kind volunteer hours may be negotiated prior to application and cannot consist of more than 10% of the total project cost, and cannot be used for project management time. Volunteer hours are valued at \$45.28 per hour.

Please insert all figures ex-GST and add more rows if necessary.

Income	\$
Greening Our Community Grant	\$1,000.00
Baden Pattinson Kindy	\$1,000.00

Income Total

Total Income Amount *

\$2,000.00

This number/amount is calculated.

Project Expenditure

Please itemise all project costs.

Please insert all figures ex-GST and add more rows if needed.

Expenditure	\$
root stop recycled root barrier	\$345.00
Hungry bin Worm farm x2	\$820.00
soil delivered - 2 cubic yards	\$180.00
compost bins - Tumble weed mulch maker	\$199.00
childrens wheel burrows x4	\$200.00
childrens spades, gloves and rakes	\$250.00

Expenditure Total

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2102 From Baden Pattinson Kindergarten
Form Submitted 1 Jul 2020, 11:11am ACST

Total Expenditure Amount

\$1,994.00

This number/amount is calculated.

Quotes

You must provide quotes for the items to be funded through this grant. Please upload copies of quotes for the equipment and labour required to complete your project. Quotes can be in any digital format including a photo, pdf, word or other file. If you have more than one quote, please compile them into one document for upload. If you are unsure about this, please contact us. *

Filename: attachments for grant.pdf

File size: 1.9 MB

Filename: Greening Our Community Grants 2020GC.docx

File size: 13.0 kB

Other Financial Information

Have other Government agencies/funding bodies been approached for financial assistance for the project? *

no

Must be no more than 50 words.

If not, please insert 'no'.

Does your organisation have any Council, State or Federal Government grants that were awarded previously, which are unfinished or outstanding? Please provide the details of the amount, the financial year, and what the funding was for, even if unrelated to this project. *

no

Must be no more than 100 words.

If not, please insert 'no'.

Application Checklist

*** indicates a required field**

How did you hear about the Greening Our Community Grants? *

- Facebook
- Messenger
- Council website
- Email
- Word of mouth
- Leaflet
- Other:

Could your project proceed if you only received partial funding? *

Yes

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2102 From Baden Pattinson Kindergarten
Form Submitted 1 Jul 2020, 11:11am ACST

No

**Is your building owned by and leased from an organisation other than your own?
Please only answer this question if your grant is for building-related work.**

- Yes
 No
 Not applicable

Please provide details of property ownership.

Education Department

Do you have the permission of the land owner/manager?

- Yes
 No

You must have permission of the land owner/manager to be eligible for any project funded by this grant that involves building or construction related work.

Attach a document demonstrating landowner/manager permission for this project.

No files have been uploaded

File size should be no more than 2 MB.

Will your project need a Council permit or development application *

- Yes
 No

Projects that may require permits or approvals include property development, erection of banners or moveable signs. It is important to note that it is the sole responsibility of the applying organisation to ensure any prior approvals required under existing lease conditions are met, and that all normal statutory development approval processes are undertaken. Approval of this grant does not mean automatic approval from Council for any development, construction or building activities.

Please note that you are responsible for providing public liability insurance cover for the project. Please attached a copy of your certificate of currency. *

Filename: Greening Our Community Grants 2020.docx

File size: 12.9 kB

File size should be no more than 2 MB.

Please upload either a map or a photo of the project site (if relevant).

No files have been uploaded

File size should be no more than 2 MB.

Terms and Conditions

If the grant is successful I agree to the following:

- Complete the project within the same financial year of receiving the funding
- Use the funds only for the approved project as outlined in this application
- Apply in writing for Council approval for any changes to the project expenditure
- Obtain Council consent for any facility improvements
- Acknowledge the City of Holdfast Bay in any publications or publicity regarding the project
- Complete the Final Financial Acquittal Report within one month of the project finalising, and no later than the end of the financial year.

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2102 From Baden Pattinson Kindergarten
Form Submitted 1 Jul 2020, 11:11am ACST

- Provide council with an electronic photograph in relation to the spending of the funds
- Display a council sign near the project site promoting the grant
- Council reserves the right to publish the organisation's name on the City of Holdfast Bay website.

Declaration

I hereby certify that I have been authorised to prepare and submit this application on behalf of the organisation named below. The information provided in this application is true and correct to the best of my knowledge. I declare I have read and agree to the terms and conditions of this grant.

Name *

Aella Leaver

Organisation *

Department for Education

Date *

01/07/2020

Must be a date.

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2103 From Seacliff Surf Life Saving Club Inc
Form Submitted 2 Jul 2020, 8:51pm ACST

Applicant Details

*** indicates a required field**

Organisation *

Seacliff Surf Life Saving Club Inc

ABN

65 603 038 011

Information from the Australian Business Register	
ABN	65 603 038 011
Entity name	Seacliff Surf Life Saving Club Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Not endorsed More information
ACNC Registration	Registered
Tax Concessions	No tax concessions
Main business location	5049 SA

Information retrieved at 1:32am today

Must be an ABN.

If you do not have an ABN, please complete a Statement by Supplier form (reasons for not quoting an ABN) supplied by the Australia Tax Office

Organisation Postal Address *

PO Box 29

Brighton SA 5048 Australia

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Organisation Primary Phone Number *

(08) 8377 0788

Must be an Australian phone number.

Organisation Primary Email *

accounts@seacliffslsc.com.au

Must be an email address.

Contact Person for the Project *

Glen Patten

Position *

President

Primary Phone Number *

0407 474 204

Greening Our Community 2020-2021

2020-2021 Greening Our Community Grant Application

Application GOC20-2103 From Seacliff Surf Life Saving Club Inc

Form Submitted 2 Jul 2020, 8:51pm ACST

Must be an Australian phone number.

Primary Email *

president@seacliffslsc.com.au

Must be an email address.

Project Details

*** indicates a required field**

Project Title *

Solar Panels for surf lifesaving club roof

Must be no more than 10 words.

The project relates to one or more of the following themes: *

- Energy reduction or renewable energy
- Water conservation
- Nature and sustainable living education
- Sustainable transport
- Waste reduction
- Native flora and fauna

No more than 3 choices may be selected.

Short project description *

Install an additional 10kw solar system on the surf club roof to increase solar capacity to reduce greenhouse emission and electricity costs.

Must be no more than 100 words.

Provide a short description (100 words maximum) of your project - what are you out to do?

What are the planned activities? *

Seacliff SLSC is a provider of Surf life saving activities in Holdfast Bay. Seacliff SLSC incurs a significant electricity bill of \$22,000 a year. A bill that could be greatly reduced by installing additional solar panels. Our solar provider has estimated a saving in the area of \$6000 per year if we install an additional 10kw system on the roof on the club. This solution would increase the monies available for our life saving activities as well as reduce our impact on carbon emissions in the holdfast bay area. Estimated at 14 tonnes per year.

Must be no more than 200 words.

Briefly list (bullet points) the specific activities that will take place and where they will take place (200 words recommended)

What are the expected outcomes of the project? *

Reduction in carbon emissions of 14 tonnes per year and a financial saving of \$6000 per year.

The saving would help Seacliff SLSC buffer the impact of Covid-19 which has significantly dented cash flows.

Must be no more than 200 words.

Describe three things you want the project to achieve in terms of benefits for participants and/or others (200 words recommended)

Greening Our Community 2020-2021

2020-2021 Greening Our Community Grant Application

Application GOC20-2103 From Seacliff Surf Life Saving Club Inc

Form Submitted 2 Jul 2020, 8:51pm ACST

Will this project be carried out in a partnership, or with other organisations? Please provide details of the other organisation's name(s) and their role(s) in the project. *

No

Must be no more than 100 words.

Note: evidence of partnerships is an assessment criterion. Partnerships are highly valued and can often have better outcomes than working alone.

How will you promote your project and Council's involvement to the community? *

Promotion in our newsletter and social media. Estimated audience 4000 Holdfast Bay residents. Engagement with local media to promote the investment.

Invite to Mayor and local Councillors to the club to welcome the panels and promote the savings involved and the impact that will have on additional life saving assets in Hold fast bay.

Must be no more than 100 words.

Project Timeline

*** indicates a required field**

Start Date *

30/06/2020

Must be a date.

End Date *

30/06/2020

Must be a date and no later than 30/6/2020.

Provide a timeline/timetable for implementation of the project. *

(1) Management committee authorized grant application 9th June 2020. Management committed to spend an additional \$5000 on project using life saving funds.

(2) Electrical Contractor engaged to review best way to reduce energy costs at Seacliff 24/6/2020

(3) Application to council by 30/6/2020

(4) On announcement of success contractors authorize to liaise with SA Power networks and council to install units.

Must be no more than 200 words.

Budget Details

*** indicates a required field**

Project Income

Please include all sources of income for the project, including your matching contribution, Greening Our Community Grant contribution, in-kind contributions, and any other sources of

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2103 From Seacliff Surf Life Saving Club Inc
Form Submitted 2 Jul 2020, 8:51pm ACST

funding. As noted in the Guidelines, this grant can only provide a maximum contribution of up to \$5,000 (ex-GST).

Note: in-kind volunteer hours may be negotiated prior to application and cannot consist of more than 10% of the total project cost, and cannot be used for project management time. Volunteer hours are valued at \$45.28 per hour.

Please insert all figures ex-GST and add more rows if necessary.

Income	\$
Greening Our Community Grant	\$5,000.00
Seacliff SLSC	\$5,000.00

Income Total

Total Income Amount *

\$10,000.00

This number/amount is calculated.

Project Expenditure

Please itemise all project costs.

Please insert all figures ex-GST and add more rows if needed.

Expenditure	\$
9.90 KW Solar System	\$9,090.90
other	\$909.10

Expenditure Total

Total Expenditure Amount

\$10,000.00

This number/amount is calculated.

Quotes

You must provide quotes for the items to be funded through this grant. Please upload copies of quotes for the equipment and labour required to complete your project. Quotes can be in any digital format including a photo, pdf, word or other file. If you have more than one quote, please compile them into one document for upload. If you are unsure about this, please contact us. *

Filename: Ltr to Seacliff SLSC re support for solar panels 30 June 2020.pdf
File size: 720.1 kB

Filename: Quote-1022 Seacliff SLSC solar.docx
File size: 47.3 kB

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2103 From Seacliff Surf Life Saving Club Inc
Form Submitted 2 Jul 2020, 8:51pm ACST

Filename: Seacliff image of panels.docx
File size: 665.9 kB

Other Financial Information

Have other Government agencies/funding bodies been approached for financial assistance for the project? *

No

Must be no more than 50 words.

If not, please insert 'no'.

Does your organisation have any Council, State or Federal Government grants that were awarded previously, which are unfinished or outstanding? Please provide the details of the amount, the financial year, and what the funding was for, even if unrelated to this project. *

No

Must be no more than 100 words.

If not, please insert 'no'.

Application Checklist

*** indicates a required field**

How did you hear about the Greening Our Community Grants? *

- Facebook
- Messenger
- Council website
- Email
- Word of mouth
- Leaflet
- Other: Clare Lindop our local councillor

Could your project proceed if you only received partial funding? *

- Yes
- No

Is your building owned by and leased from an organisation other than your own? Please only answer this question if your grant is for building-related work.

- Yes
- No
- Not applicable

Please provide details of property ownership.

City of Holdfast Bay Council

Do you have the permission of the land owner/manager?

- Yes
- No

Greening Our Community 2020-2021

2020-2021 Greening Our Community Grant Application

Application GOC20-2103 From Seacliff Surf Life Saving Club Inc

Form Submitted 2 Jul 2020, 8:51pm ACST

You must have permission of the land owner/manager to be eligible for any project funded by this grant that involves building or construction related work.

Attach a document demonstrating landowner/manager permission for this project.

Filename: SOLAR CHB grant Ltr to Seacliff SLSC re support for solar panels 30 June 2020.pdf
File size: 722.2 kB
File size should be no more than 2 MB.

Will your project need a Council permit or development application *

- Yes
 No

Projects that may require permits or approvals include property development, erection of banners or moveable signs. It is important to note that it is the sole responsibility of the applying organisation to ensure any prior approvals required under existing lease conditions are met, and that all normal statutory development approval processes are undertaken. Approval of this grant does not mean automatic approval from Council for any development, construction or building activities.

Please note that you are responsible for providing public liability insurance cover for the project. Please attached a copy of your certificate of currency. *

Filename: SOLAR Insurance Certificate of Currency 2020.pdf
File size: 33.5 kB
File size should be no more than 2 MB.

Please upload either a map or a photo of the project site (if relevant).

Filename: SOLAR picture club.docx
File size: 147.4 kB
File size should be no more than 2 MB.

Terms and Conditions

If the grant is successful I agree to the following:

- Complete the project within the same financial year of receiving the funding
- Use the funds only for the approved project as outlined in this application
- Apply in writing for Council approval for any changes to the project expenditure
- Obtain Council consent for any facility improvements
- Acknowledge the City of Holdfast Bay in any publications or publicity regarding the project
- Complete the Final Financial Acquittal Report within one month of the project finalising, and no later than the end of the financial year.
- Provide council with an electronic photograph in relation to the spending of the funds
- Display a council sign near the project site promoting the grant
- Council reserves the right to publish the organisation's name on the City of Holdfast Bay website.

Declaration

I hereby certify that I have been authorised to prepare and submit this application on behalf of the organisation named below. The information provided in this application is true and

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2103 From Seacliff Surf Life Saving Club Inc
Form Submitted 2 Jul 2020, 8:51pm ACST

correct to the best of my knowledge. I declare I have read and agree to the terms and conditions of this grant.

Name *

Dr Glen Patten

Organisation *

Seacliff Surf Life Saving Club

Date *

02/07/2020

Must be a date.

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2104 From Somerton Surf Life Saving Club
Form Submitted 10 Jul 2020, 9:41am ACST

Applicant Details

*** indicates a required field**

Organisation *

Somerton Surf Life Saving Club

ABN

85 241 889 464

Information from the Australian Business Register	
ABN	85 241 889 464
Entity name	Somerton Surf Life Saving Club Incorporated
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	Yes (Item 1)
ATO Charity Type	Public Benevolent Institution More information
ACNC Registration	Registered
Tax Concessions	FBT Exemption, GST Concession, Income Tax Exemption
Main business location	5048 SA

Information retrieved at 2:13am today

Must be an ABN.

If you do not have an ABN, please complete a Statement by Supplier form (reasons for not quoting an ABN) supplied by the Australia Tax Office

Organisation Postal Address *

PO Box 1069

Glenelg South South Australia 5045 Australia

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Organisation Primary Phone Number *

0422 211 129

Must be an Australian phone number.

Organisation Primary Email *

finance@somertonsurfclub.com.au

Must be an email address.

Contact Person for the Project *

Louise Lawson

Position *

External Director - Grants and Sponsorship

Primary Phone Number *

0422 211 129

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2104 From Somerton Surf Life Saving Club
Form Submitted 10 Jul 2020, 9:41am ACST

Must be an Australian phone number.

Primary Email *

finance@somertonsurfclub.com.au

Must be an email address.

Project Details

*** indicates a required field**

Project Title *

Improved water efficiency at Somerton SLSC

Must be no more than 10 words.

The project relates to one or more of the following themes: *

- Energy reduction or renewable energy
- Water conservation
- Nature and sustainable living education
- Sustainable transport
- Waste reduction
- Native flora and fauna

No more than 3 choices may be selected.

Short project description *

This project will involve the purchase and installation of electronic water-saving shower timers at Somerton SLSC. A shower timer is an effective method to save water by restricting the time used in consuming water. A timer will reduce our club's environmental impact and also our water bills, easing the financial strain on our operating budget and allowing more resources to be put toward life-saving equipment. Last season members volunteered 3,563 patrol hours of their time for the Holdfast Bay community, using their first aid skills and vital equipment to provide aid on numerous occasions and during several rescues.

Must be no more than 100 words.

Provide a short description (100 words maximum) of your project - what are you out to do?

What are the planned activities? *

- An order will be placed to a local provider of electronic shower timers, Beavis Plumbing Services Pty Ltd in Hove with delivery to our clubhouse.
- A local electrician will be booked in for installation after the expected delivery of the timers.
- Once the timers arrive, installation will be confirmed with the electrician.
- At installation, the existing x10 shower heads will be removed and replaced with x10 electronic shower timers.
- The new shower timers will be tested and final invoices paid.
- All activities will take place at Somerton SLSC clubhouse in our shower block.

Must be no more than 200 words.

Briefly list (bullet points) the specific activities that will take place and where they will take place (200 words recommended)

What are the expected outcomes of the project? *

Greening Our Community 2020-2021

2020-2021 Greening Our Community Grant Application

Application GOC20-2104 From Somerton Surf Life Saving Club

Form Submitted 10 Jul 2020, 9:41am ACST

Approximately 30% of the water used in the average Australian household goes down bathroom drains. Spending 3 minutes less a day under the average shower will save 13,140 litres of water a year (Melbourne University Press). Therefore, we expect to see the following outcomes of this project;

1. reduced water use and therefore a reduced environmental impact - thereby contributing to the goals of the City of Holdfast's Draft Environment Strategy
2. lower water bill, saving the club money - thereby supporting our club through a period of financial stress due to Covid-19. The recent restrictions have seen significant income losses for the club and meant that any additional equipment purchases are now unfeasible. We are also estimating an up to 10% decrease in membership for the upcoming season due to the financial distress our families are currently experiencing, which will also impact our income through reduced membership fees.
3. increased availability of funds for purchasing life-saving equipment and supporting our volunteer members - demonstrating that our volunteers are valued and that the club is taking measures to save funds, sustain the club's valuable resources and services, while contributing to environmental sustainability.

Must be no more than 200 words.

Describe three things you want the project to achieve in terms of benefits for participants and/or others (200 words recommended)

Will this project be carried out in a partnership, or with other organisations? Please provide details of the other organisation's name(s) and their role(s) in the project. *

No other organisations or partners will be involved in this project.

Must be no more than 100 words.

Note: evidence of partnerships is an assessment criterion. Partnerships are highly valued and can often have better outcomes than working alone.

How will you promote your project and Council's involvement to the community? *

The Council's support will be recognised on our club website, Facebook page, newsletter, by group email to our members, and in our annual report.

Must be no more than 100 words.

Project Timeline

*** indicates a required field**

Start Date *

30/06/2020

Must be a date.

End Date *

30/06/2020

Must be a date and no later than 30/6/2020.

Provide a timeline/timetable for implementation of the project. *

Funding confirmed - Order placed by club for shower timers, electrician booked in for installation.

Within 2 months - shower timers are delivered and installation date confirmed.

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2104 From Somerton Surf Life Saving Club
Form Submitted 10 Jul 2020, 9:41am ACST

Within 3 months - existing shower heads are removed and x10 new shower heads with timers installed.

Within 3 months - acknowledgement given to council for funding in social media, website, etc

Within 4 months - shower timers have been tested and any final payments made (e.g. electrician).

Within 6 months of funding - water usage monitored for inclusion in final reports and promotional material (social media).

Must be no more than 200 words.

Budget Details

*** indicates a required field**

Project Income

Please include all sources of income for the project, including your matching contribution, Greening Our Community Grant contribution, in-kind contributions, and any other sources of funding. As noted in the Guidelines, this grant can only provide a maximum contribution of up to \$5,000 (ex-GST).

Note: in-kind volunteer hours may be negotiated prior to application and cannot consist of more than 10% of the total project cost, and cannot be used for project management time. Volunteer hours are valued at \$45.28 per hour.

Please insert all figures ex-GST and add more rows if necessary.

Income	\$
Greening Our Community Grant	\$2,990.00
Somerton SLSC	\$3,000.00

Income Total

Total Income Amount *

\$5,990.00

This number/amount is calculated.

Project Expenditure

Please itemise all project costs.

Please insert all figures ex-GST and add more rows if needed.

Expenditure	\$
Shower timers	\$4,400.00
Electrician - labour	\$1,590.00

Expenditure Total

Total Expenditure Amount

\$5,990.00

This number/amount is calculated.

Quotes

You must provide quotes for the items to be funded through this grant. Please upload copies of quotes for the equipment and labour required to complete your project. Quotes can be in any digital format including a photo, pdf, word or other file. If you have more than one quote, please compile them into one document for upload. If you are unsure about this, please contact us. *

Filename: Quotes_Electrician and Showers.pdf

File size: 747.3 kB

Other Financial Information

Have other Government agencies/funding bodies been approached for financial assistance for the project? *

No other funding bodies have been approached.

Must be no more than 50 words.

If not, please insert 'no'.

Does your organisation have any Council, State or Federal Government grants that were awarded previously, which are unfinished or outstanding? Please provide the details of the amount, the financial year, and what the funding was for, even if unrelated to this project. *

Our club does not have any unfinished or outstanding projects where grants were received from Council, State or Federal Government.

Must be no more than 100 words.

If not, please insert 'no'.

Application Checklist

*** indicates a required field**

How did you hear about the Greening Our Community Grants? *

- Facebook
- Messenger
- Council website
- Email
- Word of mouth
- Leaflet
- Other:

Could your project proceed if you only received partial funding? *

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2104 From Somerton Surf Life Saving Club
Form Submitted 10 Jul 2020, 9:41am ACST

- Yes
 No

**Is your building owned by and leased from an organisation other than your own?
Please only answer this question if your grant is for building-related work.**

- Yes
 No
 Not applicable

Please provide details of property ownership.

We lease our clubhouse from the City of Holdfast Bay.

Do you have the permission of the land owner/manager?

- Yes
 No

You must have permission of the land owner/manager to be eligible for any project funded by this grant that involves building or construction related work.

Attach a document demonstrating landowner/manager permission for this project.

Filename: Ltr to Somerton SLSC re landlord approval (water saving showers) 29 June....pdf
File size: 724.6 kB
File size should be no more than 2 MB.

Will your project need a Council permit or development application *

- Yes
 No

Projects that may require permits or approvals include property development, erection of banners or moveable signs. It is important to note that it is the sole responsibility of the applying organisation to ensure any prior approvals required under existing lease conditions are met, and that all normal statutory development approval processes are undertaken. Approval of this grant does not mean automatic approval from Council for any development, construction or building activities.

Please note that you are responsible for providing public liability insurance cover for the project. Please attached a copy of your certificate of currency. *

Filename: Certificate of Currency Public Liability.pdf
File size: 66.6 kB
File size should be no more than 2 MB.

Please upload either a map or a photo of the project site (if relevant).

Filename: Image.jpeg
File size: 1.3 MB
File size should be no more than 2 MB.

Terms and Conditions

If the grant is successful I agree to the following:

- Complete the project within the same financial year of receiving the funding
- Use the funds only for the approved project as outlined in this application
- Apply in writing for Council approval for any changes to the project expenditure

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2104 From Somerton Surf Life Saving Club
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- Obtain Council consent for any facility improvements
- Acknowledge the City of Holdfast Bay in any publications or publicity regarding the project
- Complete the Final Financial Acquittal Report within one month of the project finalising, and no later than the end of the financial year.
- Provide council with an electronic photograph in relation to the spending of the funds
- Display a council sign near the project site promoting the grant
- Council reserves the right to publish the organisation's name on the City of Holdfast Bay website.

Declaration

I hereby certify that I have been authorised to prepare and submit this application on behalf of the organisation named below. The information provided in this application is true and correct to the best of my knowledge. I declare I have read and agree to the terms and conditions of this grant.

Name *

Louise Lawson

Organisation *

Somerton Surf Life Saving Club

Date *

10/07/2020

Must be a date.

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2105 From Glenelg Primary School
Form Submitted 10 Jul 2020, 4:36pm ACST

Applicant Details

*** indicates a required field**

Organisation *

Glenelg Primary School

ABN

50 578 697 125

Information from the Australian Business Register	
ABN	50 578 697 125
Entity name	Glenelg Primary School
ABN status	Active
Entity type	State Government Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	5045 SA

Information retrieved at 1:01am today

Must be an ABN.

If you do not have an ABN, please complete a Statement by Supplier form (reasons for not quoting an ABN) supplied by the Australia Tax Office

Organisation Postal Address *

2A Diagonal Rd

Glenelg East SA 5045 Australia

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Organisation Primary Phone Number *

(08) 8295 3943

Must be an Australian phone number.

Organisation Primary Email *

dl.1017.info@schools.sa.edu.au

Must be an email address.

Contact Person for the Project *

Kelly Rivett

Position *

Primary School Teacher

Primary Phone Number *

(08) 8295 3943

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2105 From Glenelg Primary School
Form Submitted 10 Jul 2020, 4:36pm ACST

Must be an Australian phone number.

Primary Email *

kelly.rivett871@schools.sa.edu.au

Must be an email address.

Project Details

*** indicates a required field**

Project Title *

Indigenous Food and Sensory Garden

Must be no more than 10 words.

The project relates to one or more of the following themes: *

- Energy reduction or renewable energy
- Water conservation
- Nature and sustainable living education
- Sustainable transport
- Waste reduction
- Native flora and fauna

No more than 3 choices may be selected.

Short project description *

The students in the Year 2/3 class intend to research, design and construct an indigenous food (bush tucker) garden and a sensory garden for all students at Glenelg Primary School to use. The indigenous garden would include edible native flora that would also encourage birdlife. The sensory garden would consist of plants that when rubbed create smells and connections to natural objects. The students, teachers and volunteers can use for curriculum lessons, health and wellbeing, indigenous education and outdoor learning. This would promote sustainable education and nature-based learning for over 800 children and 100 staff at the school.

Must be no more than 100 words.

Provide a short description (100 words maximum) of your project - what are you out to do?

What are the planned activities? *

-Students will research native plants to determine edible options for our local area. They will make decisions about suitable plants for the garden spaces in our school.

