

NOTICE OF MEETING

COUNCIL AGENDA & REPORTS

for the meeting

commencing at 07:00 PM on Monday, 14 August 2023

Council Chambers
72 Woodville Rd, Woodville SA 5011

A handwritten signature in black ink, appearing to read 'Paul Sutton'.

PAUL SUTTON
CHIEF EXECUTIVE OFFICER

Dated 10 August 2023

Please advise Kerrie Jackson if you are unable to attend this meeting or will be late. Phone 8408 1115.



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The Local Government Act 1999 requires Council to undertake a comprehensive review of its strategic management plans within two years after each general election of the Council. As part of fulfilling these obligations and to ensure Council's overarching strategy is current a process to review the Community Plan 2020-2027 and the Organisational Plan 2020-2025 has commenced. The proposed review process is outlined in the following report.	
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1. COUNCIL OPENING

1.1 OPENING PRAYER

Almighty Father from Whom all goodness flows, grant unto us qualities of wisdom justice and tolerance, that we the civic leaders of this community may govern in harmony and concord.

This we ask in Thy name.

We also remember and give thanks for those, our sons and daughters, who gave their lives for Australia.

Lest we forget.

Niina Marni is Kurna for ' Welcome'. The City of Charles Sturt acknowledges and pays respect to the traditional custodians of the land, the Kurna people of the Adelaide plains. We pay our respect to Elders past, present and emerging. We respect their spiritual beliefs and connections to land which are of continuing importance to the Kurna people of today. We acknowledge the contributions and important role that Aboriginal people continue to play within our local community in Charles Sturt. We also respect the culture of Aboriginal people visiting from other areas of South Australia and Australia.

1.2 APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF MINUTES

2.1 COUNCIL

Brief

Confirmation of the minutes of the previous meeting held on Monday, 24 July 2023.

Recommendation

That the minutes of the previous meeting held on Monday, 24 July 2023 be taken as read and confirmed.

2.2 REPORTS OF COMMITTEES - PART I

2.2.1 AUDIT COMMITTEE

Brief

The Audit Committee was held on Monday, 31 July 2023.

Recommendation

That having considered the recommendations of the Committee which has read and considered the reports in the agenda related to items:

4.16 AUDIT COMMITTEE WORKPLAN

4.17 FINANCIAL YEAR 2023/2024 INSURANCE PROGRAM UPDATE

4.18 INTERNAL AUDIT PLAN STATUS UPDATE

4.19 STRATEGIC RISK REPORT

Council adopts the recommendations of the Committee as printed in the Minutes of this Committee.

2.2.2 CORPORATE SERVICES COMMITTEE

Brief

The Corporate Services Committee was held on Monday, 7 August 2023.

Recommendation

That having considered the recommendations of the Committee which has read and considered the reports in the agenda related to items:

4.29 ANNUAL REVIEW OF FINANCIAL POLICIES

4.30 ANNUAL REVIEW OF AUTHORISED SIGNATORIES AND AUTHORISED PERSONS/OFFICERS

4.31 REVIEW OF COUNCIL'S DELEGATIONS

4.32 POLICY REVIEW - COUNCIL MEMBERS TRAINING AND DEVELOPMENT POLICY

4.33 POLICY REVIEW - PRIVACY POLICY

4.34 POLICIES FOR REVIEW - MINOR CHANGES ONLY

Council adopts the recommendations of the Committee as printed in the Minutes of this Committee.

3. REPORTS

3.10 MAYORAL REPORT - JULY 2023

TO Council

FROM: Executive Assistant to the Mayor - Teegan Coutouvidis

DATE: 14 August 2023

Brief

In line with the Code of Practice for Meeting Procedures, Mayor Evans has provided a report for the month of July 2023, detailing her activities, functions and media interactions in her official capacity.

Recommendation

That the report be received and noted.