-Students will investigate sustainable ways to maintain the plants (dripper systems for watering) and organic nutrition (compost) systems. Students may consider the introduction of worms for ongoing maintenance of soil.

-Nunga Club students and Aboriginal Community Education Officer to be involved in assist students with decision making and teaching students about indigenous culture and heritage. They can create educational signs for students in the school about indigenous plant usage.

-Year 5 students to assist younger students with the physical construction of the garden spaces and turning the empty plots and border areas into learning spaces.

-Students will explore how to encourage more native wildlife to space, including bee hotels, insect houses and rocks for lizards.

Must be no more than 200 words.

Greening Our Community 2020-2021

2020-2021 Greening Our Community Grant Application

Application GOC20-2105 From Glenelg Primary School

Form Submitted 10 Jul 2020, 4:36pm ACST

Briefly list (bullet points) the specific activities that will take place and where they will take place (200 words recommended)

What are the expected outcomes of the project? *

-Native garden space that can be used on an ongoing basis by over 800 students at the school for increased indigenous education and recognition across the school. Students and teachers will be able to harvest plant material for cooking lessons and open students up to exploring different food options based on native plants. Indigenous students will be acknowledged and develop deeper connections to the school space.

-Sensory garden space will develop knowledge and connections to plants through touch, smell, taste and sight. Students can pick plants like lavender, mint, basil and lemon myrtle to rub, sniff or sample. Sensory gardens have been shown to improve health, mood and cognition of students. Students with special needs and autism are shown to benefit from this sensory stimulation.

-The use of native plants and sustainable methods will increase biodiversity within the school grounds and support a healthy environment for native wildlife. This will, in turn, create another learning space where students can develop understandings of native plants as food sources for nectar-feeding birds, insects and lizards. The outcome being a wider love of natural spaces and increased curiosity.

Must be no more than 200 words.

Describe three things you want the project to achieve in terms of benefits for participants and/or others (200 words recommended)

Will this project be carried out in a partnership, or with other organisations? Please provide details of the other organisation's name(s) and their role(s) in the project. *

Teacher, Kelly Rivett, will use the student-driven inquiry learning opportunity as part of a Master's Inquiry Action Project with Miami University, Ohio. The teacher's learning in the program is intended to develop student dispositions in inquiry and community action to develop students who care about environment and conservation issues. Miami University would have no other role in the project.

Nunga Club - Glenelg Primary School Indigenous Students - advisory role and indigenous education for non-indigenous students.

Must be no more than 100 words.

Note: evidence of partnerships is an assessment criterion. Partnerships are highly valued and can often have better outcomes than working alone.

How will you promote your project and Council's involvement to the community? *

The Greening Our Community Grant, the City of Holdfast Bay and the project will be actively shared with the school community and its over 500 families through our school newsletter. We intend to create a collation video of the process of making the garden to share on the school Facebook page. This can be shared with the Department for Education's Media Unit for promotion in other forms. We would love the Council's Community and Environmental Sustainability Officers to provide advice to students with their knowledge of the local area and forge an ongoing educational partnership with the council.

Must be no more than 100 words.

Project Timeline

*** indicates a required field**

Greening Our Community 2020-2021

2020-2021 Greening Our Community Grant Application

Application GOC20-2105 From Glenelg Primary School

Form Submitted 10 Jul 2020, 4:36pm ACST

Start Date *

26/08/2020

Must be a date.

End Date *

30/06/2020

Must be a date and no later than 30/6/2020.

Provide a timeline/timetable for implementation of the project. *

Project to be completed by 11/12/2020

By 25th September - Students research and make choices about plants and sustainable garden options

By 31st October - Students design garden spaces in conjunction with Nunga Club and school leadership

By 12th November - All items and plants purchased for garden construction

By 11th December - Students from multiple classes participate in the construction and planting of the native and sensory learning spaces.

Nunga Club to plan and organise acknowledge of the garden and its indigenous connections for students and local community.

Must be no more than 200 words.

Budget Details

*** indicates a required field**

Project Income

Please include all sources of income for the project, including your matching contribution, Greening Our Community Grant contribution, in-kind contributions, and any other sources of funding. As noted in the Guidelines, this grant can only provide a maximum contribution of up to \$5,000 (ex-GST).

Note: in-kind volunteer hours may be negotiated prior to application and cannot consist of more than 10% of the total project cost, and cannot be used for project management time. Volunteer hours are valued at \$45.28 per hour.

Please insert all figures ex-GST and add more rows if necessary.

Income	\$
Greening Our Community Grant	\$1,000.00
Class Budget	\$500.00

Income Total

Total Income Amount *

\$1,500.00

This number/amount is calculated.

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2105 From Glenelg Primary School
Form Submitted 10 Jul 2020, 4:36pm ACST

Project Expenditure

Please itemise all project costs.

Please insert all figures ex-GST and add more rows if needed.

Expenditure	\$
Plants	\$700.00
Native Plant Nutrition	\$140.00
Sustainable Dripper System	\$200.00
Bark Chips/Dirt	\$200.00
Pots	\$392.00
Rocks, Pavers, Sticks, Branches for construction - Donations	\$0.00

Expenditure Total

Total Expenditure Amount

\$1,632.00

This number/amount is calculated.

Quotes

You must provide quotes for the items to be funded through this grant. Please upload copies of quotes for the equipment and labour required to complete your project. Quotes can be in any digital format including a photo, pdf, word or other file. If you have more than one quote, please compile them into one document for upload. If you are unsure about this, please contact us. *

Filename: Garden Funding.pdf

File size: 11.3 MB

Other Financial Information

Have other Government agencies/funding bodies been approached for financial assistance for the project? *

No

Must be no more than 50 words.

If not, please insert 'no'.

Does your organisation have any Council, State or Federal Government grants that were awarded previously, which are unfinished or outstanding? Please provide the details of the amount, the financial year, and what the funding was for, even if unrelated to this project. *

Not to our knowledge.

Must be no more than 100 words.

If not, please insert 'no'.

Application Checklist

*** indicates a required field**

How did you hear about the Greening Our Community Grants? *

- Facebook
- Messenger
- Council website
- Email
- Word of mouth
- Leaflet
- Other:

Could your project proceed if you only received partial funding? *

- Yes
- No

**Is your building owned by and leased from an organisation other than your own?
Please only answer this question if your grant is for building-related work.**

- Yes
- No
- Not applicable

Please provide details of property ownership.

Do you have the permission of the land owner/manager?

- Yes
- No

You must have permission of the land owner/manager to be eligible for any project funded by this grant that involves building or construction related work.

Attach a document demonstrating landowner/manager permission for this project.

No files have been uploaded

File size should be no more than 2 MB.

Will your project need a Council permit or development application? *

- Yes
- No

Projects that may require permits or approvals include property development, erection of banners or moveable signs. It is important to note that it is the sole responsibility of the applying organisation to ensure any prior approvals required under existing lease conditions are met, and that all normal statutory development approval processes are undertaken. Approval of this grant does not mean automatic approval from Council for any development, construction or building activities.

Please note that you are responsible for providing public liability insurance cover for the project. Please attached a copy of your certificate of currency. *

Filename: confirmation-of-insurance.pdf

File size: 303.1 kB

File size should be no more than 2 MB.

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2105 From Glenelg Primary School
Form Submitted 10 Jul 2020, 4:36pm ACST

Please upload either a map or a photo of the project site (if relevant).

Filename: Garden Grant Map.pdf
File size: 839.6 kB
File size should be no more than 2 MB.

Terms and Conditions

If the grant is successful I agree to the following:

- Complete the project within the same financial year of receiving the funding
- Use the funds only for the approved project as outlined in this application
- Apply in writing for Council approval for any changes to the project expenditure
- Obtain Council consent for any facility improvements
- Acknowledge the City of Holdfast Bay in any publications or publicity regarding the project
- Complete the Final Financial Acquittal Report within one month of the project finalising, and no later than the end of the financial year.
- Provide council with an electronic photograph in relation to the spending of the funds
- Display a council sign near the project site promoting the grant
- Council reserves the right to publish the organisation's name on the City of Holdfast Bay website.

Declaration

I hereby certify that I have been authorised to prepare and submit this application on behalf of the organisation named below. The information provided in this application is true and correct to the best of my knowledge. I declare I have read and agree to the terms and conditions of this grant.

Name *

Kelly Rivett

Organisation *

Glenelg Primary School

Date *

10/07/2020

Must be a date.

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2106 From Somerton Park kindergarten
Form Submitted 8 Jul 2020, 10:07pm ACST

Applicant Details

*** indicates a required field**

Organisation *

Somerton Park kindergarten

ABN

61 020 475 499

Information from the Australian Business Register	
ABN	61 020 475 499
Entity name	Somerton Park Kindergarten
ABN status	Active
Entity type	State Government Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	5044 SA

Information retrieved at 1:23am today

Must be an ABN.

If you do not have an ABN, please complete a Statement by Supplier form (reasons for not quoting an ABN) supplied by the Australia Tax Office

Organisation Postal Address *

Grantham Rd

Somerton Park South Australia 5044 Australia

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Organisation Primary Phone Number *

(08) 8296 1503

Must be an Australian phone number.

Organisation Primary Email *

dl.5669.leaders@schools.sa.edu.au

Must be an email address.

Contact Person for the Project *

Peta Wheatcroft

Position *

Teacher

Primary Phone Number *

0403 633 678

Greening Our Community 2020-2021

2020-2021 Greening Our Community Grant Application

Application GOC20-2106 From Somerton Park kindergarten

Form Submitted 8 Jul 2020, 10:07pm ACST

Must be an Australian phone number.

Primary Email *

petaw@internode.on.net

Must be an email address.

Project Details

*** indicates a required field**

Project Title *

Somerton Park tranquil area

Must be no more than 10 words.

The project relates to one or more of the following themes: *

- Energy reduction or renewable energy
- Water conservation
- Nature and sustainable living education
- Sustainable transport
- Waste reduction
- Native flora and fauna

No more than 3 choices may be selected.

Short project description *

-To establish with the children an area to rest in nature.

-To create an area that will provoke wonderings and deeper thinking about our environment.

-To gain an understanding of life cycles and the importance of planting and maintaining natural flora to encourage native bees and butterflies on the Adelaide plains.

-To create a narrative to explore and develop an understanding of Kaurua connection to land and place.

Must be no more than 100 words.

Provide a short description (100 words maximum) of your project - what are you out to do?

What are the planned activities? *

During the Covid situation our activities have altered but we would still like to invite kindergarten families to help with establishing the area with their children by;

-A working bee morning tea to clear, dig and position all the major components of the area, pond, paving, mulch and chair.

-Build insect hotel at kindy.

-An excursion to the State Flora Nursery working closely with the head nurseryman and subsequently invite him back onto site when project has been completed. This is an opportunity for the children to choose plants.

-Planting tubestock with children and families .

-Literacy focus : children to write thank you letters and cards to all stakeholders.

-The grand opening of the garden with a Twilight Literacy night focusing on Indigenous Dreaming stories, books with an environmental focus and story tables with an invitation to local members of parliament and council members.

Must be no more than 200 words.

Greening Our Community 2020-2021

2020-2021 Greening Our Community Grant Application

Application GOC20-2106 From Somerton Park kindergarten

Form Submitted 8 Jul 2020, 10:07pm ACST

Briefly list (bullet points) the specific activities that will take place and where they will take place (200 words recommended)

What are the expected outcomes of the project? *

-We would hope for a deeper understanding of the environment and the role we play in caring for it and the community can see that the kindergarten children are competent and capable to understand these important issues.

-Create an awareness of the diverse butterfly and native bee population of the Adelaide plains.

-Create an understanding that we can work towards a goal, that we can create wonderful places to rest and enjoy nature, to create an area of wellness and well being.

Must be no more than 200 words.

Describe three things you want the project to achieve in terms of benefits for participants and/or others (200 words recommended)

Will this project be carried out in a partnership, or with other organisations? Please provide details of the other organisation's name(s) and their role(s) in the project. *

This project will not be carried out with other organisations in a formal way. The State Flora Nursery is a wonderful resource and their advice is freely given as part of an educational platform.

Our kindergarten families come with a diverse range of skills and expertise and this is freely given to the project.

Must be no more than 100 words.

Note: evidence of partnerships is an assessment criterion. Partnerships are highly valued and can often have better outcomes than working alone.

How will you promote your project and Council's involvement to the community? *

-The children will create environmental posters promoting the native frogs, bees and butterflies. ---These will be distributed to local businesses to display. The councils contributions will be hi-lighted on the posters.

-A banner made by the children will be displayed at kindergarten during the Grand Opening Twilight Literacy night.

-A permanent plaque thanking the stakeholders who have contributed to the project to rest in the garden.

Must be no more than 100 words.

Project Timeline

*** indicates a required field**

Start Date *

10/08/2020

Must be a date.

End Date *

30/06/2020

Must be a date and no later than 30/6/2020.

Provide a timeline/timetable for implementation of the project. *

Greening Our Community 2020-2021

2020-2021 Greening Our Community Grant Application

Application GOC20-2106 From Somerton Park kindergarten

Form Submitted 8 Jul 2020, 10:07pm ACST

Note: above end date is incorrect , could not put correct date of completion 11/12/20

As the 2020 children will be working on this project it is important that this will be completed in their time at kindergarten. The end of term 4 is the 11/12 but we would like to have everything completed by early November to enjoy the garden with the children.

The garden will be an evolving living creation that will change from year to year. The floorbook is a record of the children's work and can be added to by future generations of children who come through Somerton Park Kindergarten. Plants that work and ones that don't for example.

Suggested time line for the project.

Week 6 Term 3 - (August 24) purchase all large components of redevelopment area

Week 7 Term 3 - (September 1) Saturday working bee, morning

Week 2 Term 4 - (October 19) excursions to State Flora Nursery, Belair National park

Week 3 and 4 Term 4- Planting by families with their child at kindy

Week 6 Term 4 - Grand opening Twilight night held over two night to cater for both groups.

Must be no more than 200 words.

Budget Details

*** indicates a required field**

Project Income

Please include all sources of income for the project, including your matching contribution, Greening Our Community Grant contribution, in-kind contributions, and any other sources of funding. As noted in the Guidelines, this grant can only provide a maximum contribution of up to \$5,000 (ex-GST).

Note: in-kind volunteer hours may be negotiated prior to application and cannot consist of more than 10% of the total project cost, and cannot be used for project management time. Volunteer hours are valued at \$45.28 per hour.

Please insert all figures ex-GST and add more rows if necessary.

Income	\$
Greening Our Community Grant	\$1,785.00
Somerton Park Kindergarten	\$1,785.00

Income Total

Total Income Amount *

\$3,570.00

This number/amount is calculated.

Project Expenditure

Please itemise all project costs.

Please insert all figures ex-GST and add more rows if needed.

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2106 From Somerton Park kindergarten
Form Submitted 8 Jul 2020, 10:07pm ACST

Expenditure	\$
Pond	\$190.00
large pebbles	\$45.50
weldmesh for pond	\$52.00
pond cleaner	\$5.00
bog pond	\$81.00
chair	\$180.00
earthworm starter pack	\$63.00
worm farm	\$70.00
bamboo screening	\$31.00
bamboo poles	\$145.00
mulch	\$45.50
bus hire	\$700.00
bee insect hotel	\$181.00
plant stock tube	\$210.00
larger plants	\$227.00
garden archway	\$144.50
additional staff for excursion	\$1,200.00

Expenditure Total

Total Expenditure Amount

\$3,570.50

This number/amount is calculated.

Quotes

You must provide quotes for the items to be funded through this grant. Please upload copies of quotes for the equipment and labour required to complete your project. Quotes can be in any digital format including a photo, pdf, word or other file. If you have more than one quote, please compile them into one document for upload. If you are unsure about this, please contact us. *

Filename: Grant proposal.docx

File size: 3.1 MB

Other Financial Information

Have other Government agencies/funding bodies been approached for financial assistance for the project? *

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2106 From Somerton Park kindergarten
Form Submitted 8 Jul 2020, 10:07pm ACST

none

Must be no more than 50 words.
If not, please insert 'no'.

Does your organisation have any Council, State or Federal Government grants that were awarded previously, which are unfinished or outstanding? Please provide the details of the amount, the financial year, and what the funding was for, even if unrelated to this project. *

none

Must be no more than 100 words.
If not, please insert 'no'.

Application Checklist

*** indicates a required field**

How did you hear about the Greening Our Community Grants? *

- Facebook
- Messenger
- Council website
- Email
- Word of mouth
- Leaflet
- Other: A parent on our Governing Council suggested we apply

Could your project proceed if you only received partial funding? *

- Yes
- No

Is your building owned by and leased from an organisation other than your own? Please only answer this question if your grant is for building-related work.

- Yes
- No
- Not applicable

Please provide details of property ownership.

Do you have the permission of the land owner/manager?

- Yes
- No

You must have permission of the land owner/manager to be eligible for any project funded by this grant that involves building or construction related work.

Attach a document demonstrating landowner/manager permission for this project.

No files have been uploaded

File size should be no more than 2 MB.

Will your project need a Council permit or development application? *

Greening Our Community 2020-2021

2020-2021 Greening Our Community Grant Application

Application GOC20-2106 From Somerton Park kindergarten

Form Submitted 8 Jul 2020, 10:07pm ACST

- Yes
 No

Projects that may require permits or approvals include property development, erection of banners or moveable signs. It is important to note that it is the sole responsibility of the applying organisation to ensure any prior approvals required under existing lease conditions are met, and that all normal statutory development approval processes are undertaken. Approval of this grant does not mean automatic approval from Council for any development, construction or building activities.

Please note that you are responsible for providing public liability insurance cover for the project. Please attached a copy of your certificate of currency. *

Filename: cert. of currency.docx
File size: 11.9 kB
File size should be no more than 2 MB.

Please upload either a map or a photo of the project site (if relevant).

No files have been uploaded

File size should be no more than 2 MB.

Terms and Conditions

If the grant is successful I agree to the following:

- Complete the project within the same financial year of receiving the funding
- Use the funds only for the approved project as outlined in this application
- Apply in writing for Council approval for any changes to the project expenditure
- Obtain Council consent for any facility improvements
- Acknowledge the City of Holdfast Bay in any publications or publicity regarding the project
- Complete the Final Financial Acquittal Report within one month of the project finalising, and no later than the end of the financial year.
- Provide council with an electronic photograph in relation to the spending of the funds
- Display a council sign near the project site promoting the grant
- Council reserves the right to publish the organisation's name on the City of Holdfast Bay website.

Declaration

I hereby certify that I have been authorised to prepare and submit this application on behalf of the organisation named below. The information provided in this application is true and correct to the best of my knowledge. I declare I have read and agree to the terms and conditions of this grant.

Name *

Peta Wheatcroft

Organisation *

Somerton Park Kindergarten

Date *

08/07/2020

Must be a date.

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2107 From Dunbar Terrace Kindergarten
Form Submitted 10 Jul 2020, 12:25pm ACST

Applicant Details

*** indicates a required field**

Organisation *

Dunbar Terrace Kindergarten

ABN

60 970 045 932

Information from the Australian Business Register	
ABN	60 970 045 932
Entity name	Dunbar Terrace Kindergarten
ABN status	Active
Entity type	State Government Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	5045 SA

Information retrieved at 1:23am today

Must be an ABN.

If you do not have an ABN, please complete a Statement by Supplier form (reasons for not quoting an ABN) supplied by the Australia Tax Office

Organisation Postal Address *

38B Dunbar Ter

Glenelg East SA 5045 Australia

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Organisation Primary Phone Number *

(08) 8295 3925

Must be an Australian phone number.

Organisation Primary Email *

dl.5668.leaders@schools.sa.edu.au

Must be an email address.

Contact Person for the Project *

Sarah Fitzpatrick

Position *

Chair - Governing Council

Primary Phone Number *

0404 837 853

Greening Our Community 2020-2021

2020-2021 Greening Our Community Grant Application

Application GOC20-2107 From Dunbar Terrace Kindergarten

Form Submitted 10 Jul 2020, 12:25pm ACST

Must be an Australian phone number.

Primary Email *

sarah.k.fitzpatrick@gmail.com

Must be an email address.

Project Details

*** indicates a required field**

Project Title *

Children's Native Fairy Garden

Must be no more than 10 words.

The project relates to one or more of the following themes: *

- Energy reduction or renewable energy
- Water conservation
- Nature and sustainable living education
- Sustainable transport
- Waste reduction
- Native flora and fauna

No more than 3 choices may be selected.

Short project description *

Our aim is to transform a currently under-utilised area of the Dunbar Tce Kindy garden into a place of adventure and sustainable educational opportunities that enhances the natural surrounds with the use of native plants and attracts native birds.

Must be no more than 100 words.

Provide a short description (100 words maximum) of your project - what are you out to do?

What are the planned activities? *

Commencing August 2020

- Communicate construction plans with families
- Mark out garden area
- Build low garden stone wall
- Pave garden path
- Line existing fence to prepare for built up garden
- Develop feature flooring in central meeting area
- Build bench for children's meeting area
- Back-fill new garden beds
- Plant native/indigenous species in conjunction with State Flora to ensure plants are fit for purpose (this will be an opportunity for family partnership in-line with current COVID requirements).
- Add bird/fauna home
- Add accessories to enhance the garden native fairy theme

Must be no more than 200 words.

Briefly list (bullet points) the specific activities that will take place and where they will take place (200 words recommended)

Greening Our Community 2020-2021

2020-2021 Greening Our Community Grant Application

Application GOC20-2107 From Dunbar Terrace Kindergarten

Form Submitted 10 Jul 2020, 12:25pm ACST

What are the expected outcomes of the project? *

Our completed garden will have:

1. An element of adventure and sustainable educational purpose - As the children meander down the coiled path they will pass through a variety of native flora planted with purpose to attract even more of our local bird life such as our friendly local Kurraka (magpies). The changing Karnua seasons of Warltati, Kudlila and Parnati will bring change and transformation to the garden while Wirltuti will provide plenty of blooms for the children to collect and make their special potions they love to create.
2. A quality garden that will stand the test of time - with a proud history of 65 years we believe that by investing in quality upfront our projects will stand the test of time (and hundreds of little feet).
3. Overall enhancement of the Kindergarten which will be a place of education and play for the children of Holdfast Bay for many years to come.

Must be no more than 200 words.

Describe three things you want the project to achieve in terms of benefits for participants and/or others (200 words recommended)

Will this project be carried out in a partnership, or with other organisations? Please provide details of the other organisation's name(s) and their role(s) in the project. *

All plants will be procured through State Flora (Department for Environment and Water)
Work by Phil Mather Landscaping (Horticulturalist and Stone Mason)

Must be no more than 100 words.

Note: evidence of partnerships is an assessment criterion. Partnerships are highly valued and can often have better outcomes than working alone.

How will you promote your project and Council's involvement to the community? *

The City of Holdfast Bay's contribution will be acknowledged in a feature newsletter correspondence with families and any supplied signage by the City will be displayed.

A feature will be submitted for inclusion in the City's monthly publication.

Must be no more than 100 words.

Project Timeline

*** indicates a required field**

Start Date *

01/06/2020

Must be a date.

End Date *

30/06/2020

Must be a date and no later than 30/6/2020.

Provide a timeline/timetable for implementation of the project. *

Above date fields will only accept dates in the past which I have entered to enable the completion of the application. Our proposed project timeline is August 3 - September 11 2020.

Week 1 - Mark out of project area and commencement of low wall construction

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2107 From Dunbar Terrace Kindergarten
Form Submitted 10 Jul 2020, 12:25pm ACST

Week 2 - Completion of low wall construction

Week 3 - Line fence and pave path

Week 4 - Back fill new garden bed area and plant

Week 5 - Complete mosaic feature, install bench and fauna homes

Must be no more than 200 words.

Budget Details

*** indicates a required field**

Project Income

Please include all sources of income for the project, including your matching contribution, Greening Our Community Grant contribution, in-kind contributions, and any other sources of funding. As noted in the Guidelines, this grant can only provide a maximum contribution of up to \$5,000 (ex-GST).

Note: in-kind volunteer hours may be negotiated prior to application and cannot consist of more than 10% of the total project cost, and cannot be used for project management time. Volunteer hours are valued at \$45.28 per hour.

Please insert all figures ex-GST and add more rows if necessary.

Income	\$
Greening Our Community Grant	\$5,000.00
Dunbar Terrace Kindy	\$7,000.00

Income Total

Total Income Amount *

\$12,000.00

This number/amount is calculated.

Project Expenditure

Please itemise all project costs.

Please insert all figures ex-GST and add more rows if needed.

Expenditure	\$
Labour	\$4,000.00
Materials	\$8,000.00

Expenditure Total

Total Expenditure Amount

\$12,000.00

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2107 From Dunbar Terrace Kindergarten
Form Submitted 10 Jul 2020, 12:25pm ACST

This number/amount is calculated.

Quotes

You must provide quotes for the items to be funded through this grant. Please upload copies of quotes for the equipment and labour required to complete your project. Quotes can be in any digital format including a photo, pdf, word or other file. If you have more than one quote, please compile them into one document for upload. If you are unsure about this, please contact us. *

Filename: Fwd Re; Quote for Landscaping Dunbar Tce Kindy.msg
File size: 97.5 kB

Other Financial Information

Have other Government agencies/funding bodies been approached for financial assistance for the project? *

No

Must be no more than 50 words.
If not, please insert 'no'.

Does your organisation have any Council, State or Federal Government grants that were awarded previously, which are unfinished or outstanding? Please provide the details of the amount, the financial year, and what the funding was for, even if unrelated to this project. *

No

Must be no more than 100 words.
If not, please insert 'no'.

Application Checklist

*** indicates a required field**

How did you hear about the Greening Our Community Grants? *

- Facebook
- Messenger
- Council website
- Email
- Word of mouth
- Leaflet
- Other:

Could your project proceed if you only received partial funding? *

- Yes
- No

Is your building owned by and leased from an organisation other than your own? Please only answer this question if your grant is for building-related work.

- Yes

Greening Our Community 2020-2021

2020-2021 Greening Our Community Grant Application

Application GOC20-2107 From Dunbar Terrace Kindergarten

Form Submitted 10 Jul 2020, 12:25pm ACST

- No
 Not applicable

Please provide details of property ownership.

Do you have the permission of the land owner/manager?

- Yes
 No

You must have permission of the land owner/manager to be eligible for any project funded by this grant that involves building or construction related work.

Attach a document demonstrating landowner/manager permission for this project.

No files have been uploaded

File size should be no more than 2 MB.

Will your project need a Council permit or development application *

- Yes
 No

Projects that may require permits or approvals include property development, erection of banners or moveable signs. It is important to note that it is the sole responsibility of the applying organisation to ensure any prior approvals required under existing lease conditions are met, and that all normal statutory development approval processes are undertaken. Approval of this grant does not mean automatic approval from Council for any development, construction or building activities.

Please note that you are responsible for providing public liability insurance cover for the project. Please attached a copy of your certificate of currency. *

Filename: Insurance.docx

File size: 11.4 kB

File size should be no more than 2 MB.

Please upload either a map or a photo of the project site (if relevant).

Filename: Construction Area.jpg

File size: 10.4 MB

File size should be no more than 2 MB.

Terms and Conditions

If the grant is successful I agree to the following:

- Complete the project within the same financial year of receiving the funding
- Use the funds only for the approved project as outlined in this application
- Apply in writing for Council approval for any changes to the project expenditure
- Obtain Council consent for any facility improvements
- Acknowledge the City of Holdfast Bay in any publications or publicity regarding the project
- Complete the Final Financial Acquittal Report within one month of the project finalising, and no later than the end of the financial year.
- Provide council with an electronic photograph in relation to the spending of the funds
- Display a council sign near the project site promoting the grant

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Form Submitted 10 Jul 2020, 12:25pm ACST

- Council reserves the right to publish the organisation's name on the City of Holdfast Bay website.

Declaration

I hereby certify that I have been authorised to prepare and submit this application on behalf of the organisation named below. The information provided in this application is true and correct to the best of my knowledge. I declare I have read and agree to the terms and conditions of this grant.

Name *

Sarah Fitzpatrick

Organisation *

Dunbar Terrace Kindergarten

Date *

10/07/2020

Must be a date.

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2108 From Brighton Primary School
Form Submitted 10 Jul 2020, 4:46pm ACST

Applicant Details

*** indicates a required field**

Organisation *

Brighton Primary School

ABN

14 942 725 824

Information from the Australian Business Register	
ABN	14 942 725 824
Entity name	Brighton Primary School
ABN status	Active
Entity type	State Government Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	5048 SA

Information retrieved at 11:41pm yesterday

Must be an ABN.

If you do not have an ABN, please complete a Statement by Supplier form (reasons for not quoting an ABN) supplied by the Australia Tax Office

Organisation Postal Address *

Highet Ave

Brighton SA 5048 Australia

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Organisation Primary Phone Number *

(08) 8296 3614

Must be an Australian phone number.

Organisation Primary Email *

dl.0637.info@schools.sa.edu.au

Must be an email address.

Contact Person for the Project *

Deb Blucher

Position *

Chair, Grounds Committee

Primary Phone Number *

0413 483 148

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2108 From Brighton Primary School
Form Submitted 10 Jul 2020, 4:46pm ACST

Must be an Australian phone number.

Primary Email *

debjblucher@gmail.com

Must be an email address.

Project Details

*** indicates a required field**

Project Title *

Water Education Garden

Must be no more than 10 words.

The project relates to one or more of the following themes: *

- Energy reduction or renewable energy
- Water conservation
- Nature and sustainable living education
- Sustainable transport
- Waste reduction
- Native flora and fauna

No more than 3 choices may be selected.

Short project description *

Water Education - An existing excavation in a mounded hill will be developed into a water play area with a focus on water collection and reuse. The space will be used at break times as well as during lesson time and will be open to the public for use out of school hours by the many visitors who use the school grounds or hall. This water element will complement an existing sensory garden design that already covers the senses; smell, touch, sight, sound.

Must be no more than 100 words.

Provide a short description (100 words maximum) of your project - what are you out to do?

What are the planned activities? *

Grounds committee to decide on which play elements to include (up to max budget)

Final design to be approved by Governing Council

Sign on with selected external contractor

Fence impacted area as required

Excavate into existing grassy mound

Ground work for pipes and water reservoir

Lay creek bed

Install water elements (exact elements to be decided); hand pump, water wheel, solar pump, storage reservoir

Restore garden to original form and additional plantings

Must be no more than 200 words.

Briefly list (bullet points) the specific activities that will take place and where they will take place (200 words recommended)

What are the expected outcomes of the project? *

Greening Our Community 2020-2021

2020-2021 Greening Our Community Grant Application

Application GOC20-2108 From Brighton Primary School

Form Submitted 10 Jul 2020, 4:46pm ACST

Opportunities to bring learning outside and connect to nature for a number of lessons. Children will be able to learn about solar energy powering the water pump as well as discuss opportunities for water collection and reuse.

Younger children will be able to develop a curiosity for water whilst also challenging their abilities in communication, taking turns, coordination, teamwork, imagination.

Must be no more than 200 words.

Describe three things you want the project to achieve in terms of benefits for participants and/or others (200 words recommended)

Will this project be carried out in a partnership, or with other organisations? Please provide details of the other organisation's name(s) and their role(s) in the project. *

A contractor will be engaged to build this water play space with some assistance from students where appropriate.

Refer to quote provided for contractor option.

Must be no more than 100 words.

Note: evidence of partnerships is an assessment criterion. Partnerships are highly valued and can often have better outcomes than working alone.

How will you promote your project and Council's involvement to the community? *

The school will acknowledge assistance from Council via our school community blog, via our electronic notice board on Brighton Road and at Governing Council.

Updates can be provided from the beginning through to the end via these mechanisms also.

Acknowledgement at the 'opening' of the space by the School Principal at an all school assembly attending by students as well as parents/caregivers.

Temporary signage created by students thanking the Council for their contribution will temporarily be erected in the area.

Must be no more than 100 words.

Project Timeline

*** indicates a required field**

Start Date *

10/12/2020

Must be a date.

End Date *

30/06/2020

Must be a date and no later than 30/6/2020.

Provide a timeline/timetable for implementation of the project. *

The final design and approval of contractor will be completed by end of Term 3.

Development of the play space would likely occur over Christmas school holidays prior to Term 1 2021. (note: End Date shown in this grant is due to the system allowing a max of 30/6/2020. Actual anticipated end date is 31/1/2021)

Must be no more than 200 words.

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2108 From Brighton Primary School
 Form Submitted 10 Jul 2020, 4:46pm ACST

Budget Details

* indicates a required field

Project Income

Please include all sources of income for the project, including your matching contribution, Greening Our Community Grant contribution, in-kind contributions, and any other sources of funding. As noted in the Guidelines, this grant can only provide a maximum contribution of up to \$5,000 (ex-GST).

Note: in-kind volunteer hours may be negotiated prior to application and cannot consist of more than 10% of the total project cost, and cannot be used for project management time. Volunteer hours are valued at \$45.28 per hour.

Please insert all figures ex-GST and add more rows if necessary.

Income	\$
Greening Our Community Grant	\$2,821.30
School funding	\$2,323.58
In kind volunteer work (11 hrs) to demo and assist in developing creek bed	\$497.75

Income Total

Total Income Amount *

\$5,642.63

This number/amount is calculated.

Project Expenditure

Please itemise all project costs.

Please insert all figures ex-GST and add more rows if needed.

Expenditure	\$
Water Play Elements	\$2,400.00
Creek materials	\$300.00
Excavator - 1 day	\$345.00
Landscaper	\$2,099.88
Demolition & creek bed	\$497.75

Expenditure Total

Total Expenditure Amount

\$5,642.63

This number/amount is calculated.

Greening Our Community 2020-2021

2020-2021 Greening Our Community Grant Application

Application GOC20-2108 From Brighton Primary School

Form Submitted 10 Jul 2020, 4:46pm ACST

Quotes

You must provide quotes for the items to be funded through this grant. Please upload copies of quotes for the equipment and labour required to complete your project. Quotes can be in any digital format including a photo, pdf, word or other file. If you have more than one quote, please compile them into one document for upload. If you are unsure about this, please contact us. *

Filename: Quote_No_1753_Water Education.pdf
File size: 204.3 kB

Other Financial Information

Have other Government agencies/funding bodies been approached for financial assistance for the project? *

No

Must be no more than 50 words.
If not, please insert 'no'.

Does your organisation have any Council, State or Federal Government grants that were awarded previously, which are unfinished or outstanding? Please provide the details of the amount, the financial year, and what the funding was for, even if unrelated to this project. *

DELAYED - Wellbeing Donation \$3k - Holdfast Bay Council complete end FY 19/20. COVID-19 meant that the completion date of April school holidays 2020 could not be met. Since then schools have had to limit access on-site. We are in the process of scheduling this project again with the external contractors.

ON TRACK - Local School Community Fund \$20k - Federal Govt Due 31/12/2020

Must be no more than 100 words.
If not, please insert 'no'.

Application Checklist

*** indicates a required field**

How did you hear about the Greening Our Community Grants? *

- Facebook
- Messenger
- Council website
- Email
- Word of mouth
- Leaflet
- Other:

Could your project proceed if you only received partial funding? *

- Yes
- No

Greening Our Community 2020-2021
2020-2021 Greening Our Community Grant Application
Application GOC20-2108 From Brighton Primary School
Form Submitted 10 Jul 2020, 4:46pm ACST

**Is your building owned by and leased from an organisation other than your own?
Please only answer this question if your grant is for building-related work.**

- Yes
 No
 Not applicable

Please provide details of property ownership.

Do you have the permission of the land owner/manager?

- Yes
 No

You must have permission of the land owner/manager to be eligible for any project funded by this grant that involves building or construction related work.

Attach a document demonstrating landowner/manager permission for this project.

Filename: Jan Taylor_Greening Our Community_07072020.docx

File size: 1.6 MB

File size should be no more than 2 MB.

Will your project need a Council permit or development application *

- Yes
 No

Projects that may require permits or approvals include property development, erection of banners or moveable signs. It is important to note that it is the sole responsibility of the applying organisation to ensure any prior approvals required under existing lease conditions are met, and that all normal statutory development approval processes are undertaken. Approval of this grant does not mean automatic approval from Council for any development, construction or building activities.

Please note that you are responsible for providing public liability insurance cover for the project. Please attached a copy of your certificate of currency. *

Filename: Liability Insurance.docx

File size: 12.3 kB

File size should be no more than 2 MB.

Please upload either a map or a photo of the project site (if relevant).

Filename: Aerial view_Water Play Site.png

File size: 183.8 kB

File size should be no more than 2 MB.

Terms and Conditions

If the grant is successful I agree to the following:

- Complete the project within the same financial year of receiving the funding
- Use the funds only for the approved project as outlined in this application
- Apply in writing for Council approval for any changes to the project expenditure
- Obtain Council consent for any facility improvements
- Acknowledge the City of Holdfast Bay in any publications or publicity regarding the project

Greening Our Community 2020-2021

2020-2021 Greening Our Community Grant Application

Application GOC20-2108 From Brighton Primary School

Form Submitted 10 Jul 2020, 4:46pm ACST

- Complete the Final Financial Acquittal Report within one month of the project finalising, and no later than the end of the financial year.
- Provide council with an electronic photograph in relation to the spending of the funds
- Display a council sign near the project site promoting the grant
- Council reserves the right to publish the organisation's name on the City of Holdfast Bay website.

Declaration

I hereby certify that I have been authorised to prepare and submit this application on behalf of the organisation named below. The information provided in this application is true and correct to the best of my knowledge. I declare I have read and agree to the terms and conditions of this grant.

Name *

Deb Blucher

Organisation *

Brighton Primary School

Date *

10/07/2020

Must be a date.

Item No: **15.5**

Subject: **COUNCIL POLICY REVIEW**

Date: 8 September 2020

Written By: Team Leader Governance

General Manager: City Assets and Services, Mr H Lacy

SUMMARY

A selection of Council policies have been reviewed and are now presented to Council for adoption. The following policies have been marked with track changes and are now presented to Council for adoption:

1. Holdfast Bay Car Parking Contributions Fund Policy;
2. Heritage Conservation Incentives Policy; and
3. Development Application Policy.

As these policies do not require substantive changes or public consultation, they are presented as a collective, for administrative efficiency.

A tracked changes copy marked with proposed changes is attached for each policy.

RECOMMENDATION

That Council approve and endorse the following policies as amended:

1. **Holdfast Bay Car Parking Contributions Fund Policy;**
 2. **Heritage Conservation Incentives Policy; and**
 3. **Development Application Policy.**
-

COMMUNITY PLAN

Culture: Providing customer-centred services
Culture: Enabling high performance
Culture: Being financially accountable
Culture: Supporting excellent, efficient operations.

COUNCIL POLICY

Refer to Attachments

STATUTORY PROVISIONS

Development Act 1993

Local Government Act 1999

Planning, Development and Infrastructure Act 2016

Planning, Development and Infrastructure (General) Regulations 2017

BACKGROUND

The *Local Government Act 1999* requires councils to keep council policies under review to ensure they are appropriate and effective (Section 59).

Policies are an important part of the good governance of the City of Holdfast Bay. They protect the organisation and provide our community with confidence that we will undertake operations in a consistent, fair and equitable way.

REPORT

The identified policies are due for review and are presented to Council. The amendments are detailed below (and also shown through tracked changes on the 'proposed changes' version), however, none of the proposed changes are substantive nor change the meaning or intent of the policy.

1. Holdfast Bay Car Parking Contributions Fund Policy

- Glenelg remains a Designated Area under the Development Act as declared by the Minister. Development Applications within the Designated Area (Glenelg District Centre (Jetty Road and surrounds)) are assessed by SCAP.
- The purpose of this policy is to ensure that Council can be compensated by a developer through payment into Parking Contributions Fund if SCAP grants a parking dispensation.
- Previous payments to the Parking Contributions Fund (7 off) occurred between March 1997 and June 2004. No other payments have been received.
- Monies from the Parking Contributions Fund were contributed to the development of the Partridge St East carpark.
- The current fund balance is NIL and no future projects are currently planned.
- The new policy remains substantially the same as the old policy, except for addition of references added to the *Planning, Development and Infrastructure Act 2016* and the Planning and Design Code.

Refer Attachment 1 and 1a

2. Local Heritage Grants Policy (formerly Heritage Conservation Incentives Policy)

- This policy has been renamed Local Heritage Grants Policy (formerly the Heritage Conservation Incentives Policy) to better reflect its intent.
- Reference have been added to the *Planning, Development and Infrastructure Act 2016* and the Planning and Design Code.
- The maximum grant payable by Council has been increased from \$2,000 to \$4,000 to reflect higher heritage construction costs
- Clarification made on:
 - definition of total budget amount as specified in the Annual Business Plan (currently \$50,000 in 2020/21).
 - eligibility to apply for a grant once in each financial year.
- A total of 16 applications received in 2019/20 with a total of \$18,836 paid in grant funding.

Refer Attachment 2 and 2a

3. Development Application Policy

- This policy applies to all development applications where the Council Assessment Panel is the relevant decision making authority.
- The purpose of the policy is to avoid bias in the processing of Development Applications. Where a Development Officer (Planning) has expressed an opinion or presented a recommendation in relation to a Development Application which the Council's Assessment Panel ultimately has not concurred with; and a subsequent development application is made for the same land and for a similar proposal, then the Officer in question is able to re-assess the new application. This avoid prior bias.
- The new policy remains substantially unchanged.

Refer Attachment 3 and 3a

None of these policies require community consultation.

The next review period for each policy is identified on the front of the policy. These may be reviewed at an earlier date if deemed required due to legislative or other changes.

BUDGET

Not Applicable.

LIFE CYCLE COSTS

Not Applicable.

Attachment 1





HOLDFAST BAY CAR PARKING CONTRIBUTIONS FUND POLICY

DSID:	...
First Issued / Approved:	14/02/2006
Last Reviewed:	...
Next Review:	24/08/2023
Responsible Officer:	Manager Development Services
Date Placed on Webpage/ Intranet:	...

1. PREAMBLE

The City of Holdfast Bay established the 'Holdfast Bay Car Parking Contributions Fund' (the Fund) in 2002 in accordance with Section 50A of the *Development Act 1993*. *With the introduction of the 2 and section 197 of the *Planning, Development and Infrastructure 2016*, the 'Holdfast Bay Car Parking Contributions Fund' is constituted under section 197 of that Act.*

The Fund applies within a designated area; specifically the District Centre Zone, Glenelg Policy Area 2, as detailed in the Holdfast Bay Council Development Plan or the *Urban Corridor (Main Street) Zone of the Planning and Design Code*. Proposed developments in this area may satisfy car parking requirements as set out in the Council's Development Plan by making a financial contribution to the car parking Fund in lieu of providing on-site car parking spaces.

The monies contained within the Fund are applied by the Council to improve, increase or maintain car parking facilities or enhance transport facilities to reduce the need or demand for car parking within the designated area.

1.1 Background

The Glenelg District Centre is the primary focus of business and community life for residents of the Glenelg area as well as a broader catchment. In addition to these roles, the Centre and its environs offers significant local, district, regional and state wide tourist, entertainment and recreational features unique to South Australia.

Business (including retail) and tourist activities can create a significant demand for car parking. Due to the small size and fragmented nature of land holdings within the Centre, on-site car parking requirements specified within the Holdfast Bay Council Development Plan or the *Planning and Design Code* often cannot be met.

Approval of development proposals which do not meet on-site car parking will likely exacerbate an increasing short fall in car parking within the area and may impact upon the future trading capacity of the Centre. Alternatively, to refuse such proposals could threaten the ability of the Centre to meet the needs of the catchment and to revitalise and expand upon the unique attractions of the area.

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HOLDFAST BAY CAR PARKING CONTRIBUTIONS FUND POLICY

The Holdfast Bay Car Parking Contributions Fund therefore enables development proponents that cannot satisfy car parking requirements in the District Centre Zone, Glenelg Policy Area 2 of the Council's Development Plan [or the Urban Corridor \(Main Street\) Zone of the Planning and Design Code](#), to make a financial contribution to the Fund in lieu of providing on-site car parking spaces.

1.2 Purpose

The purpose of the Policy is to clarify when a development proponent may provide a cash contribution through the Holdfast Bay Car Parking Contributions Fund in-lieu of providing required on-site parking within the District Centre Zone, Glenelg Policy Area 2 [or the Urban Corridor \(Main Street\) Zone](#).

1.3 Scope

This Policy will apply when a development application is proposed on land located in the District Centre Zone, Glenelg Policy Area 2 as defined by the Holdfast Bay Council Development Plan [or the Urban Corridor \(Main Street\) Zone](#), and all of the following applies:

- a. Off-street vehicle parking requirements cannot be achieved for the development in accordance with the Development Plan [or the Planning and Design Code](#);
- b. The relevant planning authority and the applicant agree that the applicant will make a cash contribution to the Car Parking Fund in lieu of providing the required number of on-site car parking spaces for the proposed development.

This Policy will not apply when a development application is proposed on land located in the District Centre Zone, Glenelg Policy Area 2 [or the Urban Corridor \(Main Street\) Zone](#) -and comprises a change of use from a shop to a restaurant or café where the premises were previously used for that purpose (within ten years of the application for a change of use).

1.4 Definitions

[Development Act 1993](#) means the core legislation enacted by the South Australian Parliament and establishes the planning and development system framework and many of the processes required to be followed within that framework.

[Development Plan](#) means ~~theis a~~ document that contains the planning controls that guide what can and cannot be developed in a council area. Planning authorities use these planning controls to assess new development proposals.

~~[Development Act 1993](#) means theis the core legislation enacted by the South Australian Parliament and establishes the planning and development system framework and many of the processes required to be followed within that framework.~~

HOLDFAST BAY CAR PARKING CONTRIBUTIONS FUND POLICY

Planning, Development and Infrastructure Act 2016 means the legislation that replaces the Development Act 1993 which is enacted by the South Australian Parliament and establishes the planning and development system framework and many of the processes required to be followed within that framework.

Planning and Design Code means the online planning system that guide what can and cannot be developed in a council area. Planning authorities use these planning controls to assess new development proposals.

Planning, Development and Infrastructure Act 2016 means the legislation that replaces the Development Act 1993 which is enacted by the South Australian Parliament and establishes the planning and development system framework and many of the processes required to be followed within that framework.

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1.5 Strategic Reference

Placemaking: Creating vibrant and safe places
Placemaking: Developing walkable connected neighbourhoods
Placemaking: Building character and celebrating history
Community: Providing welcoming and accessible facilities
Culture: Supporting excellent, efficient operations

2. PRINCIPLES

2.1 Council is committed to the provision of an adequate supply of car parking within the District Centre Zone, Glenelg Policy Area 2 and the Urban Corridor (Main Street) Zone.

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2.2 Council recognises the importance of the Fund in contributing to the continued viability of businesses in the District Centre Zone, Glenelg Policy Area 2 and the Urban Corridor (Main Street) Zone.

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2.3 Council recognises that decisions on contributions to the Fund are made by the Council acting as a relevant authority under the Development Act 1993 and, in accordance with section 34(23) of that Act, such decisions cannot be made by the elected body of the Council.

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2.4 Council is committed to encouraging business development within the District Centre Zone, Glenelg Policy Area 2 and the Urban Corridor (Main Street) Zone.

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2.1 The Holdfast Bay Car Parking Contributions Fund (Fund) applies within a designated area; specifically the District Centre Zone, Glenelg Policy Area 2, as detailed in the Holdfast Bay Council Development Plan or the Urban Corridor (Main Street) Zone of the Planning and Design Code.

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2.2 Proposed developments in this area may satisfy car parking requirements as set out in the Council's Development Plan or the Urban Corridor (Main Street) Zone

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HOLDFAST BAY CAR PARKING CONTRIBUTIONS FUND POLICY

of the Planning and Design Code by making a financial contribution to the Fund in lieu of providing on-site car parking spaces.

2.3 Council recognises that decisions on contributions to the Fund are made by the Council acting as a relevant authority under the Development Act 1993 and, in accordance with section 34(23) of that Act, and as such, decisions cannot be made by the elected body of the Council.

2.4 Council is committed to encouraging business development within the District Centre Zone, Glenelg Policy Area 2 and the Urban Corridor (Main Street) Zone.

3. REFERENCES

3.1 Legislation

- Development Act 1993
- Development Regulations 2008
- Planning, Development and Infrastructure Act 2016
- Planning, Development and Infrastructure (General) Regulations 2017

3.2 Other References

- Holdfast Bay Council Development Plan
- Planning and Design Code

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Attachment 1a



DSID:	...
First Issued / Approved:	14/02/2006
Last Reviewed:	...
Next Review:	24/08/2023
Responsible Officer:	Manager Development Services
Date Placed on Webpage/ Intranet:	...

1. PREAMBLE

The City of Holdfast Bay established the 'Holdfast Bay Car Parking Contributions Fund' (the Fund) in 2002 in accordance with section 50A of the *Development Act 1993*. With the introduction of the *Planning, Development and Infrastructure 2016*, the 'Holdfast Bay Car Parking Contributions Fund' is constituted under section 197 of that Act.

The Fund applies within a designated area; specifically the District Centre Zone, Glenelg Policy Area 2, as detailed in the Holdfast Bay Council Development Plan or the Urban Corridor (Main Street) Zone of the Planning and Design Code. Proposed developments in this area may satisfy car parking requirements as set out in the Council's Development Plan by making a financial contribution to the car parking Fund in lieu of providing on-site car parking spaces.

The monies contained within the Fund are applied by the Council to improve, increase or maintain car parking facilities or enhance transport facilities to reduce the need or demand for car parking within the designated area.

1.1 Background

The Glenelg District Centre is the primary focus of business and community life for residents of the Glenelg area as well as a broader catchment. In addition to these roles, the Centre and its environs offers significant local, district, regional and state wide tourist, entertainment and recreational features unique to South Australia.

Business (including retail) and tourist activities can create a significant demand for car parking. Due to the small size and fragmented nature of land holdings within the Centre, on-site car parking requirements specified within the Holdfast Bay Council Development Plan or the Planning and Design Code often cannot be met.

Approval of development proposals which do not meet on-site car parking will likely exacerbate an increasing short fall in car parking within the area and may impact upon the future trading capacity of the Centre. Alternatively, to refuse such proposals could threaten the ability of the Centre to meet the needs of the catchment and to revitalise and expand upon the unique attractions of the area.

The Holdfast Bay Car Parking Contributions Fund therefore enables development proponents that cannot satisfy car parking requirements in the District Centre

HOLDFAST BAY CAR PARKING CONTRIBUTIONS FUND POLICY

Zone, Glenelg Policy Area 2 of the Council's Development Plan or the Urban Corridor (Main Street) Zone of the Planning and Design Code, to make a financial contribution to the Fund in lieu of providing on-site car parking spaces.

1.2 Purpose

The purpose of the Policy is to clarify when a development proponent may provide a cash contribution through the Holdfast Bay Car Parking Contributions Fund in-lieu of providing required on-site parking within the District Centre Zone, Glenelg Policy Area 2 or the Urban Corridor (Main Street) Zone.

1.3 Scope

This Policy will apply when a development application is proposed on land located in the District Centre Zone, Glenelg Policy Area 2 as defined by the Holdfast Bay Council Development Plan or the Urban Corridor (Main Street) Zone, and all of the following applies:

- a. Off-street vehicle parking requirements cannot be achieved for the development in accordance with the Development Plan or the Planning and Design Code;
- b. The relevant planning authority and the applicant agree that the applicant will make a cash contribution to the Car Parking Fund in lieu of providing the required number of on-site car parking spaces for the proposed development.

This Policy will not apply when a development application is proposed on land located in the District Centre Zone, Glenelg Policy Area 2 or the Urban Corridor (Main Street) Zone and comprises a change of use from a shop to a restaurant or café where the premises were previously used for that purpose (within ten years of the application for a change of use).

1.4 Definitions

Development Act 1993 means the core legislation enacted by the South Australian Parliament and establishes the planning and development system framework and many of the processes required to be followed within that framework.

Development Plan means the document that contains the planning controls that guide what can and cannot be developed in a council area. Planning authorities use these planning controls to assess new development proposals.

Planning, Development and Infrastructure Act 2016 means the legislation that replaces the Development Act 1993 which is enacted by the South Australian Parliament and establishes the planning and development system framework and many of the processes required to be followed within that framework.

HOLDFAST BAY CAR PARKING CONTRIBUTIONS FUND POLICY

Planning and Design Code means the online planning system that guide what can and cannot be developed in a council area. Planning authorities use these planning controls to assess new development proposals.

1.5 Strategic Reference

Placemaking: Creating vibrant and safe places
Placemaking: Developing walkable connected neighbourhoods
Placemaking: Building character and celebrating history
Community: Providing welcoming and accessible facilities
Culture: Supporting excellent, efficient operations

2. PRINCIPLES

- 2.1 The Holdfast Bay Car Parking Contributions Fund (Fund) applies within a designated area; specifically the District Centre Zone, Glenelg Policy Area 2, as detailed in the Holdfast Bay Council Development Plan or the Urban Corridor (Main Street) Zone of the Planning and Design Code.
- 2.2 Proposed developments in this area may satisfy car parking requirements as set out in the Council's Development Plan or the Urban Corridor (Main Street) Zone of the Planning and Design Code by making a financial contribution to the Fund in lieu of providing on-site car parking spaces.
- 2.3 Council recognises that decisions on contributions to the Fund are made by the Council acting as a relevant authority under the Development Act 1993 and, in accordance with section 34(23) of that Act, and as such, decisions cannot be made by the elected body of the Council.
- 2.4 Council is committed to encouraging business development within the District Centre Zone, Glenelg Policy Area 2 and the Urban Corridor (Main Street) Zone.

3. REFERENCES

3.1 Legislation

- *Development Act 1993*
- *Development Regulations 2008*
- *Planning, Development and Infrastructure Act 2016*
- *Planning, Development and Infrastructure (General) Regulations 2017*

3.2 Other References

- Holdfast Bay Council Development Plan
- Planning and Design Code

Attachment 2



DSID:	...
First Issued / Approved:	13/07/2010
Last Reviewed:	...
Next Review:	24/08/2023
Responsible Officer:	Manager Development Services
Date Placed on Webpage/ Intranet:	...

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1. PREAMBLE

The conservation of historic buildings can often be expensive due to the specialised workmanship required and the difficulty of sourcing original materials. The Holdfast Bay community, as a whole, gains substantially by having the city’s historic buildings ~~form~~ preserved, and as such ~~this a policy establishes a grant scheme to make~~ contributions towards the cost of conserving such assets ~~has been established~~.

1.1 Background

The City of Holdfast Bay (Council) has adopted the formal listing of Local Heritage Places ~~into the Holdfast Bay Development Plan or in the Planning and Design Code~~. Council recognises the importance of ensuring that these places are kept and maintained into the future. ~~As such, in view of this,~~ Council offers ~~a grants~~ as an incentive to assist owners of Local Heritage Places to maintain and conserve their properties.

1.2 Purpose

This policy details the financial incentives available to owners of Local Heritage Places to encourage the protection and conservation of the built and natural heritage which forms an important part of the fabric of the City of Holdfast Bay.

1.3 Scope

This Policy applies only to properties listed as Local Heritage Places in the City of Holdfast Bay Development Plan, ~~or in the Planning and Design Code but does not apply to with the exception of~~ government owned assets (Local, State and Commonwealth).

1.4 Definitions

Local Heritage Place ~~means is~~ a place that is designated as a place of local heritage value by a Development Plan (as described within the *Development Act 1993* ~~for in the Planning, Development and Infrastructure Act 2016~~).

1.5 Strategic Reference

Placemaking: Creating vibrant and safe places
Placemaking: Building character and celebrating history

LOCAL HERITAGE GRANTS CONSERVATION INCENTIVES POLICY

Placemaking: Housing a diverse population
Community: Fostering an engaged and contributing community
Culture: Being financially accountable
Culture: Supporting excellent, efficient operations

2. PRINCIPLES

- 2.1 Council recognises that Local Heritage Places form an important part of the City of Holdfast Bay's built and natural environment and offers financial incentives by way of grants to help preserve and maintain such heritage places.
- 2.2 A Local Heritage Fund-Grants Scheme has been established to only assist owners of Local Heritage Places (excluding government assets) with conservation work. Subject to formal application in the form provided by Council, a Local Heritage Grant ~~this grant~~ is available to contribute to the cost of ~~for~~ actual conservation work, subject to the criteria listed in Principle 2.3.
- 2.3 The criteria for grant funding is as follows:
- Funding will only be considered for actual conservation work to building exterior ~~only~~ (it is not available for interior work)
 - Funding will not be considered for work already commenced
 - Value of conservation work must exceed \$1,000
 - The maximum amount of ~~any individual Local Heritage Grants Scheme fund grants~~ is 50% of the total cost of the work or \$42,000 (whichever is the lesser amount)
 - The total budget amount is \$25,000 per Financial Year. The total budget amount will be specified in the Annual Business Plan relating to that year.
 - No work can commence until Council advises that the documentation is satisfactory
 - External features such as fencing or paving generally will generally not be eligible for a grant ~~assisted~~, except where there is conservation work involved
 - Electrical or plumbing work, unless it relates directly to improving the building's structural soundness or public appearance, is ineligible and
 - Clear evidence is provided that shows the work proposed that what is proposed is are restoration or reinstatement of original feature(s).
- 2.4 Priorities for eligible funding ~~should~~ include:
- Funding is only available for items listed as Local Heritage Places in the Holdfast Bay Development Plan or in the Planning and Design Code, with the exception of Local Heritage listed Council and Government owned buildings ~~are not eligible for funding, which are not eligible for funding~~
 - State Heritage Places and Contributory Items are not eligible for funding
 - Applicants are eligible will be entitled to apply for one grant in any funds once per financial year. Additional applications for the same

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LOCAL HERITAGE GRANTS CONSERVATION INCENTIVES POLICY

project or by the same applicant ~~not~~ in the same financial year will not be considered.

2.5 Grant pPayments are made subject to the following:

- Will ~~O~~only ~~be~~ made as a reimbursement of building owner(s) expenditure after full documentation including receipts is provided and
- Council will ~~may~~ inspect the completed works components before making payment .

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3. REFERENCES

3.1 Legislation

- *Development Act 1993*
- *Local Government Act 1999*
- [Planning, Development and Infrastructure Act 2016](#)

3.2 Other References

- City of Holdfast Bay Local Heritage Grants Scheme ~~-Program~~ Application Form
- Holdfast Bay (City) Development Plan
- [Planning and Design Code](#)

Attachment 2a



DSID:	...
First Issued / Approved:	13/07/2010
Last Reviewed:	...
Next Review:	24/08/2023
Responsible Officer:	Manager Development Services
Date Placed on Webpage/ Intranet:	...

1. PREAMBLE

The conservation of historic buildings can often be expensive due to the specialised workmanship required and the difficulty of sourcing original materials. The Holdfast Bay community, as a whole, gains substantially by having the city's historic buildings preserved, and as such this policy establishes a grant scheme to make contributions towards the cost of conserving such assets.

1.1 Background

The City of Holdfast Bay (Council) has adopted the formal listing of Local Heritage Places. Council recognises the importance of ensuring that these places are kept and maintained into the future. As such, Council offers grants as an incentive to assist owners of Local Heritage Places to maintain and conserve their properties.

1.2 Purpose

This policy details the financial incentives available to owners of Local Heritage Places to encourage the protection and conservation of the built and natural heritage which forms an important part of the fabric of the City of Holdfast Bay.

1.3 Scope

This Policy applies only to properties listed as Local Heritage Places in the City of Holdfast Bay Development Plan or in the Planning and Design Code but does not apply to government owned assets (Local, State and Commonwealth).

1.4 Definitions

Local Heritage Place means a place that is designated as a place of local heritage value by a Development Plan (as described within the *Development Act 1993* or in the *Planning, Development and Infrastructure Act 2016*).

1.5 Strategic Reference

Placemaking: Creating vibrant and safe places
 Placemaking: Building character and celebrating history
 Placemaking: Housing a diverse population
 Community: Fostering an engaged and contributing community
 Culture: Being financially accountable
 Culture: Supporting excellent, efficient operations

LOCAL HERITAGE GRANTS POLICY

2. PRINCIPLES

- 2.1 Council recognises that Local Heritage Places form an important part of the City of Holdfast Bay's built and natural environment and offers financial incentives by way of grants to help preserve and maintain such heritage places.
- 2.2 A *Local Heritage Grants Scheme* has been established to only assist owners of Local Heritage Places (excluding government assets) with conservation work. Subject to formal application in the form provided by Council, a Local Heritage Grant is available to contribute to the cost of actual conservation work, subject to the criteria listed in Principle 2.3.
- 2.3 The criteria for grant funding is as follows:
- Funding will only be considered for actual conservation work to building exterior (it is not available for interior work)
 - Funding will not be considered for work already commenced
 - Value of conservation work must exceed \$1,000
 - The maximum amount of any Local Heritage Grants Scheme grant is 50% of the total cost of the work or \$4,000 (whichever is the lesser amount)
 - The total budget amount will be specified in the Annual Business Plan relating to that year
 - No work can commence until Council advises that the documentation is satisfactory
 - External features such as fencing or paving generally will generally not be eligible for a grant, except where there is conservation work involved
 - Electrical or plumbing work, unless it relates directly to improving the building's structural soundness or public appearance, is ineligible
 - Clear evidence is provided that shows the work proposed are restoration or reinstatement of original feature(s).
- 2.4 Priorities for eligible funding include:
- Funding is only available for items listed as Local Heritage Places in the Holdfast Bay Development Plan or in the Planning and Design Code, with the exception of Council and Government owned buildings
 - State Heritage Places and Contributory Items are not eligible for funding
 - Applicants are eligible for one grant in any financial year. Additional applications for the same project or by the same applicant in the same financial year will not be considered.
- 2.5 Grant payments are made subject to the following:
- Only made as a reimbursement of building owner(s) expenditure after full documentation including receipts is provided
 - Council may inspect the completed works components before making payment.

3. REFERENCES

3.1 Legislation

- *Development Act 1993*
- *Local Government Act 1999*
- *Planning, Development and Infrastructure Act 2016*

3.2 Other References

- City of Holdfast Bay Local Heritage Grants Scheme Application Form
- Holdfast Bay (City) Development Plan
- Planning and Design Code

Proposed changes

Attachment 3



DSID:	...
First Issued / Approved:	13/07/2010
Last Reviewed:	...
Next Review:	24/08/2023
Responsible Officer:	Manager Development Services
Date Placed on Webpage/ Intranet	...

1. PREAMBLE

The Development Application Policy provides guidance ~~to for~~ ensuring fairness and equity in the assessment of applications previously adjudicated by the Holdfast Bay Development Assessment Panel.

1.1 Background

Council adopted a Development Application Policy (the Policy) following State Government requirements for the establishment of [Council Development Assessment Panels](#) (the Panel), as a means to ensure that both proponents and representors received fair and equitable assessments.

1.2 Purpose

This policy provides a set of principles to be used to avoid bias in the assessment of Development Applications.

1.3 Scope

This policy applies to all development applications where the [Development Council](#) Assessment Panel is the relevant decision making authority.

1.4 Definitions

A Development Application means is an application that has been lodged with Council for the purposes of development as defined by the *Development Act 1993* and the *Planning, Development and Infrastructure Act 2016*.

1.5 Strategic Reference

- Placemaking: Creating vibrant and safe places
- Placemaking: Building character and celebrating history
- Placemaking: Housing a diverse population

2. PRINCIPLES

To avoid bias in the processing of Development Applications, Council has resolved that:

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DEVELOPMENT APPLICATION POLICY

a) where a Development Officer (Planning) has expressed an opinion or presented a recommendation in relation to a Development Application with which [the Council's Development Assessment Panel](#) has ultimately not concurred in its decision(s); and

b) a subsequent development application is made for the same land (or portions of it) and for a proposal similar to that previously considered;

then the same Officer ~~in question~~ shall not be responsible for the administrative processing or formulation of any report(s) and/or recommendation(s) in relation to the later proposal.

3. REFERENCES

3.1 Legislation

- *Development Act 1993*
- *Development Regulations 2008*
- *Local Government Act 1999*
- [Planning, Development and Infrastructure Act 2016](#)
- [Planning, Development and Infrastructure \(General\) Regulations 2017](#)

3.2 Other References

- Holdfast Bay Council Development Plan
- [Planning and Design Code](#)

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Attachment 3a



DSID:	...
First Issued / Approved:	13/07/2010
Last Reviewed:	...
Next Review:	24/08/2023
Responsible Officer:	Manager Development Services
Date Placed on Webpage/ Intranet	...

1. PREAMBLE

The Development Application Policy provides guidance to ensure fairness and equity in the assessment of applications previously adjudicated by the Holdfast Bay Development Assessment Panel.

1.1 Background

Council adopted a Development Application Policy (the Policy) following State Government requirements for the establishment of Council Assessment Panels (the Panel), as a means to ensure that both proponents and representors received fair and equitable assessments.

1.2 Purpose

This policy provides a set of principles to be used to avoid bias in the assessment of Development Applications.

1.3 Scope

This policy applies to all development applications where the Council Assessment Panel is the relevant decision making authority.

1.4 Definitions

Development Application means an application that has been lodged with Council for the purposes of development as defined by the *Development Act 1993* and the *Planning, Development and Infrastructure Act 2016*.

1.5 Strategic Reference

- Placemaking: Creating vibrant and safe places
- Placemaking: Building character and celebrating history
- Placemaking: Housing a diverse population

2. PRINCIPLES

To avoid bias in the processing of Development Applications, Council has resolved that:

DEVELOPMENT APPLICATION POLICY

- a) where a Development Officer (Planning) has expressed an opinion or presented a recommendation in relation to a Development Application with which the Council's Assessment Panel has ultimately not concurred in its decision(s); and
- b) a subsequent development application is made for the same land (or portions of it) and for a proposal similar to that previously considered;

then the same Officer shall not be responsible for the administrative processing or formulation of any report(s) and/or recommendation(s) in relation to the later proposal.

3. REFERENCES

3.1 Legislation

- *Development Act 1993*
- *Development Regulations 2008*
- *Local Government Act 1999*
- *Planning, Development and Infrastructure Act 2016*
- *Planning, Development and Infrastructure (General) Regulations 2017*

3.2 Other References

- Holdfast Bay Council Development Plan
- Planning and Design Code

Item No: **15.6**

Subject: **STAMFORD GRAND HOTEL – CONSTRUCTION OF ENCLOSED DINING AREA AND INSTALLATION OF EXTERNAL LIFT**

Date: 8 September 2020

Written By: Property Officer

General Manager: City Assets & Services, Mr H Lacy

SUMMARY

The Grand Hotel (S.A.) Pty Ltd is proposing to convert an existing 1st floor balcony on the northern end of the western façade of the building into an enclosed dining area, initially to be used to serve high teas. The balcony is currently open, but will be enclosed with windows that can be opened if weather conditions permit as per details provided in Attachment 1.

Part of the works includes installation of a new passenger lift to be constructed externally on the building's western façade which will transfer guests from the Esplanade to the balcony dining area.

The proposed lift installation encroaches over Council land which is already the subject of an Encroachment Licence Agreement (effective from 1 July 2013 to 7 March 2032), between Council (as licensor) and The Grand Hotel (S.A.) Pty Ltd (as licensee).

The Grand Hotel (S.A.) Pty Ltd is seeking Council's approval, in its capacity as landowner and licensor, to install the lift and carry out the other proposed works.

RECOMMENDATION

- 1. That Council note the proposal by The Grand Hotel (S.A.) Pty Ltd to convert an existing 1st floor balcony on the northern end of the western façade of the Stamford Grand Hotel building into an enclosed dining area, including installation of a new external glass lift on the western façade of the building to provide public access from Esplanade to the new balcony dining area (the Works);**
- 2. that in its capacity as landowner and licensor pursuant to the existing Encroachment Permit (effective from 8 March 1990 to 7 March 2032) and the existing Encroachment Licence (effective from 1 July 2013 to 7 March 2032), Council consent to the Works subject to the following conditions:**
 - (a) The Grand Hotel (S.A.) obtaining development approval from Council;**

- (b) the proposed lift is located on the western façade of the Stamford Grand Hotel generally in the area shown on drawing Attachment 2 to this report and not extend outside the footprint of the current approved Encroachment Licence Area;**
 - (c) final construction plans must be submitted to Council for final approval prior to the commencement of construction;**
 - (d) all costs of and incidental to the proposed works must be borne by The Grand Hotel (S.A.) Pty Ltd;**
 - (e) all Works must be undertaken by qualified trade persons and in a professional and workman like manner;**
 - (f) The Grand Hotel (S.A.) Pty Ltd must indemnify the City of Holdfast Bay against any claims, losses, suits etc. that may arise from the Works;**
 - (g) the City of Holdfast Bay is permitted to inspect the Works at any time during construction;**
 - (h) no part of the Works are to cause a nuisance or disturbance to any neighbours or visitors to adjoining properties;**
 - (i) the cost(s) to rectify any defects, identified during or after construction must be borne in full by The Grand Hotel (S.A.) Pty Ltd;**
 - (j) the cost(s) of any variations identified during construction must be borne by The Grand Hotel (S.A.) Pty Ltd; and**
 - (k) all Works must comply with the Building Code of Australia, any Development Approval (including any associated conditions) issued in respect of the Works and any applicable legislation.**
- 3. that Council's consent as licensor pursuant to the Encroachment Licence Agreement be documented by way of a Deed of Variation which shall vary the Encroachment Licence Agreement to document the Works;**
 - 4. that Council note as the Encroachment Licence Area remains unchanged, no change in the annual Encroachment Licence Fee is proposed;**
 - 5. that the Chief Executive Officer and Mayor be authorised to affix the Council Seal and sign the said Deed of Variation of the Encroachment Licence Agreement; and**
 - 6. that the legal costs of and incidental to preparing the Deed of Variation of the Encroachment Licence Agreement shall be borne by The Grand Hotel (S.A.) Pty Ltd.**
-

COMMUNITY PLAN

Placemaking: Creating lively and safe places

Community: Providing welcoming and accessible facilities

Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Encroachments Policy

STATUTORY PROVISIONS

Local Government Act 1999 (SA)

BACKGROUND

The Grand Hotel (S.A.) Pty Ltd is proposing to convert an existing 1st floor balcony on the northern end of the western façade of the building into an enclosed dining area, initially to be used to serve high teas. The balcony is currently open, but will be enclosed with windows that can be opened if weather conditions permit as per details provided in Attachment 1.

Part of the works includes installation of a new passenger lift to be constructed externally on the building's western façade which will transfer guests from the Esplanade to the balcony dining area.

The proposed lift installation encroaches over Council land which is already subject of an Encroachment Licence Agreement (effective from 1 July 2013 to 7 March 2032), between Council (as licensor) and The Grand Hotel (S.A.) Pty Ltd (as licensee).

The Grand Hotel (S.A.) Pty Ltd is seeking Council's approval, in its capacity as landowner and licensor, to install the lift and carry out the other proposed works.

REPORT

The Stamford Grand Hotel is situated on land owned by The Grand Hotel (S.A.) Pty Ltd (**Grand Hotel**). However, the external walls of the hotel abut community land owned by Council with the effect that the balconies, verandas, outdoor areas and car park walkways adjoining the external walls of the hotel encroach over Council land.

Pursuant to a Deed dated 1 November 1990, Council granted The Grand Hotel Pty Ltd (as predecessor in title to The Grand Hotel (S.A.) Pty Ltd) a permit for the use of areas on and over portions of Moseley Square, Elizabeth Street, St Johns Row and South Esplanade Glenelg for a term commencing on 8 March 1990 and expiring on 7 March 2032 (**Encroachment Permit**).

In 2013, Council granted the Grand Hotel a further **Encroachment Licence** (in addition to and separate from the Encroachment Permit) to maintain, use and occupy further parts of Council land for a term commencing on 1 July 2013 and expiring on 7 March 2032.

The Encroachment Licence related to parts of the hotel constructed on Council land at ground level along the western frontage of the building coloured blue, yellow and aqua on the plan presented in Attachment 2 (**Encroachment Licence Area**). These areas are used as dining areas, including a new alfresco area.

Refer Attachment 2

The conversion of the balcony to an enclosed dining space is considered to be within the scope of activities previously approved by Council under the original Encroachment Permit and Encroachment Licence and as such no further landlord's approvals are required.

The Grand Hotel is however proposing to construct a new glass lift on the external wall of the building's western façade for the purpose of taking guests directly to a dedicated dining (high tea) area on the balcony of the building as detailed in Attachment 1.

Refer Attachment 1

As the installation of the lift is within the Encroachment Licence Area and varies from the original approved use, this work requires Council's approval as landowner and licensor pursuant to clause 3.9 of the Encroachment Licence. The lift will be installed in the area coloured aqua on the plan presented in Attachment 2.

Refer Attachment 2

Council, in its capacity as landowner, needs to grant consent for the installation of the lift before any Development Application for the whole of the project can be considered.

If Council provides landlord's consent as outlined above, the Encroachment Licence will need to be varied to by way of a Deed of Variation (**Deed**) which will vary the Encroachment Licence Agreement and document the proposed new works.

It is proposed that landlord's consent be subject to the following conditions:

- (a) the Grand Hotel obtaining development approval from Council;
- (b) the proposed lift is located on the western façade of the Stamford Grand Hotel generally in the area shown on drawing Attachment 2 to this report and not extend outside the footprint of the current approved Encroachment Licence Area;
- (c) final construction plans must be submitted to Council for final approval prior to the commencement of construction;
- (d) all costs of and incidental to the proposed works, including any scaffolding, hoarding and craneage, must be borne by the Grand Hotel;
- (e) all proposed work must be undertaken by qualified trade persons and in a professional and workman like manner;

- (f) the Grand Hotel must indemnify the City of Holdfast Bay against any claims, losses, suits etc. that may arise from the proposed works;
- (g) the City of Holdfast Bay is permitted to inspect the works at any time during construction;
- (h) no part of the proposed works are to cause a nuisance or disturbance to any neighbours or visitors to adjoining properties;
- (i) the cost(s) to rectify any defects, identified during or after construction must be borne in full by the Grand Hotel;
- (j) the cost(s) of any variations identify during construction must be borne by the Grand Hotel; and
- (k) all proposed works must comply with the Building Code of Australia, any Development Approval (including any associated conditions) issued in respect of the proposed works and any applicable legislation

BUDGET

The Encroachment Licence imposes an annual licence fee which is based on the area of the encroachment. Given that the size of the Encroachment Licence Area will remain the same, no increase in the annual Encroachment Licence Fee is proposed.

The Grand Hotel must maintain public liability insurance over the encroachment permit and licence areas.

The legal costs of preparing the Deed of Variation of Encroachment Licence shall be borne by the Grand Hotel.

LIFE CYCLE COSTS

Not Applicable.

Attachment 1



Monday 20th July 2020

Mr. Anthony Marroncelli
Manager, Development Services
City of Holdfast Bay

RE: Support letter for proposal to install new, external lift on western façade of Stamford Grand Adelaide.

Dear Mr. Marroncelli,

Further to our recent correspondence, please find attached a proposal outlining plans for Stamford Grand Adelaide (SGA) to install a new, external lift on the western side of the hotel.

SGA is a specialist in High Tea dining experiences and has the potential to expand this attractive product by offering guests and the public a *dedicated High Tea Room* on level one of the hotel with uninterrupted ocean views. The SGA's High Tea experience is currently available at The Promenade Restaurant on the ground floor of the hotel and is frequented by Glenelg locals and visitors alike.

The concept to install this lift has arisen following business plans to improve our guest's arrival experience and to make SGA's food and beverage offering highly appealing and more accessible to the general public thoroughfare within the Glenelg Promenade area.

SGA envisages this project will create an exclusive *High Tea destination* and will actively promote the product as the best High Tea experience in Adelaide. This in turn would drive more visitor traffic to the local area for the benefit of other local retail businesses and enhance the already beloved experience that so many loyal Glenelg locals enjoy.

The lift itself will be sympathetic in design to blend into the existing infrastructure and be mounted to the current façade of the hotel, not encroaching on additional space within the promenade area.

We look forward to the opportunity of working with you and your development team to create this High Tea destination for the benefit of the Holdfast Bay visitor experience and our hotel.

Yours sincerely,



Mr. Hanan Daher
General Manager
Stamford Grand Adelaide



STAMFORD GRAND ADELAIDE LIFT PROPOSAL

Adelaide's best beach on the doorstep of our most iconic accommodation – The Stamford Grand Adelaide.

Generating more than one million visitors per year, Glenelg is host to more events than any other district outside of the city centre, with most events held directly adjacent to the Grand Hotel.

19,000 visitors per week and a dedicated tramway link to the CBD is the reason why Glenelg is Adelaide's most accessible lifestyle destination.

Adjoining the Grand is Jetty Road, which is undergoing

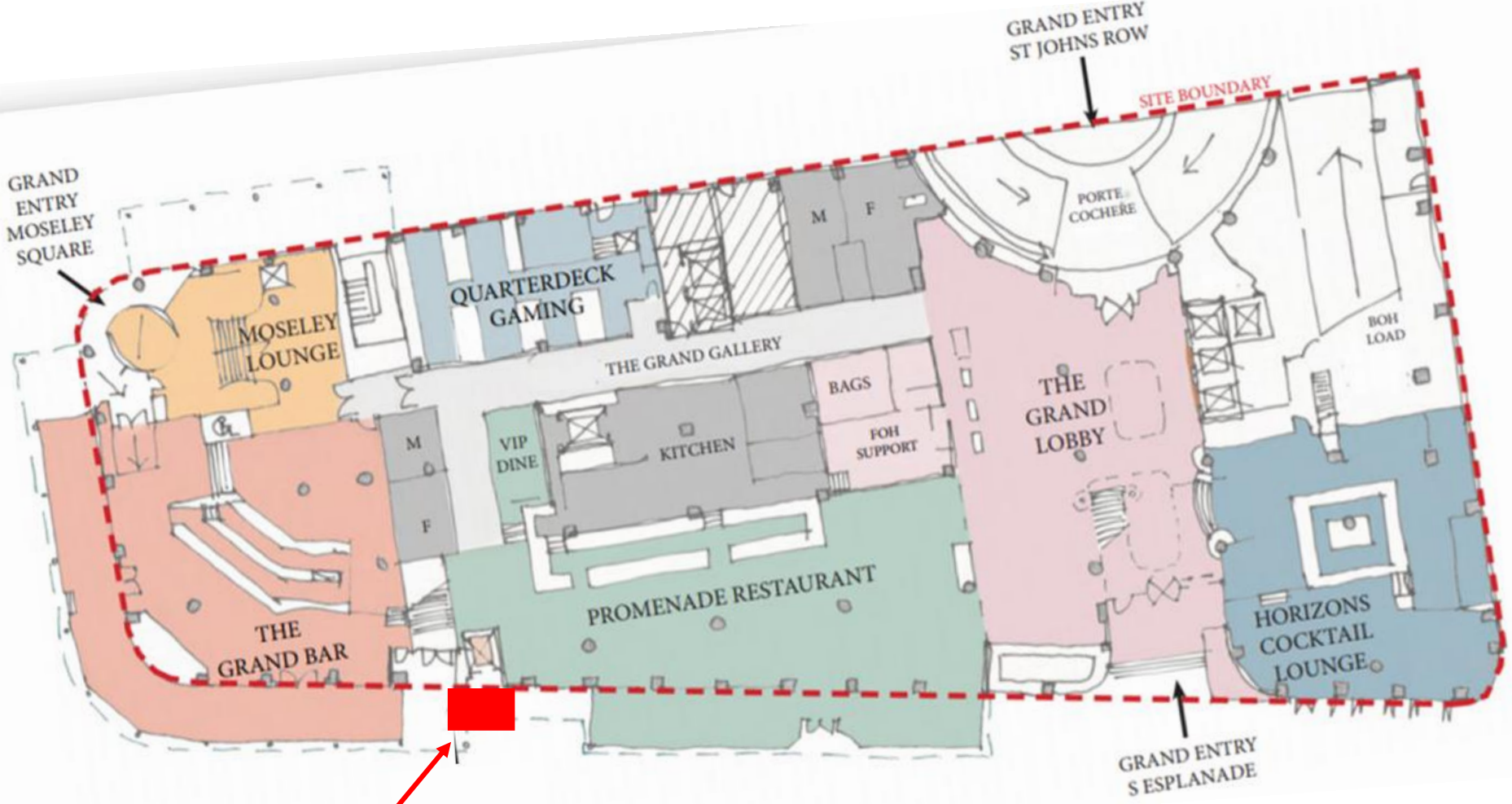
CELEBRATING GLENELG.



STAMFORD
GRAND
ADELAIDE

HIGH TEA
SPECIALISTS





Proposed Lift area

EXISTING PLANS.

ND



LEVEL 01

MEETING ROOMS



Proposed Lift area









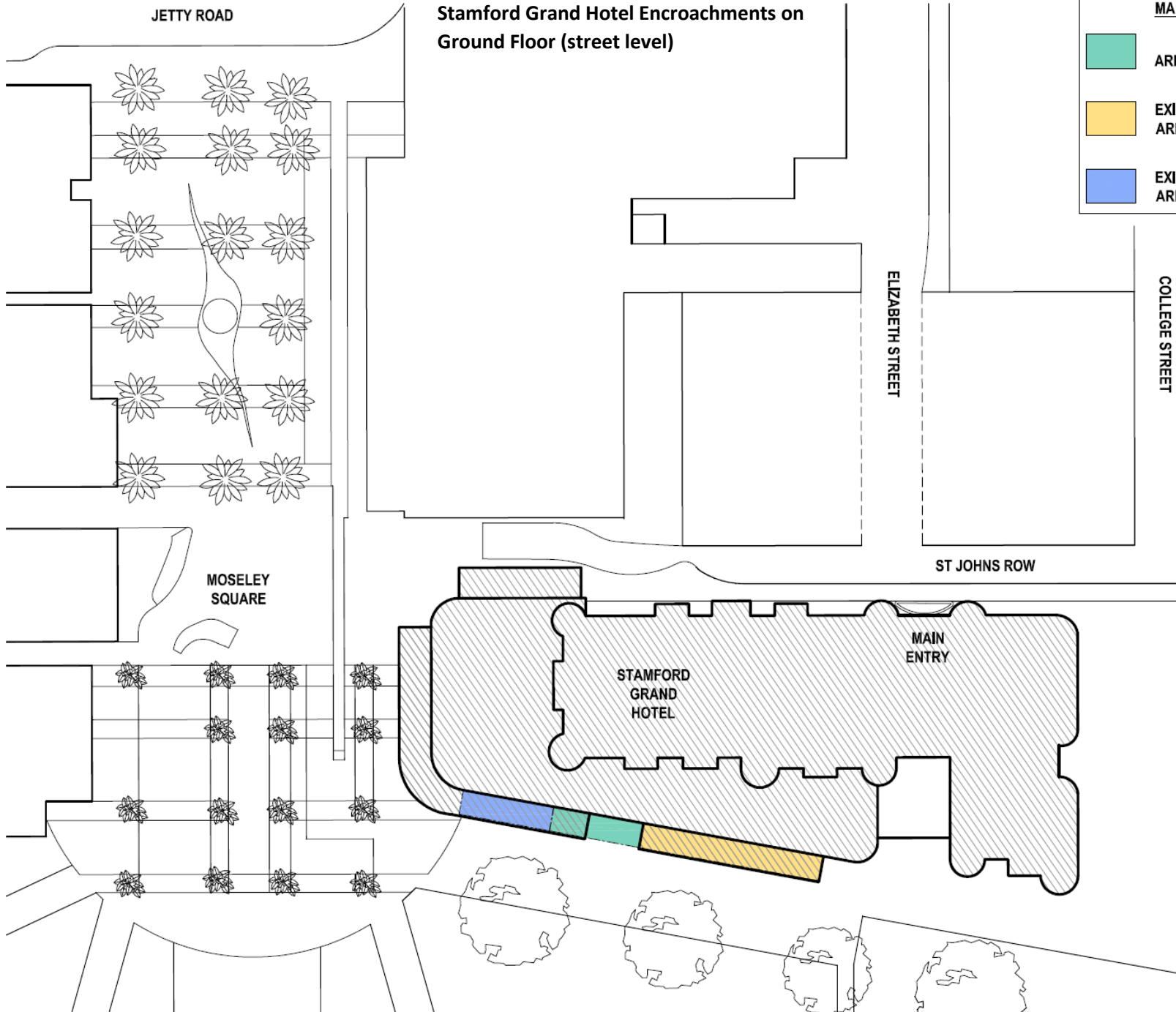
IN SUMMARY

- The concept is to install a new external lift on the western façade of hotel
- The hotel is seeking City of Holdfast Bay Council acknowledgement and approval of the project
- Purpose is to improve the guest and visitor arrival experience
- Planning commenced to create a dedicated High Tea Room on L1
- The hotel is committed to promoting the best High Tea experience in Adelaide
- The proposed new lift will greatly enhance the hotels' aesthetics on the western façade and provide convenient access to guests and visitors alike
- Proposed Lift dimension are:
 - 1.6 x 1.4 metres
 - Encroachment area approx. 3.0 X 3.0 metres (inline with existing balcony)
 - Height from Ground to Level 1 balcony is 5.3 metres





THANK YOU.

Attachment 2





Stamford Grand Hotel Encroachments on Ground Floor (street level)

MA MEASURE		COUNCIL MEASURE	
	ALFRESCO AREA= 39.7m ²		EXISTING L209 AREA= 100.2m ²
	EXISTING L215 AREA= 39.8m ²		EXISTING L215 AREA= 42.1m ²

SITE PLAN 1:500 @ A3



CLIENT / COUNCIL	BS	20.05.13	A
Issue	checked	date	rev.



LEVEL 1/124 FRANKLIN STREET
ADELAIDE SA 5000
TEL: 08 8410 6555
FAX: 08 8410 6777
mo@mlinearchitects.com.au
ABN 35 099 576 128

client
STAMFORD GRAND ADELAIDE

project
NEW ALFRESCO AREA

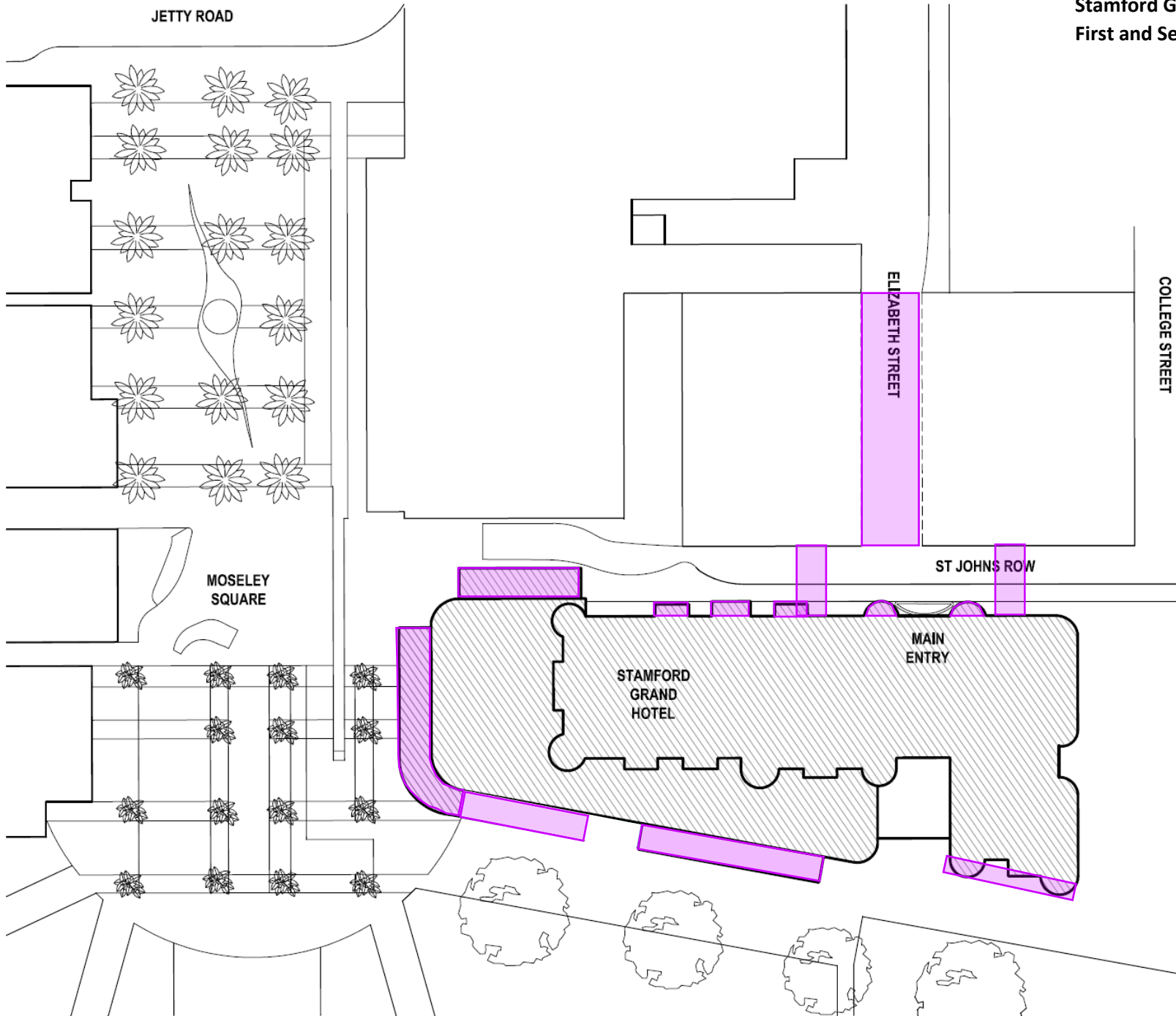
site location
MOSELEY SQUARE
GLENELG SA 5045

drawing title
SITE / AREAS PLAN

Not for construction purposes unless stamped FOR CONSTRUCTION
Verify dimensions and levels on site before setting out. Do not scale.
Refer to figures dimensions in mm unless otherwise stated.

scale	drawn	checked	approved	date
1:500	BS			23.05.12
obj no	drawing no.			revision
A3	12.005.SD.00			A

**Stamford Grand Hotel Encroachments on
First and Second floors**



SITE PLAN 1:500 @ A3



CLIENT / COUNCIL	BS	20.05.19	A
Issue	checked	date	rev.

M
M LINEARCHITECTS
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client
STAMFORD GRAND ADELAIDE

project
NEW ALFRESCO AREA

site location
MOSELEY SQUARE
GLENELG SA 5045

drawing title
SITE / AREAS PLAN

Not for construction purposes unless stamped FOR CONSTRUCTION
Verify dimensions and levels on site before setting out. Do not scale.
Refer to figures dimensions in mm unless otherwise stated.

scale	drawn	checked	approved	date
1:500	BS			23.05.12
date	drawing no.			revision
A3	12.005.SD.00			A

Item No: **15.7**

Subject: **NOMINATIONS TO THE WEST BEACH TRUST**

Date: 8 September 2020

Written By: Personal Assistant

General Manager: Strategy and Business Services, Ms P Jackson

SUMMARY

The Hon Vicki Chapman MP, Deputy Premier and Minister for Planning and Local Government has requested that the City of Holdfast Bay provide proposed nominees to represent the Council on the Board of the West Beach Trust pursuant to Section 7 of the *West Beach Reserve Act 1987* by 5 October. The proposed nomination must include at least one male and female as per the Act.

The term of the current member appointed to the Board, Councillor Clancy, expires on 31 December 2020.

RECOMMENDATION

That Council nominate the following three (3) persons to the Minister for Planning and Local Government for consideration for appointment to the West Beach Trust Board with nominations to be received by 5 October 2020:

1. _____
 2. _____
 3. _____
-

COMMUNITY PLAN

Placemaking: Creating lively and safe places
 Economy: Supporting and growing local business
 Economy: Boosting our visitor economy

COUNCIL POLICY

Not Applicable.

STATUTORY PROVISIONS

West Beach Recreation Reserve Act 1987

BACKGROUND

The West Beach Trust is established under the *West Beach Recreation Reserve Act 1987* and is vested with the responsibility of administering and developing the 130 hectare "Adelaide Shores" as a sporting, cultural and recreational complex, and as a tourist attraction and resort. The Trust promotes and encourages the use of enjoyment of the Reserve by the public, and has an environmental responsibility.

Council recommended three nominees in September 2016 (Report No: 235/16). Councillor Clancy was appointed to the West Beach Trust by the Minister and has been attending meetings for the past 4 years.

REPORT

The Hon Vicki Chapman MP, Deputy Premier and Minister for Planning and Local Government has requested that the City of Holdfast Bay provide proposed nominees to represent the Council on the Board pursuant to Section 7 of the *West Beach Recreation Reserve Act 1987* by 5 October 2020.

The Board is accountable to the Minister for the effective stewardship of the West Beach Recreation Reserve in accordance with the Act. The general powers and functions of the Trust are outlined in Attachment 1.

Refer Attachment 1

The Board comprises seven (7) members, including three (3) nominated from the Cities of Charles Sturt, West Torrens and City of Holdfast Bay and four (4) independent members.

The nominees from Council can be any member of the community including staff. It is not required to only recommend councillors. Council can re-nominate the existing member.

A copy of the letter received from Minister Chapman seeking Council's nominees to the West Beach Trust Board is located at Attachment 2 for Members' reference.

Refer Attachment 2

In accordance with Section 7(2) of the West Beach Recreation Reserve Act, any person nominated by a council, or otherwise selected by the Minister for appointment, must have qualifications or experience in one of the following:

- business or management;
- tourism;
- accounting and financial;
- environmental protection and management;

- the provision or operation of regional recreation facilities; or
- government.

Further, in constituting a panel, Council:

- (a) must nominate at least one (1) woman and one (1) man; and
- (b) must give reasonable consideration to nominating persons who provide a range of the qualifications and experience referred to above; and
- (c) need not nominate persons who are members or employees of the Council.

Refer Attachment 3

The West Beach Trust Board meets eleven (11) times per calendar year with each Board member having further representation on one (1) of the five (5) sub committees constituted by the Board.

Council needs to nominate a panel of three (3) persons for consideration for appointment to the Board by the Minister. The term of appointment to the Board is determined by the Minister.

Nominations by **5 October 2020** and will make recommendations to the Governor for appointment from the names provided by Council.

BUDGET

Council does not contribute financially to the West Beach Trust Board.

The term of appointment to the Board is determined by the Minister. Members will receive a sitting fee for attendance at meetings.

LIFE CYCLE COSTS

Not applicable.

Attachment 1



- (b) a majority of members express concurrence in the proposed resolution by letter or by facsimile transmission or other electronically transmitted written communication setting out the terms of the resolution.
- (5) The Trust must cause accurate minutes to be kept of its proceedings at meetings.
- (6) Subject to this Act, the business of the Trust will be conducted in such manner as the Trust may determine.

12—Validity of acts of Trust

- (1) An act or proceeding of the Trust is not invalid by reason of a vacancy in its membership, or a defect in an appointment.

Division 2—Functions and powers of the Trust

13—General functions and powers of Trust

- (1) The functions of the Trust are as follows—
 - (a) to administer and develop the Reserve in accordance with its strategic and business plans—
 - (i) as a sporting, cultural and recreational complex of State-wide significance; and
 - (ii) as a tourist attraction and resort; and
 - (iii) within a designated area—as a place where boats may be launched, moored or stored (and where any ancillary or associated services may be provided); and
 - (b) to promote and encourage the use and enjoyment of the Reserve by the public; and
 - (c) to perform any other function assigned to the Trust by this Act or the Minister.
- (2) For the purpose, or in the course, of performing its functions, the Trust may—
 - (a) establish committees (which may, but need not, consist of, or include, members of the Trust) to advise the Trust on any aspect of its functions;
 - (b) delegate any of its powers under this Act to a committee, member of the Trust or other person;
 - (c) acquire, deal with or dispose of real or personal property or any interest or right in relation to real or personal property;
 - (d) provide facilities for accommodation, refreshment, sport or entertainment and any other amenities on the Reserve;
 - (e) grant (on such conditions as the Trust thinks fit) leases, licences or other rights of occupation or use in relation to any part of the Reserve or any building or facility on or over any part of the Reserve;
 - (f) carry out work and undertakings for the improvement or maintenance of the Reserve;

West Beach Recreation Reserve Act 1987—1.2.2010

Part 2—The West Beach Trust

Division 2—Functions and powers of the Trust

- (g) construct on the Reserve any buildings or structures that it considers appropriate;
 - (h) fix charges for admission to the Reserve or any part of it;
 - (i) fix charges for any services or amenities provided by the Trust;
 - (j) enter into any contract or arrangement relevant to the functions of the Trust;
 - (k) do any other thing that is necessary for, or incidental to, the performance of its functions.
- (3) A delegation under subsection (2)(b) is revocable at will and does not derogate from the power of the Trust to act itself in any matter.
- (4) Despite any other provision of this Act, the Trust must not sell any of the land bounded by bold black lines in the Schedule.
- (5) Despite any other provision of this Act (but subject to subsection (7)), the Trust must not—
- (a) sell any of its other real property (being real property not within the ambit of subsection (4)); or
 - (b) grant a lease or licence over the Reserve, or a part of the Reserve, so as to result in a situation where the Trust has, in effect, transferred its responsibility to administer and develop the Reserve in accordance with section 13(1)(a) to another party; or
 - (c) enter into any partnership, joint venture or other profit sharing arrangement, unless the Minister has approved a proposal for the transaction and has, at least two months before the proposed transaction is entered into—
 - (d) given notice of the proposed transaction in the Gazette and in a newspaper circulating generally throughout the State; and
 - (e) provided a written report on the proposed transaction to the Economic and Finance Committee of the Parliament.
- (6) Despite any other provision of this Act (but subject to subsection (7)), the Trust must not grant a lease or licence over the Reserve, or a part of the Reserve, for a term exceeding ten years (not being a lease or licence to which subsection (5)(b) applies) without the approval of the Minister.
- (7) If the Trust proposes to grant a lease or licence over the Reserve, or a part of the Reserve, for a term exceeding 20 years, the Trust must not do so except in pursuance of an approval granted by a resolution passed by both Houses of Parliament (and subsections (5) and (6) will then not apply with respect to the lease or licence).
- (8) Notice of a motion for a resolution under subsection (7) must be given at least 14 sitting days before the motion is passed.
- (9) A lease or licence that is subject to the operation of subsection (5), (6) or (7) must be consistent with the Trust's strategic and business plans (as applying at the time that the lease or licence is granted).
- (10) In subsection (1)(a)(iii)—
- designated area** means an area designated by the Minister by notice in the Gazette for the purposes of that subsection.

- (6) The Minister may, after consultation with the Trust, amend the charter at any time.
- (7) The charter or any amendment to the charter comes into force and is binding on the Trust on a day specified in the charter or amendment (but without affecting any contractual obligations previously incurred by the Trust).

14C—Performance agreements

- (1) The Minister must, when preparing the charter for the Trust, also prepare, after consultation with the Trust, a performance agreement setting the various performance targets that the Trust is to pursue in the coming financial year or other period specified in the agreement and dealing with such other matters as the Minister considers appropriate.
- (2) The Minister must, after consultation with the Trust, review the performance agreement when reviewing the Trust's charter.
- (3) The Minister may, after consultation with the Trust, amend the performance agreement at any time.

14D—Business plans

- (1) The Trust must prepare—
 - (a) a long-term strategic plan; and
 - (b) a business plan.
- (2) The business plan must set out or include, in respect of the ensuing year—
 - (a) strategies to achieve the Trust's performance targets, and a statement of the financial and other resources that will be required to achieve those targets; and
 - (b) the performance measures that are to be used to monitor and assess performance against the Trust's targets.
- (3) A plan must be submitted to the Minister for approval and, when approved, adopted by the Trust.
- (4) The Minister may, after consultation with the Trust, require that a plan be amended.
- (5) The Trust may review a plan from time to time and must review its business plan before the end of each financial year, or whenever directed to do so by the Minister.
- (6) An amendment to a plan does not have effect unless or until approved by the Minister.

Division 3—Staff of the Trust

15—Officers and employees

- (1) There will be—
 - (a) a chief executive officer of the Trust; and
 - (b) such other officers and employees of the Trust as are necessary for the administration of this Act.
- (2) Officers and employees of the Trust will be appointed by the Trust on such terms and conditions as the Trust may determine.

Attachment 2



The Hon Vickie Chapman MP



**Government
of South Australia**

Deputy Premier

Attorney-General

**Minister for Planning
and Local Government**

GPO Exchange
10 Franklin Street
Adelaide SA 5000

GPO Box 464
Adelaide SA 5001
DX 336

Tel 08 8207 1723
Fax 08 8207 1736

WBT2020-021

18th
September 2020

Mr Roberto Bria
Chief Executive Officer
City of Holdfast Bay
PO Box 19
BRIGHTON SA 5048
Email: rbria@holdfast.sa.gov.au

Dear Mr Bria

West Beach Trust Board – Nomination of Representative

I write to you concerning the position of the City of Holdfast Bays representation on the West Beach Trust Board.

I am advised that the terms of the present member, Ms Rosemary Clancy, nominated by the City of Holdfast Bay expires on 31 December 2020.

In the past, Council has provided proposed nominees to represent the Council on the Board, pursuant to section 7 of the *West Beach Recreation Reserve Act 1987*.

I invite Council to provide names of nominees by no later than 5 October 2020.

I look forward to receiving the names of your nominees.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Vickie Chapman', written over a circular stamp or seal.

VICKIE CHAPMAN MP
DEPUTY PREMIER
MINISTER FOR PLANNING AND LOCAL GOVERNMENT

Attachment 3



7—Membership of Trust

- (1) The Trust consists of seven members appointed by the Minister, of whom—
 - (a) one must be a person from a panel of three persons nominated by the City of Charles Sturt; and
 - (b) one must be a person from a panel of three persons nominated by the City of Holdfast Bay; and
 - (c) one must be a person from a panel of three persons nominated by the City of West Torrens; and
 - (d) the remainder will be selected by the Minister.
- (2) For the purposes of subsection (1)—
 - (a) any person nominated by a council, or otherwise selected by the Minister for appointment, must have qualifications or experience in—
 - (i) business or management; or
 - (ii) tourism; or
 - (iii) accounting and financial; or
 - (iv) environmental protection and management; or
 - (v) the provision or operation of regional recreation facilities; or
 - (vi) government; and
 - (b) a council, in constituting a panel—
 - (i) must nominate at least one woman and one man; and
 - (ii) must give reasonable consideration to nominating persons who provide a range of the qualifications and experience referred to above; and
 - (iii) need not nominate persons who are members or employees of the council.
- (3) At least two members of the Trust must be women and at least two must be men.
- (4) The Minister will appoint a member of the Trust to be its presiding officer and another to be its deputy presiding officer.
- (5) The Minister should, before making an appointment under subsection (1), consult with persons who, in the opinion of the Minister, have an interest in the matter.

8—Conditions of membership

- (1) A member of the Trust will be appointed for a term, not exceeding four years, specified in the instrument of appointment and will, at the expiration of a period of appointment, be eligible for reappointment.
- (2) The Minister may remove a member of the Trust from office—
 - (a) for breach of, or non-compliance with, a condition of appointment; or
 - (b) for misconduct; or
 - (c) for failure or incapacity to carry out official duties satisfactorily; or

Item No: **15.8**

Subject: **IMPACT OF COVID-19 ON COMMUNITY CENTRES**

Date: 8 September 2020

Written By: Manager, Community Wellbeing

General Manager: Community Services, Ms M Lock

SUMMARY

In response to Council Motion C280720/1971, Administration has conducted an audit of our four (4) community centres to report on the consequences of the COVID-19 pandemic and the subsequent impact upon delivery of key community services to the clients of the centres.

The purpose of the report is to advise Council on what actions and possible budget considerations to ensure continuity of programmes and services at the centres.

RECOMMENDATION

That Council endorses:

- 1. delaying implementation of the new Community Centre Leasing Policy to the 2021/22 financial year;**
 - 2. retain Holdfast Bay Community Centre funding contribution \$27,000, to help alleviate the predicted financial shortfall at the centre during 2020/21; and**
 - 3. location of a Community Wellbeing staff member at the Glenelg Community Centre one day per week to provide increased operational support to the centre, whilst also offering an information and advocacy contact point for the community.**
-

COMMUNITY PLAN

Placemaking: Creating lively and safe places

Community: Building a healthy, active and resilient community

Community: Celebrating culture and diversity

Community: Providing welcoming and accessible facilities

Community: Fostering an engaged and contributing community

Environment: Using resource efficiently

COUNCIL POLICY

Community Centre Leasing Policy
Community Centre Policy
Social Development Policy

STATUTORY PROVISIONS

Not Applicable.

BACKGROUND

There are four community centres currently operating in the City of Holdfast Bay; Glenelg Community Centre (GCC), Brighton Community Centre (BCC), Glenelg North Community Centre (GNCC) and Holdfast Bay Community Centre (HBCC).

Each centre is managed independently as an incorporated association. Three centres have a lease with Council and the fourth centre (Glenelg Community Centre) operates under a hire agreement.

The Glenelg Community Club Inc. manage the Glenelg Community Centre (GCC). The Glenelg Brass Band manage the Glenelg North Community Centre (GNCC). The Brighton Over 50's Social Club Inc. manage the Brighton Community Centre. The Young Men's Christian Association of South Australia (YSA) Inc. support YMCA SA Youth & Family Services (YFS) to manage the Holdfast Bay Community Centre (HBCC).

REPORT

This report provides a response to Council resolution C280720/1971 to conduct an audit of our four (4) community centres to report on the consequences of the COVID-19 pandemic and the subsequent delivery of key community services to the clients of the centres.

The report contains the responses from each of the four (4) community centres to the list of ten (10) questions put forward in the Motion.

As each centre contributed to this report through differing data formats, the main body of the report consolidates the responses, whilst detailed responses are included in the attachment.

Refer to Attachment 1

1. The effects financially in income and expenses and any reserve funding a centre or governing body may have.

Restrictions imposed on gatherings as a result of Covid-19 resulted in all four community centres closing their doors from March through to May. Whilst the closures resulted in a loss of income, there were also reduced expenses connected directly to program delivery and some overheads.

However, since the centres have reopened, the ongoing utilities and maintenance costs have been compounded by the additional costs incurred to comply with increased cleaning and sanitisation requirements. The financial impact has been significant alongside the reduced revenue, raising financial concerns for all the centres.

Glenelg North Community Centre's revenue has reduced by \$8000 against yearly forecasts and this is expected to grow to \$19,000 in the next financial year. Profit from 2019/2020 to 2020/2021 is down by \$10,000 and the centre holds no reserve funding.

Brighton Community Centre reported the cessation of income during the three (3) months lockdown while fixed expenses continued. Reserve funding and sound financial management has the Club in a viable position to continue to deliver services to the community.

Glenelg Community Centre showed a reduction in revenue by \$1500 in comparison to the same period last year. It was noted reduced expenses and waiving of rent payable to Council lessened the impact of COVID restrictions.

Holdfast Bay Community Centre responded to this question by stating "YMCA programming is self-sustaining and does not draw on the Council grant." They described the transactional relationship between the Centre, YMCA South Australia (YSA) and YMCA SA Youth & Family Services (YFS). The centre is predicting a greater loss in the current financial year than in the preceding year that will be compounded if they do not receive the \$27,000 Council contribution. Their operational loss for the 2019/20 year was \$18,069.

2. What COVID-19 management steps have been taken and the effect of attendance restrictions.

All centres reported an increase in volunteer and staff time in administering new measures across each centre. Increased cleaning regimes and costs, reduced participation capabilities due to social distancing, increased training and administration requirements has led to all management committees expressing workloads rising by over 100%.

Hygiene requirements include the increased costs of printed materials, cleaning products including hand sanitiser and wipes for participant use, as well as increased time for each surface and high touch points within the centre and all equipment (including tables and chairs) to be sanitised in between programs. Cleaning of furniture, equipment and surfaces can average five (5) times per day across any centre.

Revenue raised from weekend, private or social hires has decreased due to lower capacity in approved numbers to comply with social distancing and density requirements. All centres reported venue capacity restrictions having affected attendance and could have a compounding effect on income related to individual programs and monies returned to centres.

Alongside social distancing requirements, the second-most prevalent reason for non-attendance has been from the vulnerable demographic associated with the community centres. People over 65, with pre-existing health conditions and those with disabilities have expressed preference for caution regarding their own health over returning to programs.

All centres reported attendance has been returning to pre-COVID capacity for some programs although the programs that have been affected by social distancing restrictions due to rooms now having a maximum capacity much lower than pre-COVID19 requirements, have recorded attendance reductions anywhere from 10-50%.

Additional responsibilities across each centre's management committees have included ensuring all community or private hire groups are working within government required conditions, including having individual COVID Safe Plans that ensure hygiene, social distancing and recording of attendance for contact tracing purposes, and the recently introduced COVID Marshal requirements.

3. The ability of the centres to keep providing key programmes.

All centre programs are considered to be 'Key Programmes' as they address a wide range of issues that affect communities including socialisation, education, financial hardship, physical and mental health, access and inclusion, as well as providing the community low-cost venue space for celebrations that may be unaffordable at market rates.

Three factors arose that significantly affect the ability to provide community programs:

- Human Resources
- Funding
- Government requirements

Centres are currently balancing the new COVID-safe requirements with providing opportunities for the community to participate in chosen activities.

4. What assistance or intervention is needed by Council.

Each centre expressed an increased workload and added responsibilities while returning from COVID-19 lockdowns with some stating examples of an increase of over 100% in time spent on centre operational support and administration requirements.

There are consistent reports of the impact on the physical and mental health of volunteers associated with the situational stress and increased workloads at the centres.

Glenelg North Community Centre has requested funding support for centre programs and overheads, particularly for ongoing expenses such as maintenance, insurance and utilities.

Glenelg Community Centre has expressed a need for financial support, particularly to replace equipment, but equally expressed a need for increased operational support

through having a Council presence at the centre. They expressed an increase in inquiries about advocacy services for social issues including financial stress, domestic violence and the risk of homelessness.

Holdfast Bay Community Centre has requested to continue to receive the \$27,000 annual funding from Council to avoid a greater loss in this current financial year than in the previous year.

Brighton Community Centre reported they are currently accommodating any new requirements within their management and operational model, and are aware this may change as future needs present. They would like the capacity to work with Council should the need arise, but do not currently foresee needing any support.

5. Enrolment, participation and attendance since reopening (including NDIS, CHSP).

All centres reported that attendance since re-opening has shown to be similar to pre-COVID-19 closures. Reductions in participation has been due to social distancing restrictions or the vulnerability of cohorts attending. Glenelg, Glenelg North and Brighton Community Centre have all reported a return to full capacity in accordance with current density restrictions across available venue space.

Holdfast Bay Community Centre was the only centre to provide specific figures related to the impact of a reduction in general attendance during the centre's shutdown, stating a \$45,749 shortfall in comparison to the previous year.

6. The capacity of each community centre management to maintain high standards of governance, compliance, financial integrity and viability in this crisis time.

The capacity of each centre's management committee to maintain the necessary high standards of governance, compliance, financial integrity and viability has continued by way of an increase in time spent working at the centres and careful record keeping.

Whilst each centre is anticipating a loss of revenue and/or profit due to past closure, participation restrictions, and increased operational costs, each management committee has shown great capacity in adapting to change to ensure services continue to be delivered at little to no cost to the community.

Forecasting for business or strategic planning over the next financial year is proving to be difficult given the uncertain nature and projected duration of the pandemic. As a result, management across a number of centres are forecasting conservative, but flexible plans that are able to change as information presents. For example, Glenelg North Community Centre will adjust budgets based on current information, knowing this will change as previously anticipated Hall Hire income may be further reduced over the coming months.

There is a need for awareness and monitoring of longer term impacts for each centre across personnel and the increased workloads currently in place. Presenting mental and

physical health symptoms, coupled with the average age of the management committee members, may impact future delivery of the high standard of service the centres currently experience.

7. Total amount of State/Federal monies received by governing bodies of the Community Centres (e.g. NDIS/CHSP funding).

- Glenelg Community Centre – Nil
- Glenelg North Community Centre – Nil
- Brighton Community Centre – Nil

Holdfast Bay Community Centre – \$10,500 in Jobkeeper subsidies which were applied to offset the costs of Centre Management.

Holdfast Bay Community Centre provided a clear explanation of how Government grant funding the centre had previously been in receipt of was dealt with when the management of the centre transitioned to the YMCA.

“With the transition to YMCA management and the winding up of HBCC Inc. application to the appropriate funding bodies at State and Federal level to transfer grants to the YMCA. This could only be accomplished because YMCA is a NFP, registered for GST. Since 2016 all grants have been issued to YMCA, and are acquitted under the operations of the YMCA in SA. The centre does not have any grant funding from the National Disability Insurance Scheme (NDIS) or the Commonwealth Home Support (CHSP) in its own right.”

8. Number of NDIS/CHSP programs held at the centres.

- Glenelg Community Centre – Nil
- Glenelg North Community Centre – Nil
- Brighton Community Centre – Nil
- Holdfast Bay Community Centre – Data not available

9. Total amount of state/Federal funds received by the Centres for carrying out programs.

- Glenelg Community Centre – Nil
- Glenelg North Community Centre – Nil
- Brighton Community Centre – Nil
- Holdfast Bay Community Centre – Data not available

10. Number of paid employees, party/ies responsible for wage cost.

- Glenelg Community Centre – Nil
- Glenelg North Community Centre – Nil
- Brighton Community Centre – Nil
- Holdfast Bay Community Centre – 1 x Centre Manager, 1 x Centre receptionist; Program-related casual staff members

Conclusion

All four (4) community centres reported reduced income and forecasted further reduced income producing capacity due to ongoing COVID-19 density restrictions.

All four (4) community centres also reported an initial decline in expenses, but significantly increased costs upon re-opening to meet the COVID-19 hygiene requirements, as well as additional time related to planning for returning services and monitoring to meet the social distancing and density requirements.

Both Glenelg Community Centre & Glenelg North Community Centre requested an increase in financial support while Brighton Community Centre would like the option to approach Council for funding should the need arise. Holdfast Bay Community Centre requested a continuation of receiving the current funding amount of \$27,000 or risk a more significant deficit than already anticipated.

There are a number of other matters currently under consideration that will impact upon the Community Centres. These include the introduction of the Community Centres Leasing Policy and the suggested New Initiative Budget Planning system for the equitable distribution of funds to the Community Centres, which are both under consideration at the same time as this report.

Administration recommends that the Community Centres Leasing Policy be implemented from July 2021/22 at the cessation of the current lease extension, thereby providing a financial reprieve to the centres as they recover from the impact of the COVID-19 pandemic.

Administration recommends that the Community Centre Contribution Funds (\$27,000) be allocated to the Holdfast Bay Community Centre within the current financial year, to help alleviate the predicted financial shortfall at the centre during 2020/21.

Administration recommends that the Community Centres be included in the annual budget planning process, commencing with the 2021/22 cycle, through submitting new initiatives for projects/programs that are directly related to Council's strategic objectives; respond to identified unmet needs and emerging trends; and comply with the principles of the Community Centres Leasing Policy. Should this recommendation be endorsed, it will automatically signal the cessation of the annual payment of \$27,000 to Holdfast Bay Community Centre in favour of the proposed New Initiative process from the 2021/22 budget planning cycle.

To provide further Council support to Glenelg Community Centre, administration recommends that a Community Wellbeing staff member work out of the centre one day per week. This will provide the support that has been requested and create a 'triage' service point that provides support to people seeking Council information and/or advocacy related to a range of issues that present at the centre.

BUDGET

There is no budget associated with this report. However, the budgeted Community Centre Contribution Funds (\$27,000) is considered in addressing issues raised by the Community Centres.

LIFE CYCLE COSTS

The delay in the implementation of the draft Community Centres Leasing Policy will have a very minor impact on proposed revenue for Council, whilst providing a mild reprieve to the Centres as they recover from the COVID-19 epidemic.

Attachment 1



Gleneig North Community Centre – August 2020

No	Question	Response
1	The effects financially in income and expenses and any reserve funding a centre or governing body may have;	<ul style="list-style-type: none"> • Hall Hire income is down by approx. \$8,000 against budget in FY20 and budgeted to be approx. \$19,000 down in FY21. • GNCC Profit is down by \$10,000 in FY20 versus FY19 • GNCC is predicting a loss of over \$1,600 in 2021 • GNCC has no reserve funding. • GBB has approx. \$32,000 reserve funds which will be reduced to approx. \$25,000 in FY21
2	What COVID-19 management steps have been taken and the effect of attendance restrictions;	COVID-19 Safe Plan for GNCC and all hirers. Extra cleaning. COVID-19 posters, attendance sheets, sanitisers etc Bob to add more
3	The ability of the centres to keep providing key programmes;	This is largely controlled by SA Gov. Centre capacity is restricted by the safe distancing rules. Bob to add more
4	What assistance or intervention is needed by Council;	Potential for Council to assist with running costs for FY21. <ol style="list-style-type: none"> 1. Contribute towards <ul style="list-style-type: none"> • Insurance (\$2,000) • Utility Charges (\$7,000) • Cleaning costs (\$5,000) 2. Provide additional maintenance support
5	Enrolment, participation and attendance since reopening (including NDIS, CHSP); and	Bob to provide details
6	The capacity of each community centre management to maintain high standards of governance, compliance, financial integrity and viability in this crisis time;	Centre is largely run by Bob Owen so additional responsibilities relating to governance & compliance have been absorbed by him. Financial Integrity is unchanged. Viability is covered in Question 11 below
7	Total amount of State/Federal monies received by governing bodies of the Community Centres (e.g. NDIS/CHSP funding);	Nil
8	Number of NDOS/CHSP programs held at the centres;	Nil?
9	Total amount of state/Federal funds received by the Centres for carrying out programs; and	Nil Funds
10	Number of paid employees, party/ies responsible for wage cost.	Nil
11	The report would advise Council on what actions and possible budget adjustments may need to be implemented to ensure continuity of programmes and services.	GBB is reviewing this. <ul style="list-style-type: none"> • FY21 budget for GNCC shows a loss of over\$1,600. This may lead to increased fees for Hirers during FY21. • FY22 planning will depend on Hall Hire income actually received in FY21 and budget for FY22.

Council Administration Report – Aug 2020

The Council Administration conduct an audit of our four (4) community centres to report on the consequences of the COVID-19 pandemic and the subsequent delivery of key community services to the clients of the centres.

The report would detail:

- The effects financially in income and expenses and any reserve funding a centre or governing body may have;

The Community Centre has a budget provided by the Glenelg Brass Band. For more than 4 months we have had close to zero income for the running of the Community Centre, and as we have still been funding all reimbursements to the City of Holdfast Bay, funding all and additional cleaning including the added expenditure for specific approved covid compliant chemicals as well as hand sanitiser.

- What COVID-19 management steps have been taken and the effect of attendance restrictions;

Having the Community Centre closed to users has meant a zero attendance other than that of the Facility Manager and a volunteer to maintain the property outside and verify internal issues as well as undertaking vermin eradication. All social events had to be cancelled and deposits paid returned.

- The ability of the centres to keep providing key programmes;

Many of our programs would be classified as key although, fitness, Social groups including seniors Cards, Seniors College and the Support Group activities would have had an impact of the normal attending community members.

- What assistance or intervention is needed by Council;

It would have been appreciated if some financial support was given to compensate our outgoings for security electricity as well as insurance cost reimbursements being paid to the Council.

The replacement of all non LED security lighting with LED to reduce the cost to us of providing security lighting to the Council property. This lighting is on all night 7 days each week.

- Enrolment, participation and attendance since reopening (including NDIS, CHSP); and

Returning attendance has been slow due to the covid-safe restrictions and continual changing requirements of the rules. Many cancellations of function bookings and group meeting bookings.

- The capacity of each community centre management to maintain high standards of governance, compliance, financial integrity and viability in this crisis time;

This has been very challenging, requiring Covid Safe Plans from all users, communicating the rules and requirements regarding numbers, social distancing, having no hot water in toilets for improved hand washing, keeping up with hand soap, sanitiser and hand towel is a day by day requirement. Closure and limited openings with most function cancellations have had a huge impact on out financials.

- Total amount of State/Federal monies received by governing bodies of the Community Centres (e.g. NDIS/CHSP funding);

We receive no money from NDIS or CHSP funding.

- Number of NDOS/CHSP programs held at the centres;

Zero programs.

- Total amount of state/Federal funds received by the Centres for carrying out programs; and

We have received no state/federal funds. Community Centres SA sought information toward a grant from State Government to assist with special chemical purchases and additional cleaning but we received no grant money from them.

- Number of paid employees, party/ies responsible for wage cost.

We have no paid employees at Glenelg North Community Centre. We do pay a contract cleaner and have had to increase cleaning time and frequency.

The report would advise Council on what actions and possible budget adjustments may need to be implemented to ensure continuity of programmes and services.

Glenelg Community Centre – Motion Responses 18/08/2020

The effects financially in income and expenses and any reserve funding a centre or governing body may have;

March – May 2019 in comparison to March - May 2020 – income decreased by \$1500.

May to July showed an income reduction in sales, participation, activities, kitchen programs and subscriptions. In alignment with this, there was also a reduction in expenses through costs associated with the kitchen, no outgoing donations, no rent payable and reduced office expenses.

What COVID-19 management steps have been taken and the effect of attendance restrictions;

Management's roles and duties have increased and time spent at the centre on operational tasks. Hygiene requirements of cleaning the facility and equipment in between programs have meant volunteers are cleaning chairs, tables, floors, benches, door knobs, equipment, etc., several times each day has had a substantial increase on time spent in the centre. This has had a flow on effect to falling behind in other tasks and there is an increase in volunteers' taking work home to stay ahead.

Due to social distancing requirements within the venue space available, some class participation has reduced to fit in with requirements. For example, the Ukulele class has shown a 50% reduction as pre-COVID19 classes would attract over 60 people in attendance and now averages 30.

July – November 2019 statistics show direct program participation at 1006/month while March – May 2020 have shown 194 over the three month period (includes 2 months of centre closure). Since re-opening, the centre is recording attendance increasing and this will continue to be limited due to social distancing requirements as well as many previously regular attendees being hesitant to return for fear of COVID19.

Social distancing has impacted programs requiring a closer proximity such as computing and French as well as larger groups now limited due to space restrictions.

The ability of the centres to keep providing key programmes;

The Centre's ability to provide key programs is dependent upon human resources and funding. While most program options are user pays, income has therefore decreased by the reduced attendance across programs.

COVID19 has highlighted the need for increased operational support from cleaning through to program delivery. Key personnel have increased their time commitment to the centre by over 100% and management committee members' workloads are increasingly taken up by operational commitments needed to keep the centre compliant and open.

What assistance or intervention is needed by Council;

The major priority identified for assistance has been human resources support. The centre is in need of new volunteers across all operation and program support roles. With people across the centre sharing less working hours, the management would then have the time to work strategically for placing the centre in a position to better address community needs.

Funding for resource shortfalls and upgrades is a necessity for the community centre to adapt to changing community needs. For example, increased IT support and funding for equipment would have enabled the centre to produce an online presence during lock down. Furniture is proving to be problematic with chairs having cloth covers (cleaning difficulties) and tables heavy (mobility difficulties).

Enrolment, participation and attendance since reopening (including NDIS, CHSP); and

Data collected shows depending on individual classes, 20-50% of previous regular participants have not returned. The majority of anecdotal reasons given are due to fear of COVID. Attendance from larger groups recorded a decrease due to social distancing restrictions.

Revenue from centre programs have shown a 10% decrease in July 2020 compared to July 2019.

Each program delivered by the centre supports the centre in a different capacity. For example, programs charging \$3.00 per participant where all \$3.00 goes to the centre. Other programs charge \$5.00 per participant whereby \$1.00 goes to the centre, and \$4.00 goes to the facilitator. Many of the more profitable programs have reduced participation through social distancing requirements leading to reduced revenue to the centre.

The capacity of each community centre management to maintain high standards of governance, compliance, financial integrity and viability in this crisis time;

The Glenelg Community Club will continue to maintain high standards of governance, compliance, financial integrity and viability during this crisis. The extra regulatory requirements have shown an impact across the volunteers at the club through:

- Increased time spent at the club
- Increased time spent at home working on Club matters
- Mental and physical health symptoms from added stress levels – sleep problems, headaches, un-explained illnesses, irritability, short-temper, exhaustion, reduced enthusiasm, fatigue.

The Club has consistently worked at high standards across all community administration and program delivery. However, it is expected in the longer term there would be negative impacts on both volunteers and service delivery with the increased workload. Solutions are sought (more human resources, funding for ergonomic/mobile/practical furniture and equipment, etc) to reduce the stress levels and time commitments currently being maintained by the management committee volunteers.

Total amount of State/Federal monies received by governing bodies of the Community Centres (e.g. NDIS/CHSP funding);

NIL

Number of NDOS/CHSP programs held at the centres;

NIL

Total amount of state/Federal funds received by the Centres for carrying out programs;

NIL

Number of paid employees, party/ies responsible for wage cost.

NIL

Brighton Over 50's Social Club Inc.

ABN 14 676 794 260

376 Brighton Road, HOVE SA 5048

phone 8298 2577

14th August 2020

Hi Sue,

RE: Council's Request for Effects of COVID-19 on our Club

The email you sent (copied below) requested a response to 10 "Dot Points" contained

in the email. I will respond to each "Dot Point" with the corresponding number.

1. With the closure of our Club at the time of "Lock Down" obviously our income ceased.

But, our expenses were also significantly reduced. The burden of fixed expenses like Water Rates, Telephone connection charges, Electricity Supply Charges, etc however kept on rolling in.

Despite this, we are still in a sound financial position, with some reserve funds and no reason to panic !

We have no intention of "putting up our hand for a "Hand Out" or compensation..

Philosophically, we recognize that - "We are all in this together"- and we are just thankful that we live in Australia and more particularly, South Australia !

2. We have been adhering strictly to the COVID-19 requirements as relayed to us and continually "updated" for us by Sue Dugan at Council. Our

attendance figures have obviously been affected by the restrictions, but we are pretty much back to normal by now.

Being a totally Voluntary Club, the nature of our activities was less affected than many other Clubs, Organisations and Businesses.

3. Since the restrictions have been relaxed, our only activity which is not back to normal is Ballroom Dancing. "Strictly Ballroom" has now become "Strictly Social Distancing".

All our other "Key" programs are back to normal - BUT - these days with "Social Distancing" the basic rule. I'm quite surprised, but very pleased by the attitude of everyone affected. There seems to be an additional attitude of respect and tolerance by all those attending activities at the Club.

4. We require no assistance or intervention from Council. Thanks for the offer !

5. Participation is practically back to normal.

6. We're having no issues with maintaining compliance, viability and management.

7. Nil.

2/.

8. Nil.

9. Nil.

10. Nil. (I wouldn't mind being put on the Payroll after Voluntarily running this outfit for the past 25+ years. Make me an offer I can't refuse !)

Nup - we're all good thanks.

Hope this satisfies your need for info on the topic.

(And I hope the Chinese stop eating Bats so this sort of thing doesn't happen again - that's if we ever get over this lot.)

Cheers.

M. A. "Pip" Pearson

President / Treasurer

Brighton Over 50s Social Club.



Mr Roberto Bria
Chief Executive
City of Holdfast Bay
Via email to rbria@holdfast.sa.gov.au

20 August, 2020.

Dear Roberto,

Holdfast Bay Community Centre

Following your email of August 7, please find enclosed our response.

As framed, some of these questions are difficult to answer on a discrete, point-by-point basis as the interrelationships need to be understood. There may also be some underlying assumptions that require qualification. We have done our best to provide both answers and context herein.

In providing a response we've assumed that the phrase contained in the motion, "*... a centre or governing body*" would not be intended to include any income, expenses or funding YMCA South Australia receives (i.e. the "governing body") in other local government jurisdictions, or at a State level – this being of no consequence to the City of Holdfast Bay, or the Centre. Hence, we have focused only on those finances that are related specifically to the Holdfast Bay Community Centre (HBCC).

I trust this is sufficient for your needs at this point. If there's anything further you need, please do not hesitate to ask.

Sincerely,

David Paterson
Chief Executive Officer
YMCA South Australia
(e) david.paterson@ymca.org.au

Background

In 2015 HBCC Inc, the lease holder of the community centre, approached the YMCA to transfer management. HBCC Inc were no longer viable nor able to meet the quality, legislative or accreditation requirements of centre operations. YMCA agreed to take on the management of the centre through its alignment of mission impact and community benefit. YMCA had the operating capacity to deliver a high quality, sustainable centre management function with growth potential for the benefit of the local community.

HBCC Inc. ceased to operate with the handover of the centre management to YMCA of SA in 2015.

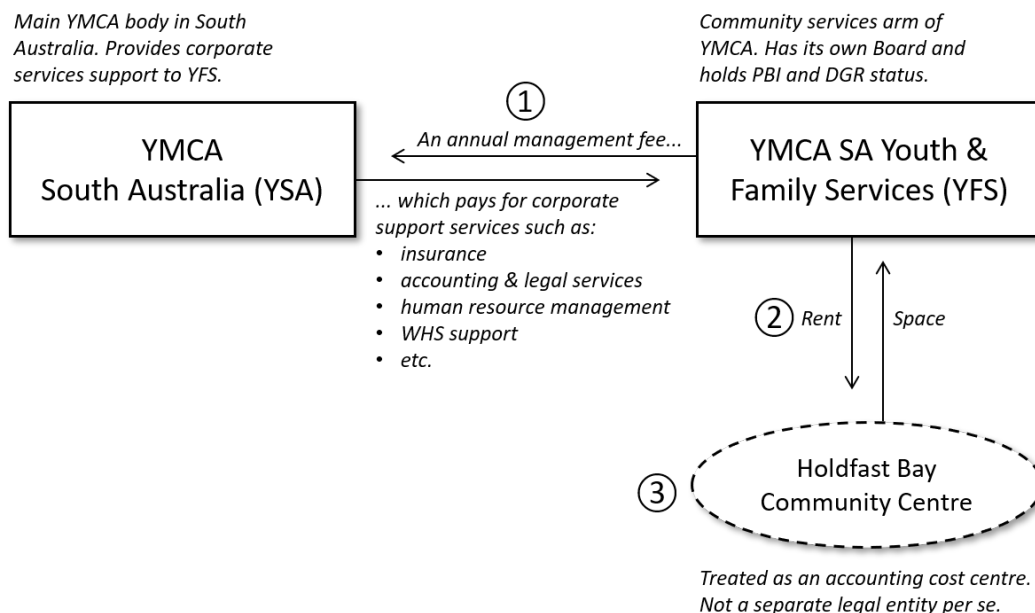
Full operations of the centre by YMCA commenced in January 2016 following a full staffing review and realignment transitioning staff to YMCA. All volunteers were retained at this time and new volunteers have continued to join the centre.

With the transition to YMCA management and the winding up of HBCC Inc. application was made to the appropriate funding bodies at State and Federal level to transfer grants to the YMCA. This could only be accomplished because YMCA is a NFP, registered for GST. Since 2016 all grants have been issued to YMCA, and are acquitted under the operations of the YMCA in SA. The centre does not have any grant funding from the National Disability Insurance Scheme (NDIS) or the Commonwealth Home Support Program (CHSP) in its own right.

YMCA is registered for GST, this initially resulted in an increase in user fees for the hire of facilities as HBCC Inc was not registered for GST. Since 2016 fee increases have been below CPI and YMCA has continued to absorb cost increases in running costs. The Holdfast Bay grant from council has not increased.

Entities

The transactional relationship between the Centre, the entity that delivers some of its community programming through the HBCC site (“YMCA SA Family & Community Services”), and the YMCA governing body (“YMCA South Australia”) is outlined below:



Notes:

1. The annual management fee covers the cost of those services provided from the Adelaide head office of YMCA South Australia to the community services arm (YFS). Both entities are non-profit and there is no margin built into these fees (i.e. they are intended as cost-recovery only). Over the past three years this has remained unchanged at \$36,000 p.a.
2. The YFS entity delivers a range of community services (mostly disability and youth-related) at, or through, the Holdfast Bay Community Centre (HBCC). There is also some office space used by those staff. Rent is paid to the HBCC cost centre for both office and program space at the same rate charged to other external entities delivering similar services. This does not leverage the discount that applies to community user groups.
3. Up until the end of FY20, the Holdfast Bay Community Centre facility management was overseen by the YFS entity. However, from FY21 onwards we will be shifting this to the main YSA entity. This brings it into line with all of the other local government facilities the YMCA manages in South Australia. This adjustment is unrelated to the current Council motion (i.e. an internal realignment arising from our new 5-year corporate strategy). The terms/rates will remain exactly the same and so this has no net effect for the City of Holdfast Bay (... the lease itself is already in the name of YSA). It does however hold an additional benefit in relation to the councilors’ query in that it further separates the HBCC facility from the programs themselves, from an accounting perspective.

(NB: Commercial operators or those using facilities for a private business are charged at a higher rate to community groups for equity of access. The council grant enables affordable access for community user groups and is not used to offset costs for commercial hire).

Finances FY20

The YMCA's analysis shows a **loss of \$18,069** for the Holdfast Bay Community Centre for the financial year ending June 2020. This includes the subsidy received from the City of Holdfast Bay.

No significant external grants were received by the Centre in FY20, other than the following minor amount:

- \$5,000 matching green our community grant from the City of Holdfast Bay Council

There are no current "reserves" in HBCC itself to draw upon. Any losses are carried by the YMCA.

Income received by HBCC includes \$12,000 paid by YMCA as rent to the Centre (at the same rate as that charged to external entities running analogous activities), and \$10,500 in JobKeeper subsidies. Even with the addition of JobKeeper for HBCC-related staff, total income was down by \$29,249 on the previous year – principally as a result of the COVID-19 disruption.

Holdfast Bay Community Centre Income & Expenditure Statement 30th June 2020			
Income			
Centre Income			\$ 87,047
Council Grant			\$ 27,000
Grant Other			\$ 5,000
YMCA Rent			\$ 12,000
Job Keeper			\$ 10,500
Total Income			\$ 141,547
Expenses			
Employment Expenses			
<i>Salaries & Wages</i>	\$	61,455	
<i>Annual Leave</i>	-\$	1,695	
<i>Job Keeper</i>	\$	1,406	
<i>Entertainment</i>	\$	71	
<i>Long Service Leave</i>	\$	2,554	
<i>Training</i>	\$	349	
<i>Superannuation</i>	\$	5,849	
<i>Uniforms</i>	\$	42	
<i>Workers Comp Insurance</i>	\$	885	
<i>Vehicle</i>	\$	281	
<i>Travel & Accommodation</i>	\$	23	
<i>Other</i>	\$	143	\$ 71,363
Administration Expenses			
<i>Telecommunications</i>	\$	2,637	
<i>Insurance</i>	\$	2,592	
<i>Postage</i>	\$	66	
<i>IT</i>	\$	441	
<i>Office Supplies</i>	\$	1,623	

<i>Equipment Rental</i>	\$ 323	
<i>Licensing & Subscriptions</i>	\$ 521	
<i>Printing</i>	\$ 717	
<i>Bank Fees</i>	\$ 77	
<i>Legal Fees</i>	\$ 139	
<i>Marketing</i>	\$ 27	\$ 9,163
Consumable Expenses		\$ 516
Depreciation Expense		\$ 17,007
YMCA Management Fee		\$ 36,000
Operations Expense		
<i>Electricity</i>	\$ 5,949	
<i>Gas</i>	\$ 109	
<i>Rent / Outgoings</i>	\$ -	
<i>Maintenance</i>	\$ 8,037	
<i>Security</i>	\$ 721	
<i>Waste Disposal</i>	\$ -	
<i>Gardening</i>	\$ -	
<i>Work, Health & Safety</i>	\$ 144	
<i>Minor Equipment</i>	\$ 291	
<i>Cleaning</i>	\$ 7,781	
<i>Café Purchases</i>	\$ 2,398	\$ 25,430
Program Expenses		\$ 137
Total Expenses		\$ 159,616
Surplus/(Deficit)		-\$ 18,069

The underlying economics of HBCC as a facility are marginal. Even in prior years – with Council subsidies of \$27,000 – there was a small deficit (\$937) in FY19 and a small surplus of \$2,794 in FY18. Continuation of the subsidy at current levels, at a minimum, are necessary to ensure continuity of affordable community access and the high level of social impact currently being delivered through the centre in Hove. As a community-based organisation, the YMCA does not run such centres as a source of profit (as a private facility management company would seek to do, for example) – but as community hubs through which to serve all in the surrounding area – i.e. their intended purpose. Having said that, of course we must find a way of doing so sustainably.

The YFS entity, which rents space and delivers some of its programs through HBCC, is also a benevolent, non-for-profit entity. In FY20 the surplus generated by YFS on a *Statewide basis* (i.e. more than just the operations in Holdfast) was just \$22,235. This includes the effect of JobKeeper, without which a substantial loss would have been incurred (and after taking out a one-off grant to purchase a minibus).

Outlook for FY21

The YMCA's current budget for the financial year ending June 2021 forecasts an even greater operating deficit for the Holdfast Bay Community Centre, even after factoring in a renewed \$27,000 subsidy from the City of Holdfast. Clearly that loss would be even greater if the Council subsidy were removed or redistributed in some manner.

The anticipated increase in the operating deficit arises from both the knock-on effects of COVID-19 and a changing funding landscape.

Until 30th June 2020, YMCA received Home & Community Care (HACC) funding to provide individual social support across the Adelaide metro area. Under HACC funding we also provided 6 hours a week of social support group activities based at the HBCC. With changes to disability and aged care funding the State government has ceased provision of these funding types. The removal of this block grant funding from centre operations accounts for much of the difference in our budget for 2021.

Between 2016 and 2020, the funding framework across Australia has undergone significant change. From employment and training to aged and disability care there has been a move away from block grant funding, paid in advance, toward individualised funding paid retrospectively. Many community-based activities, previously operated out of the HBCC are no longer funded (e.g. work for the dole group, social support groups) and individualised supports cannot fill these gaps.

YMCA has undertaken business transformation to ensure that community needs continue to be met. New programs have been established and a focus on centre events ensures we continue to provide activities that align with the Holdfast Bay strategic plan and community need.

The forecast FY21 loss (after Council subsidy) is a substantial burden for the YMCA to carry in FY21, especially in a recessionary economic environment where other operations are also under pressure. Nevertheless, this is the nature of a genuine partnership – with both parties committing to the social purpose (of the HBCC in this case) – through thick and thin. We see this as us absorbing a temporary hit during a period of transition. (Of course we will do whatever we can to narrow this gap, seeking additional user groups and alternative revenue stream through the course of the year).

Having said this, the removal of the standing Council subsidy would most likely extend this projected loss to an untenable level.

Sometimes, a useful way of placing a value on something is to consider the effect its loss would have. In a scenario where it was no longer viable for the YMCA to manage the HBCC, one might expect:

- the loss of at least some of the community programs delivered by the YMCA itself to Hove and other nearby Holdfast communities – having to move to other metro locations;
- the loss of the benefits of professional management (e.g. COVID, risk, WHS, comms, etc) if it were to revert to volunteer management (or conversely, the additional cost or operating burden on Council if they were to take over direct management of the Centre themselves – e.g. having to manage bookings and the like);
- the loss of some or all of the rent paid by the YMCA to the Centre;
- the loss of the underwriting the YMCA provides in those years where the operating loss is greater than that covered by the Council subsidy (FY21 being a key case in point);
- the loss of the considerable volunteer hours provided by those associated with the YMCA (e.g. in maintenance activities and the like);

- the loss of those maintenance activities undertaken by the YMCA at its own cost.

Other specific questions posed in the Council motion

Q1: The effects financially in income and expenses and any reserve funding a centre or governing body may have.

As answered above.

YMCA programming is self-sustaining and does not draw on the Council grant. These programs pay rent for the room hire and office space for the administrative operations offsetting the centre operating costs, and contribute to Centre maintenance and upgrades.

Q2: What COVID-19 management steps have been taken and the effect of attendance restrictions.

The mandatory closure and subsequent restriction resulted in a decrease in Centre external user income of \$45,749 in FY20.

The YMCA implemented all required COVID-19 mitigation measures in accordance with Government guidelines – as we did across all the centres we manage in South Australia. At HBCC this was directly overseen by Marion Modra, our Head of Community Strengthening. Marion is a health professional with 25 years' experience a Masters Degree in Health Science. She was formerly a member of a pandemic scenario team at RDNS. Hence the management of the COVID-19 response at HBCC was in expert hands. Community wellbeing and safety was and is our paramount concern.

Q3: The ability of the centres to keep providing key programmes.

The YMCA is a professionally-run, benevolent organisation that has operated in South Australia since 1850. We retain the ability to keep providing programs through HBCC so long as it remains financially feasible to do so at the HBCC site. For a period of time – during the COVID-19 shutdown – the YMCA switched to providing various services online and over the phone, and provided care packs, to ensure continuity of support for the most vulnerable clients.

Q4: What assistance or intervention is needed by Council.

Continuation of the Council's commitment to provide an operating subsidy, at the same level as have been in place since 2017 (\$27,000 p.a.). Even though the YMCA is likely to have to underwrite HBCC at significant levels in FY21, we are not seeking an increase in the Council subsidy in FY21 – only the continuation of it.

Q5: Enrolment, participation and attendances since reopening (including NDIS CHSP);

Because of the reasons outlined above, the Centre has certainly seen a substantial dip in attendances, across the board, not the least of which was a period of closure. The reduction in general attendances resulted in a \$45,749 reduction in user charges in FY20 (compared with the prior year). However, this is the only area of income that directly affects the finances of HBCC. The accompanying dip in income for community services programs such as NDIS and CHSP is carried by the YMCA itself, and does not directly affect the finances of the Holdfast Bay Community Centre. The YMCA continued to pay rent for its use of the Centre - even through shutdown. In fact, the rental paid by the YMCA increased by 9% in FY20.

Q6: The capacity of each community centre management to maintain high standards of governance, compliance, financial integrity and viability in this crisis time.

The YMCA is one of South Australia's longest standing institutions, operating since 1850. We enjoy successful partnerships with a number of local governments in South Australia, including in neighbouring areas such as City of Marion. We have a professional management team whose expertise would exceed that typically available to support the management of a community centre. The most senior manager based at HBCC, Marion Modra, is a highly experienced health professional whose qualifications have been mentioned above. She is also a former General Manager of Mental Health & Ageing at Baptist Care, Senior Manager of Healthy & Active Ageing at Southern Cross Care, and Manager of Allied Health & Community Care – and Risk & Corporate Services – at RDNS.

The Board of YMCA South Australia has a high level of professional skill in governance, finance, compliance and risk management. It includes for example: a partner in a major accounting firm, a former CFO of ASX-listed companies, a former Shadow Minister for Health, the CEO of a metropolitan council, a CEO of a major disability services organisation, amongst others. Details may be seen [here](#).

Q7: Total amount of State/Federal monies received by governing bodies of the Community Centres (e.g. NDIS/CHSP funding).

No State or Federal monies have been directly received by the Holdfast Bay Community Centre itself, except for \$10,500 in JobKeeper subsidies which were applied to offset the costs of Centre management.

The funding received by YMCA SA Youth & Family Services (YFS) to deliver NDIS and CHSP community services are at arms-length from HBCC, and so do not have any direct bearing on Centre economics. The HBCC itself is a facility, and does not provide NDIS services in its own right. The relationship between the two is accounted for through the rental payments for the space used (\$12,000 in FY20). For what it is worth, the YFS entity which rents space from the HBCC and delivers these services, currently runs close to breakeven, as outlined above. That is to say, there is no substantial source of financial surplus anywhere in this value chain.

Q9: Total amount of State/Federal funds received by the Centres for carrying out programs.

As above.

Q10: Number of paid employees, party/ies responsible for wage cost.

Those wages paid for through the HBCC cost centre are:

1. a Centre manager.
2. a Centre receptionist who administers a range of activities such as bookings.
3. some casual staff running HBCC-specific programs.

These staff were employed by YMCA SA Youth and Family Services (YFS) in FY20, although will transfer to the main entity, YMCA South Australia (YSA) in FY21. Their (1.5FTE) wage costs are accounted for in the HBCC cost centre. As outlined in the financial summary earlier, the total employment costs (inclusive of on-costs) in FY20 was \$71,363, partially offset by JobKeeper subsidies received of \$10,500 (i.e. a net cost of \$60,863).

Item No: **15.9**

Subject: **COMMUNITY CENTRES CONTRIBUTION FUNDING**

Date: 8 September 2020

Written By: Manager Community Wellbeing & Community Development Coordinator

General Manager: Community Services, Ms M Lock

SUMMARY

This report responds to Council Motion C140720/1952 and presents a proposal for equitable distribution of the funding (\$27,000), currently paid to Holdfast Bay Community Centre on an annual basis, to all four community centres.

Due to the different manner in which each centre is managed, it is important that an equitable system is established that transcends the differences to offer each centre equal opportunity to access funds to support the operations of the centre. Administration proposes that the centres participate in the annual budget planning process, submitting new initiatives for project or program funding to ensure a fair and transparent process. It is further proposed that Administration provide business writing support and guidance around identified community needs to the centres for development of their business cases for review during the annual budget review process. This inclusion in the annual budgeting process will promote the equitable distribution of funds in a fair and transparent way whilst also providing maximum community benefit in any given year.

RECOMMENDATION

That Council endorse the inclusion of the Community Centres in the annual budget planning process for equitable distribution of funding to support the operations of the four community centres within the City of Holdfast Bay, being Glenelg Community Centre, Glenelg North Community Centre, Holdfast Bay Community Centre and Brighton Community Centre.

COMMUNITY PLAN

Placemaking: Creating lively and safe places
Community: Building a healthy, active and resilient community
Community: Celebrating culture and diversity
Community: Providing welcoming and accessible facilities
Community: Fostering an engaged and contributing community
Culture: Providing customer-centred services
Culture: Being financially accountable
Culture: Supporting excellent, efficient operations

COUNCIL POLICY

Community Centres Policy
Asset Management Policy
Access & Equity Policy
Social Development Policy
Draft Community Centres Leasing Policy

STATUTORY PROVISIONS

Local Government Act 1999
Associations Incorporations Act 1985

BACKGROUND

There are four community centres currently operating in the City of Holdfast Bay; Glenelg Community Centre (GCC), Brighton Community Centre (BCC), Glenelg North Community Centre (GNCC) and Holdfast Bay Community Centre (HBCC).

Each centre is managed independently as an incorporated association. Three centres have a lease with Council and the fourth centre (Glenelg Community Centre) operates under a hire agreement.

Administration acknowledges that the operational and business model of each centre differs, based upon the particular strengths and expertise each contributes to the effective running of that centre. Each community centre delivers services based on community need, available resources and programming directions mapped to the City of Holdfast Bay's Strategic Plan 2030. Glenelg Community Centre, Glenelg North Community Centre and Brighton Community Centre are wholly volunteer run, whilst Holdfast Bay Community Centre is managed by the YMCA and employs staff as well as volunteers.

Holdfast Bay Community Centre receives an annual financial payment which has increased incrementally over the years and currently stands at \$27,000 per annum. Historical evidence suggests this payment has been made to the centre since the early 1980's to offset the administration costs associated with the employment of a coordinator to oversee the centre. Given that HBCC was the only centre to employ a coordinator at the time, the allocation of the funding was justified to ensure that the community would not inadvertently be disadvantaged by diverting money intended for programming to administration costs.

Equitable distribution of funding would result in a broader impact and benefit to the wider community as well as add value and strength to the centres. Therefore, a carefully considered process for equitable sharing of the funding pool is required.

REPORT

The proposed New Initiative budget planning process has been determined as the most equitable way in which Council can administer funds to the centres through a fair and transparent process.

The *(draft) Community Centres Policy* states that the City of Holdfast Bay supports community centres that are managed in a way which aligns to the fourteen principles outlined in the policy, including:

- Principle 2.1 - aligns programs, activities and services with Council's strategic priorities, and
- Principle 2.6 – are responsive to community needs and trends, and
- Principle 2.9 – are adequately funded and resourced to provide the prescribed range of programs and services; and
- Principle 2.10 – that are the most efficient use of council resources to ensure maximum community benefit.

Through the annual New Initiative process, each centre will have the opportunity to put forward a budget bid for projects or programs that they have identified as essential to the ongoing success of the centre; meets an identified need in the community; and aligns to Council's strategic direction for the city.

Administration will support the centres with their applications through the provision of knowledge and expertise regarding unmet needs in the community, articulated in completed projects such as the Social Needs Analysis, Demographic Population Mobility study and Community Services Audit, as well as data from the Annual Quality of Life Survey, results from community consultations and Census data. Administration will also support the centres with advice and guidance to develop business cases, gather evidence and formulate detailed budgets associated with their bids.

The *(draft) Community Centres Leasing Policy* makes it possible for the community centres to achieve as much as 95% reduction in the market rent by meeting the criteria of the Lease Incentive Discounts. Centres will have the opportunity to use the New Initiative process to obtain greater lease incentive discounts on their annual rent payments by planning to meet one or more of the criteria to qualify for further discounts, if they do not already achieve the maximum 95% discount.

An equitable New Initiative process will ensure funding supports the development of programs to meet the identified needs within the community as well as pathways to obtain maximum Lease Incentive Discounts.

To avoid imposing onerous administration processes upon any of the centres, Community Wellbeing staff will provide support to ensure that the Centres are able to submit strong applications with evidenced supporting documentation.

BUDGET

The Community Centres New Initiative bids will be included for consideration as part of the annual budget process.

LIFE CYCLE COSTS

The allocated budget will be renewed each financial year.

Item No: **15.10**

Subject: **COMMUNITY CENTRE LEASING POLICY**

Date: 8 September 2020

Written By: Community Centre Coordinator

General Manager: Community Services, Ms M Lock

SUMMARY

This report seeks Council endorsement of the finalisation of the draft Community Centres Leasing Policy, following formal consultation during June and July 2020. The formal consultation sought feedback from the community and directly with representatives from the community centres.

Following the engagement, the final draft has been produced taking into consideration the responses from the consultation. Upon endorsement by Council, this policy will form the basis for new leases with all Council owned Community Centres.

RECOMMENDATION

That Council endorse the Community Centres Leasing Policy for implementation in 2021/2022 financial year.

COMMUNITY PLAN

Placemaking: Creating lively and safe places
Community: Building a healthy, active and resilient community
Community: Celebrating culture and diversity
Community: Providing welcoming and accessible facilities
Community: Fostering an engaged and contributing community

COUNCIL POLICY

Community Consultation and Engagement Policy
Community Centres Policy
Asset Management Policy
Access & Equity Policy
Sporting and Community Clubs Leasing Policy
Social Development Policy
Property Policy

STATUTORY PROVISIONS

Local Government Act 1999
Associations Incorporations Act 1985
Retail and Commercial Lease Act 1995

BACKGROUND

In April 2018, Council adopted the Sporting and Community Clubs Leasing Policy as a framework to establish new leases with Sporting Clubs and Community Centres (Clubs) within the city. It was envisaged that new leases aligned with the Sporting and Community Clubs Leasing Policy would take effect on expiry of existing leases. In the case of Glenelg North Community Centre, Holdfast Bay Community Centre and Brighton Community Centre, their respective leases expired in 2019. Leading into the expiry, Administration met with the Centre Managers and commenced discussion with them regarding new leases aligned to the Sporting and Community Clubs Leasing Policy.

During these discussions, it was clear to Administration that the three centres which have a lease with Council (the fourth centre, Glenelg Community Centre is under a hire agreement) are of the view that the Sporting and Community Clubs Leasing Policy was not the best mechanism by which to formulate a new lease agreement with the Community Centres. This is due to the differences in the operating and membership models and revenue generating opportunities between Sporting Clubs and Community Centres. Sport clubs typically operate canteens, bars and functions, and are recipients of sponsorship monies to off-set operating costs and in some cases provide remuneration to players and coaches.

After considering the views of the Community Centres, Administration agreed to formulate a draft Community Centres Leasing Policy to better reflect the operating models of Community Centres, and extend their existing leases for a further 18 months until a draft policy could be formed. Holdfast Bay and Glenelg North Community Centres have signed their lease extension through to June 2021, with Brighton Community Centre yet to sign theirs. The draft Community Centres Leasing Policy is attached for reference and reflects the feedback received from the Community Consultation.

Refer to Attachment 1

Administration acknowledge how Community Centres are unique in the service they provide to the community, and while other community facilities such as sports clubs have similar objectives and principles, the operation of a community centre differs from other Council owned facilities that the Sporting and Community Clubs Leasing Policy applies to.

REPORT

In June 2020, Council developed a draft Community Centres Leasing Policy. Council sought feedback from the local community to assess whether the community were supportive of this policy.

Feedback showed the majority of community centres and engagement respondents as being in support of the draft policy presented, with only minor amendments recommended.

As a result of feedback, the final draft Community Centres Leasing Policy now includes:

- the wording contained in Council Resolution C260520/1908 at 2.1.1.
- the word “minor” has been added in reference to maintenance and repair costs in 1.4.
- 3.2 has added explanation and reference to the Local Government Act 1999 (SA).
- 3.3 has added explanation and information on the calculation of rent payable.
- increased incentive discounts for rent payable from 70% to 95%.

One respondent expressed a need to change the calculation and incentives behind leasing fees of a community centre to a full 100% discounted rate resulting in no rent payable. (This has been reflected in the above changes to the policy from 70% to 95%.)

The policy offers significant incentives to reduce rent payable to an equitable community rate.

- Paragraph 3.3 states there is a minimum consideration of \$10 payable for an association or incorporated body if it is deemed to hold 100% building equity.
- Paragraph 3.10 shows how Council will support a community organisation to achieve growth and be sustainable for community benefit. A discounted reduction of market rent of 90% is automatically applied, meaning the rent payable being 10% of market rent.
- Paragraph 3.11 outlines the possibility of further discounts of up to 95% (previously 70%) as incentives to community centres that demonstrate community-led initiatives and programs

Community Centres under lease agreements with Council are Brighton Community Centre (BCC), Glenelg North Community Centre (GNCC) and Holdfast Bay Community Centre (HBCC). Glenelg Community Centre is managed under a Hire Agreement with the Glenelg Community Club Inc. from Monday to Saturday 8.30am to 3.30pm and therefore is not affected by this policy.

The table below shows a simulated example of rent changes based on building and land value. CPI increases will be added annually. Therefore the changes in rent payable by the Community Centres would look like as follows:

	<u>Equity in Building</u>	<u>Property Value Calculation</u>	<u>Market Rent (2.5%)</u>	<u>Community Org Discount 90% Applied</u>	<u>Lease Incentive Discounts of up to 95% Applied</u>	<u>Previous Rent</u>	<u>New minimum Rent</u>
Brighton Community Centre	100%	\$757,200.00 (based on land value)	\$18,930.00	\$1,893.00	NA	\$1.00	\$10.00*
Glenelg North Community Centre	NIL	\$1,902,638.42 (based on capital value)	\$47,565.96	\$4,756.60	\$237.83	\$10.00	\$237.83
Holdfast Bay Community Centre	NIL	\$3,671,717.00 (based on capital value)	\$91,792.93	\$9,179.29	\$458.96	\$10.00	\$458.96

*minimum rent due as per Community Centres Leasing Policy

It is in every Centres best interests to aim to maximise the lease incentive discounts to obtain the minimum rent payable. As an example, Glenelg North Community Centre can expect to pay an equivalent of \$5.50 per week (based on 40 operational weeks during the year) if they achieve the full lease incentive discount to ensure a minimum rent of \$237.83.

Importantly, discussions have commenced with each respective Centre regarding the Community Centres Leasing Policy and chargeable rent. In addition, upon endorsement of the policy, administration will commence discussions with each centre to establish a new five (5) year (with the option of a further five (5) years) lease agreement.

As referred to in report, attached is a summary engagement report.

Refer to Attachment 2

BUDGET

The delay in implementation of the Community Centres Leasing Policy will have an **insignificant** impact on revenue to Council in the current financial year.

LIFE CYCLE COSTS

Revenue to Council will have a slight increase as a result of implementation of the policy.

Attachment 1



Trim Container	TRIM Container Number
First Issued / Approved:	Date of first issue/approval
Last Reviewed:	Date of last review
	Resolution Number
Next Review:	Review Date

1. PREAMBLE

This policy provides a framework for the leasing of Council owned community centres within the City of Holdfast Bay.

1.1 Background

The City of Holdfast Bay owns four community centres and as the owner of these centres, Council plays an important role in the provision of a diverse range of community services, in collaboration with the lessee associations, to meet the changing needs of our community.

Council also has a responsibility to ensure that it balances the costs of maintaining and improving its facilities, in collaboration with lessees, to sustain and grow participation, offer affordable spaces for community groups, and provide services as identified in Councils' Social Development Policy.

1.2 Purpose

The purpose of this policy is to provide a consistent and transparent process for the granting and renewal of leases to suitably qualified and experienced associations and / or incorporated bodies. The policy provides guiding principles for the negotiation of leases whilst further taking into account both the financial and community objectives of Council as outlined in "Our Place 2030 Strategic Plan", and achieving the principles of the Social Development Policy. The Policy is also in accordance with the Memorandum of Understanding signed between the City of Holdfast Bay and each Community Centre.

1.3 Scope

This policy extends to the leasing of community centres within the City of Holdfast Bay.

1.4 Definitions

1.4.1 Assets means and includes:

- (a) the Building;
- (b) any improvements (other than buildings) constructed or installed on the Land including but without limitation all driveways, roads, car parks, walkways, pavements, playgrounds, drinking fountains, seats, tables, benches,

DRAFT COMMUNITY CENTRES LEASING POLICY

- entrances, courts, vestibules, stairways, lifts, washrooms, toilets, loading bays, service areas, drinking fountains, fences and gates; and
- (c) infrastructure located on or under the Land including but not limited to electricity, gas, water and drainage infrastructure.

1.4.2 Building: means the building(s) erected upon the Land including all fixtures, fittings, fire protection, air conditioning and other plant and equipment in the building(s) together with any extensions, alterations, modifications, additions or improvements subsequently made to the building(s).

1.4.3 Capital Asset Value: is the replacement value of the Assets located on the Land as set by an independent valuer and held by Council on its Asset Register in accordance with Council's statutory obligations.

1.4.4 Community centres: means the community centres described in Annexure A as amended by Council from time to time.

1.4.5 Community Land: means all local government land (excluding roads) owned or managed by Council as classified under Chapter 11 of the Local Government Act 1999.

1.4.6 Council: means The City of Holdfast Bay, a council within the meaning of the Local Government Act 1999.

1.4.7 Land means and refers to the land the subject of the relevant Lease but excludes the Assets.

1.4.8 Land Value: means the replacement value of the Land as set by an independent valuer and held by Council on its Asset Register in accordance with Council's statutory obligations.

1.4.9 Lessor: means lessor within the meaning of Retail and Commercial Lease Act 1995, but in the context of this policy additionally means Council.

1.4.10 Lessee: means lessee within the meaning of Retail and Commercial Lease Act 1995.

1.4.11 Lease: refers to a contract by which Council (as landlord) grants exclusive rights to occupy land and/or premises to a tenant for a specified time and under certain terms and conditions.

1.4.12 Outgoings: means all reimbursable tax charges, insurance premiums, utility, minor maintenance and repair costs that are associated with the operation of the premises.

1.4.13 Memorandum of Understanding: (MOU) means the agreement signed by Council and the Community Centres within the City of Holdfast Bay.

1.4.14 Tenant: means Lessee within the meaning of Retail and Commercial Lease Act 1995.

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1.5 Strategic Reference

Placemaking: Creating lively and safe places

Community: Building a healthy, active and resilient community

Community: Celebrating culture and diversity

Community: Providing welcoming and accessible facilities

Community: Fostering an engaged and contributing community

2. PRINCIPLES

2.1. Viability of Lessee Organisations

2.1.1 Council will consult, collaborate and negotiate with Community Centre management to encourage broad community access to the leased Council owned facilities through appropriate and relevant programming and 'after hours' hire.

2.1.2 Council recognises that a number of factors impact the viability of Community programs and services, including but not restricted to: participation numbers/membership; population changes; a shift to participation in unstructured recreation; and leisure.

2.1.3 Community centres will continue to play a vital role in the health, connectedness, resilience and well-being of our community. Council recognises that changes in population, residential density and demographics will influence community programs and service needs, and that community facilities will need to be agile in adapting their provision of services to meet the changing needs of current and future users.

2.2 Public Use

2.2.1 Council will consult, collaborate and negotiate with Community Centre management to encourage broad community access to the leased Council owned facilities through appropriate and relevant programming and 'after hours' hire.

2.3 Maximising Facility Usage

2.3.1 The monetary value of Council's community assets is considerable. Council supports the view that best community value of these assets is achieved where the facility or building use is maximised through appropriate and diverse programme offerings.

2.3.2 As joint use will be encouraged wherever practicable, to further support this principle, Council will continue to review its assets with an aim to ensure they are strategically located and provide for maximum community access and usage.

2.3.3 Council may at times, and by negotiation with the lessee, identify a programme need and subsequently provide sufficient funding and support to facilitate that programme's successful delivery. This may be delivered through a third party provider.

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2.4 Inclusion

2.4.1 Council encourages and supports all people in our community to participate in the wide range of programs and activities on offer at the Community Centres. Council actively promotes such activities and programs and identifies new programming opportunities for the community centres to host.

2.4.2 For the purpose of section 2.4.1 of the policy, each centre will have an inclusion policy, which aligns with those contained in Council's Social Development Policy and State Government principles of inclusion.

3. LEASE TERM, RENTAL, MAINTENANCE, ACCOUNTABILITY

3.1 Pursuant to section 202 of the Local Government Act 1999 a maximum term of five (5) years will be applied to all future lease and licence agreements.

3.2 Except when doing so is deemed to be inconsistent with a Council decision, all five (5) year leases will include a subsequent five (5) year option to renew subject in all respects to community consultation being undertaken in accordance with Section 202 of the Local Government Act 1999 (SA).

3.3 Rental will be based on the Capital Asset Value and Land Value and will be equal to the Building Rent plus the Land Rent (if applicable) less the relevant rent discounts detailed in section 3.10.1 of this policy.

Building Rent will be based on the equity that Council and/or the Club has in the Building. Where an association or incorporated body is deemed to have 100% equity in a Building, maintains the Building in line with relevant legislation and successfully complies with building audits, a minimum consideration of \$10 will be applied. Where clubs only have a percentage of equity in the Building or have no equity in the Building, Building Rent will be an amount equal to 2.5% of the Capital Asset Value of the land minus any equity in the Building (expressed as a percentage) (if applicable) as follows:

$$\text{Building Rent} = \text{Capital Asset Value} \times 2.5\%$$

Land Rent will be charged, where, with Council's approval, a community centre chooses to enclose the land on which the Building is situated and restrict community access for the purpose of exclusive use. Land rent will be equal to 2.5% of the Land Value as follows:

$$\text{Land Rent} = \text{Land Value} \times 2.5\%$$

Where the land on which the Building is situated is available to the community outside of scheduled activities (i.e. the land is not enclosed and locked to prevent access after-hours), then no Land Rent shall be charged.

In addition and in recognition of the service delivery nature of community centres, lessees can apply for a discretionary rate rebate under section 166 of the Local Government Act.

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3.4 The lessee will pay for or provide utilities, cleaning and minor maintenance for the buildings and grounds, in line with an agreed maintenance schedule prepared by Council in consultation with lessee.

3.5 When negotiating the terms and conditions of each respective community lease agreement, Council, at their discretion, **may** incrementally reduce any applicable annual rental fee when a Lessee provides evidence of such services and/or initiatives outlined in **section 2 of this policy**.

3.6 Council will negotiate with centre management a long term maintenance plan and provide an annual maintenance schedule for community centres for the structure and fixtures. Timing of maintenance work will be arranged with centre to minimise disruption to programmes and user group.

3.7 Leased premises shall be inspected by Council staff annually, or at such other times as considered appropriate. Any works identified in these inspections that is agreed to be the responsibility of the lessee must be completed within an agreed timeframe by an appropriately accredited trades or service person.

3.8 At the conclusion of a lease, and immediately prior to vacating the premises, the tenant must restore the property to the reasonable satisfaction of Council in line with the agreed maintenance schedule.

3.9 Community Centres will be accountable to Council as per the terms of the Memorandum of Understanding.

3.10. In order to support community centres to further achieve growth and remain sustainable for community benefit, Council will offer a **Community Organisation Discount** of up to and including 90% of the recommended 'Market Rent'.

To be eligible for some or all of this discount, the centre management must provide evidence that their occupancy and any activities conducted onsite during their tenancy will not be deemed as being commercial in nature, for instance a commercial sub-tenancy.

3.11 In addition to the Community Organisation Discount, Council offers **Lease Incentive Discounts** that can lead to further rental reductions for the community centres that incorporate one or more of the following initiatives into their operations:

INCENTIVE	REDUCTION	CRITERIA
Public Access up to 10%	10%	Facilities that are made available to the public via hire agreements (after hours hire)
Inclusion up to 25%	25%	5% Diversity of age membership initiatives 5% Inter/Multicultural initiatives

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		<p>5% Diversity of gender (in participation, membership and Committee / Board representation) initiatives</p> <p>5% Accessibility (physical, mental, psychological)</p> <p>5% Alignment with State and Federal inclusion initiatives</p>
Good Governance up to 30%	30%	<p>10% Demonstrated evidence/accreditation of sustainable strategic planning and ongoing volunteer training and management (e.g Peak bodies such as Community Centres SA membership etc); like-minded community organisation representation, use of committee skills matrix & position development</p> <p>10% Regular attendance at development initiatives, conferences and workshops</p> <p>10% Annual Submission of relevant governance, strategic planning, KPI's and financial reporting and evidencing financial sustainability</p>
Youth/Age Focused Programs up to 10%	10%	<p>5% Permanent Programs and Facilities</p> <p>5% Occasional Programs (e.g. events, short term programming)</p>
Multi-Community Organisation or Groups up to 20%	20%	<p>10% Evidence of continual multi-facility user</p> <p>10% Evidence of inter-community relationships (centre connects to the community beyond the facility by way of board/association representation, attendance to community issues, externally located programs)</p>

4 ASSETS FOR THE FUTURE

4.1 Priority for any major facility upgrades will be given to centres that have a clear strategic alignment to an endorsed master plans and or strategic plan of Council.

4.2 Where a building facility upgrade is requested by the lessee or required due to non-compliance with the current legislation, the centre management may jointly fund or apply for third party grant funding, upgrades or Council may consider fully funding building upgrades that result in:

- consolidation of assets;
- current legislation compliance;
- higher usage levels of fewer assets;
- multiple-use of facilities;

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- increase range of activities, services and programs being offered; and
- increased participation particularly by target groups e.g. children and teenagers, aged, disabled, women, people from culturally diverse backgrounds

4.3 Where a substantial upgrade or new facility is to be developed, the lessee must demonstrate participation, membership (if applicable), good governance and financial sustainability. Factors for consideration regarding potential facility upgrades include;

4.3.1 a statement of community benefit;

4.3.2 analysis of relevant trends in population and demographics;

4.3.3 assessment of the financial capacity of the lessee involved (including audited financial statements for the preceding three years of operation);

4.3.4 Project alignment to Council's strategic property review outcomes

4.3.5 a five year forward Business Plan, including financial projections and projected growth in participation, membership to be achieved with the proposed redevelopment;

4.4 Capital works undertaken and funded by Council on a building will be reflected in an increase in the percentage of equity Council holds in the building. All capital works undertaken on Council buildings will be approved and project managed by Council.

5 NAMING RIGHTS

5.1 It is acknowledged that Council holds the naming rights to all community facilities on Council-owned land;

5.2 When the lessee wishes to encourage sponsorship through fixed signage, building approval and council consent must first be obtained.

6 SUB-LEASING

It is not anticipated or desirable that lessees will enter into sub-lease arrangements with a third party. If a sub-lease arrangement is sought by the lessee, full details of the proposed agreement must be provided to Council, and formal Council endorsement obtained.

7. REFERENCES

7.1 Legislation

- *Associations Incorporations Act 1985*
- *Local Government Act 1999.*
- *Retail and Commercial Leases Act 1995*
- *Liquor Licensing Act 1997*

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- *Work Health and Safety Act 2012*
- *Child Safety (Prohibited Persons) Act 2016*
- *Fair Work (Commonwealth Powers) Act 2009*
- *The Building Code of Australia*

7.2 Other References

- *Associated procedures, guidelines and policies*
- *LGA Guide for Leasing and Licensing Sporting and Community Facilities 2020*

DRAFT

Attachment 2



COMMUNITY

ENGAGEMENT SUMMARY REPORT

COMMUNITY CENTRE LEASING POLICY

OPEN JUNE 16 AND CLOSED 5PM WEDNESDAY 08 JULY
2020.

Report Completed for the Community Development Coordinator,
Written by the Digital Engagement Partner.
July 2020

INTRODUCTION

In June 2020, the Council developed a draft Community Centres Leasing Policy. Council sought feedback from the local community to assess whether the community were generally supportive of this policy

The Draft Community Centres Leasing Policy provides a consistent and transparent process for the granting and renewal of leases to suitably qualified and experienced associations and / or incorporated bodies. The policy provides guiding principles for the negotiation of leases, while taking into account both the financial and community objectives of Council, as outlined in, *"Our Place 2030 Strategic Plan"*, as well as achieving the principles of the Social Development Policy.

The key principles of the Draft Community Centres Leasing Policy are derived from the Sporting and Community Clubs Leasing Policy and are central to the benefits received by the community. The principles are focused on the long-term viability of the lessee organisations, maximising public access and facility use. In addition, the need for the community centres to be inclusive in all their activities and programs is emphasised too.

The community were invited to provide your views by completing a feedback form. This report provides the engagement methodology and engagement outcomes.

All submissions have been collated and are available in the appendix of this report.

BRIEF DESCRIPTION OF ENGAGEMENT METHODOLOGY

This community engagement ran from 16 June to 08 July 2020, a total of 28 days.

The views of the community were collected via:

- Council's website - The Council website provided the opportunity to complete an online survey.
- Email submissions, phone calls and letters.

And promoted through:

- A registered user update - via email to a 900 database.
- CoHB Twitter account every week for the duration of the engagement.
- Newsfeed on the City of Holdfast Bay corporate and engagement sites.
- Displays and information available at each community centre

ENGAGEMENT FORMAT

Formal feedback forms on line, emails and hardcopies.

1. Having read the Draft Community Centres Leasing Policy, would you like to see endorsed by council?*

Yes/Yes with changes (please provide your changes)/No/Indifferent

2. Reasons for your answers

3. Comments

(Name and address)

DATA ANALYSIS

All data has been independently reviewed by the Digital Engagement Partner.

OUTCOMES

Three submissions were received via the website one submission was received via email

1. Having read the Draft Community Centres Leasing Policy, would you like to see endorsed by council?

Yes/Yes with changes/No/Indifferent:

Yes	It is important that all four Centres are utilised to their maximum capacity, with the purpose being to engage the community and offer vocational, educational and recreational activities across all demographics.
Yes with change	See 2.1 below
Yes with change	There could be unreasonable expectations of the degree of work and costs.

2. If yes with changes please specify :

2.1	<p>Council should be congratulated in recognising that community centres are different from sports facilities and need lease arrangements that reflect the collaborative service delivery.</p> <p>The policy is mostly very good and highlights Council consultation with centres as well as ensuring that community owned assets under council's control need to provide accountability and a social return on the investment.</p> <p>There are still some problems with the draft out for consultation.</p> <p>1.Clause 2.2.1 does not include the wording inserted by council resolution C260520/1908 Council endorse the draft Community Centre Leasing Policy for community consultation with the following amendments to the Policy:•replace clause 2.1.1 with: “Council will consult, collaborate and negotiate with Community Centre management to encourage broad community access to the leased Council owned facilities through appropriate and relevant programming and ‘after hours’ hire.”</p> <p>2. Section 3.1 is very confusing. It is inappropriate for council to charge market rent to a community centre and this is counter to section 2.1.1 which mandates community centres are run at not for profit. Rent can only be paid from 'profit' which the centres should not generate according to the policy. The discount as described in 3.10.1 is very unclear. Under that section a centre is liable to pay full market rent but a discount can apply. That discount is capped at 90% (3.10) meaning a centre will need to pay to council 10% of market rate rent which is not appropriate or affordable. The criteria of discount reductions in 3.10.1 only adds up to 70% leaving centres open to a 30% of market rate rent. I don't believe that is what is intended. The weightings need to total 100%</p> <p>The rebate must be set at 100% and the criteria clearly matched to the rebate so centres can know they have achieved what is intended.</p>
2.2	Clarification of degree e.g. maintenance could refer to minor or all regardless.

3. Other comments

3.1	My main issue is with the lack of advertising of what goes on in the Community Centres. I have never received a newsletter either by email or mail. More planning needs to be carried out, to ensure that the community knows what is being offered at the Community Centres.
3.2	Now the leasing department of council needs to be educated in what the policy intends to ensure leases reflect the policy.

COMMENTS

As this policy concerned a specific group of the community, there was very low levels of interest for this engagement.

[See appendix for full submissions](#)

HOW THE FEEDBACK WAS RECEIVED

- Three online submissions
- One email – questions regarding the policy (See appendix for full submissions)
- Three submissions were received via your holdfast online survey.
 - The project page was visited 54 times by 29 visitors.
 - The policy was downloaded 26 times.
 - The majority of the traffic came via email links.

[Appendix 1 – online submissions \(all comments are written verbatim\)](#)

Respondent No: 1

Q1. I have read the Draft Community Leasing Policy Yes

Q2. Having read the Draft Community Centres Leasing Policy, would you like to see endorsed by council
Yes

Q3. If yes with changes, please specify the changes not answered

Q4. Please provide the reasons for your answer

It is important that all four Centres are utilised to their maximum capacity, with the purpose being to engage the community and offer vocational, educational and recreational activities across all demographics.**Q5. Other comments** My main issue is with the lack of advertising of what goes on in the Community Centres. I have never received a newsletter either by email or mail. More planning needs to be carried out, to ensure that the community knows what is being offered at the Community Centres.

Respondent No: 2

Q1. I have read the Draft Community Leasing Policy Yes

Q2. Having read the Draft Community Centres Leasing Policy, would you like to see endorsed by council?

Yes with changes

Q3. If yes with changes, please specify the changes

Council should be congratulated in recognising that community centres are different from sports facilities and need lease arrangements that reflect the collaborative service delivery. The policy is mostly very good and highlights Council consultation with centres as well as ensuring that community owned assets under council's control need to provide accountability and a social return on the investment. There are still some problems with the draft out for consultation. 1. Clause 2.2.1 does not include the wording inserted by council resolution C260520/1908 Council endorse the draft Community Centre Leasing Policy for community consultation with the following amendments to the Policy:•replace clause

2.1.1 with: "Council will consult, collaborate and negotiate with Community Centre management to encourage broad community access to the leased Council owned facilities through appropriate and relevant programming and 'after hours' hire." 2. Section 3.1 is very confusing. It is inappropriate for council to charge market rent to a community centre and this is counter to section 2.1.1 which mandates community centres are run at not for profit. Rent can only be paid from 'profit' which the centres should not generate according to the policy. The discount as described in 3.10.1 is very unclear. Under that section a centre is liable to pay full market rent but a discount can apply. That discount is capped at 90% (3.10) meaning a centre will need to pay to council 10% of market rate rent which is not appropriate or affordable. The criteria of discount reductions in 3.10.1 only adds up to 70% leaving centres open to a 30% of market rate rent. I don't believe that is what is intended. The weightings need to total 100% The rebate must be set at 100% and the criteria clearly matched to the rebate so centres can know they have achieved what is intended.

Q4. Please provide the reasons for your answer as above

Q5. Other comments

Now the leasing department of council needs to be educated in what the policy intends to ensure leases reflect the policy.

c/o YMCA Youth and Family Services 51 King George Ave

Respondent No: 3

Q1. I have read the Draft Community Leasing Policy Yes

Q2. Having read the Draft Community Centres Leasing Policy, would you like to see endorsed by council?

Yes with changes

Q3. If yes with changes, please specify the changes

Clarification of degree e.g. maintenance could refer to minor or all regardless.

Q4. Please provide the reasons for your answer

There could be unreasonable expectations of the degree of work and costs.

Q5. Other comments not answered

Appendix 2 – emails (all comments are written verbatim, Responses provided by Matt Rechner, Active communities Manager)

Hello Mathew

It appears that you are the contact for the feedback on this policy. Could you please address the following questions?

1. The previous policy was only put in place in April 2018 why has the policy changed in such a short period of time?
This new policy is specifically for the 4 Community Centres within the City of Holdfast Bay. The April 2018 policy incorporated Community and Sporting Clubs which included community centres. In discussion with the Community Centres, this new policy better reflects their centres needs and now references the MOU's. The April 2018 Policy remains as is for the relevant clubs.
2. There appears to be no mention in the previous document of a Memorandum of Understanding. What is it and can I have a copy of one?
The MOU between Council and the community centres was signed off after the Sporting and Community Leasing Policy was endorsed, hence no mention of it in the 2018 document. The MOU sets out the framework for co-operation between Council and the community centres for the purpose of providing improved operational and financial reporting and communication between council and the community centres. The new policy better reflects this and the tenets of the MOU. The following link goes to the council report (agenda item 14.6) and contains MOU report and copies. <https://cdn.holdfast.sa.gov.au/agendas-minutes/agendas/19-02-26-Council-Agenda-and-Reports-amended.pdf>
3. The reference to Kauri Community has been dropped will the centre now be subject to the same lease as the sporting clubs in Brighton Sports precinct? This is a new policy that relates to the 4 community centres within the city of Holdfast Bay. The April 2018 policy still remains. Kauri Sports Centre is separate to this and not considered a community centre. Clubs at Kauri sports centre have direct leases with Council.
4. Will all clubs in the City of Holdfast Bay be subject to the same leases as those in the Brighton Sports precinct? All sporting clubs included under the Sporting and Community Leasing policy (April 2018) are subject to the policy on expiry of their current leases. Several clubs already have leases with Council under the April 2018 policy.
5. The incentive for the Club's to receive further discounts relating to attending workshops appears to have been dropped is that the case? No. Under the Good Governance heading on page 5 in the incentive table this is listed.
6. The current policy specifically mentions the Professional/Commercial Clubs yet there is no reference in the new policy. Is this correct and if so why the change? Yes this is correct, this is a new policy that relates to the 4 community centres within the city of Holdfast Bay. The April 2018 policy still remains.

There does not appear to be any acknowledgement of the work of volunteers who contribute vital services to the community. Is this to be included in the document? Recognition of the contribution of volunteer management committees is documented in the MOU attached link.

Regards
Rate Payer