Attachment

#	Attachment
1	Appendix 1 - Mayoral Report - July 2023

APPENDIX 1

Mayoral Report - July 2023

Date	Time	Subject	Location
01.07.2023	12:00PM	Overseas Chinese Association SA Dragon Boat Festival & School Open Day	110 Crittenden Road, Findon
	6:00PM	Adelaide Youth Orchestras 'The American Songbook' VIP Pre-concert Event	Woodville Town Hall, 76 Woodville Road, Woodville
02.07.2023	Nil		
03.07.2023	10:00AM	Catch Up - Mayor and Acting CEO	Mayor's Office, Civic Centre, 72 Woodville Road, Woodville
	11:00AM	Catch Up - Mayor and EA to Mayor	Mayor's Office, Civic Centre, 72 Woodville Road, Woodville
04.07.2023	12:00PM	Meeting with the Western Adelaide Coastal Residents' Association	Boardroom, Civic Centre, 72 Woodville Road, Woodville
05.07.2023	11:00AM	Visit from Woodville High School Students to discuss NAIDOC Week 2023	Council Chambers, Civic Centre, 72 Woodville Road, Woodville
06.07.2023 - 07.07.2023	ALL DAY	Local Government of South Australia Mayor and CEO Forum	Novotel Barossa Valley Resort, Pioneer Avenue, Via The Barossa Valley Way, Rowland Flat
08.07.2023	1:45PM	The Vietnamese Community in South Australia Mid Year Assembly	Vietnamese Community In Australia, 62 Athol Street, Athol Park
09.07.2023	Nil		
10.07.2023	9:00AM	Catch Up - Mayor and GM Corporate Services	Mayor's Office, Civic Centre, 72 Woodville Road, Woodville
	10:00AM	Catch Up - Mayor and Acting CEO	Mayor's Office, Civic Centre, 72 Woodville Road, Woodville
	11:00AM	Catch Up - Mayor and EA to Mayor	Mayor's Office, Civic Centre, 72 Woodville Road, Woodville
	1:30PM	Premier's Climate Change Council - Induction	Department for Environment and Water, 81-95 Waymouth Street, Adelaide
	3:30PM	Meeting with Resident	Mayor's Office, Civic Centre, 72 Woodville Road, Woodville
	6:00PM	Council Workshop - WEST Development Update Closed to the Public, Commercial in Confidence	CC1, Civic Centre, 72 Woodville Road, Woodville
	7:00PM	Council Meeting	Council Chambers, Civic Centre, 72 Woodville Road, Woodville
11.07.2023	2:00PM	Premier's Climate Change Council - Meeting	Department for Environment and Water, 81-95 Waymouth Street, Adelaide
	7:00PM	Bosnian and Hercegovina Muslim Society of SA Commemorating Srebrenica	Bosnian & Hercegovina Muslim Society of South Australia (Bosnian Club), 1 Frederick Road, Royal Park
12.07.2023	Nil		
13.07.2023	2:00PM	Meeting with Ashby Margo Consulting	Mayor's Office, Civic Centre, 72 Woodville Road, Woodville
14.07.2023	Nil		
15.07.2023	2:00PM	Eagles v Norwood SANFL Match	Maughan Thiem Kia Oval, 33 Oval Avenue, Woodville South
	5:30PM	Southern Bricks Lego User Group BRIXPO Family & Friends Session	St. Clair Recreation Centre - YMCA, 109 Woodville Road, Woodville South
16.07.2023	12:00PM	Cyprus Community SA Memorial Service & Wreath Laying Ceremony	Cyprus Community of South Australia Inc, 6-8 Barrpowell Street, Welland
17.07.2023	2:00PM	Catch Up - Mayor and Acting CEO	Mayor's Office, Civic Centre, 72 Woodville Road, Woodville
	3:00PM	Catch Up - Mayor and EA to Mayor	Mayor's Office, Civic Centre, 72 Woodville Road, Woodville
	6:00PM	City Services Committee	CC2/CC3, Civic Centre, 72 Woodville Road, Woodville
18.07.2023	Nil		
19.07.2023	Nil		
20.07.2023	11:00AM	LGA - Meeting	LG House, 17 Frome street, Adelaide
	1:00PM	LGA - Board of Directors Meeting	LG House, 17 Frome street, Adelaide
21.07.2023	12:30PM	Meeting with Woodville High School	Mayor's Office, Civic Centre, 72 Woodville Road, Woodville
	1:30PM	Meeting with Yantai Delegates	Council Chambers, Civic Centre, 72 Woodville Road, Woodville
22.07.2023	Nil		

Mayoral Report - July 2023*continued*

Date	Time	Subject	Location
23.07.2023	Nil		
24.07.2023	9:00AM	Catch Up - Mayor and GM City Services	Mayor's Office, Civic Centre, 72 Woodville Road, Woodville
	10:00AM	Catch Up - Mayor and Acting CEO	Mayor's Office, Civic Centre, 72 Woodville Road, Woodville
	11:00AM	Catch Up - Mayor and EA to Mayor	Mayor's Office, Civic Centre, 72 Woodville Road, Woodville
	4:00PM	Catch Up - Mayor and GM Asset Management Services	Mayor's Office, Civic Centre, 72 Woodville Road, Woodville
	7:00PM	Council Meeting	Council Chambers, Civic Centre, 72 Woodville Road, Woodville
25.07.2023	2:00PM	Service for Freeman and former City of Charles Sturt Councillor John Pinto	Peter Elberg Funerals, 280 Grange Road, Flinders Park
	6:00PM	Council Chair and Deputy Chair Training	CC2, Civic Centre, 72 Woodville Road, Woodville
26.07.2023	9:30AM	Meeting with Manager People & Culture	Mayor's Office, Civic Centre, 72 Woodville Road, Woodville
	6:30PM	Premier's Climate Change Council - National Adaptation Conference Dinner	Adelaide Convention Centre, North Terrace, Adelaide
27.07.2023	1:00PM	Meeting with the Kurna Yerta Aboriginal Corporation	South Australian Native Title Services, 345 King William Street, Adelaide
28.07.2023	10:30AM	ALGA - Interviews	Via Microsoft Teams
29.07.2023	1:00PM	Flinders Park Football Club Pride Round	Flinders Park Football Club, Hartley Road, Flinders Park
	6:00PM	SA Football Commission Chairman's Function	SANFL Chairman's Room, Adelaide Oval, War Memorial Drive, Adelaide
30.07.2023	Nil		
31.07.2023	11:45AM	ALGA - Meeting	Via Microsoft Teams
	2:00PM	Catch Up - Mayor and CEO	Mayor's Office, Civic Centre, 72 Woodville Road, Woodville
	3:00PM	Catch Up - Mayor and EA to Mayor	Mayor's Office, Civic Centre, 72 Woodville Road, Woodville

Declined Invitations and Representation at Events - July 2023

Council/Staff Member Name	Organisation	Event	Date	Time	Location	Comments
Mayor Evans	Semaphore Park Community Garden	Fruit Tree Pruning and Planting Workshop	15.07.2023	1:30PM	Semaphore Park Community Garden, Eagle Court, Semaphore Park	Mayor unable to attend, apologies given.
Mayor Evans	United Indians of South Australia	Arts & Cultural Ganesh Festival 2023	16.07.2023	11:00AM	Challa Gardens Child Parent Centre, 8 Humphries Terrace, Kilkenny	Mayor unable to attend, apologies given. Invitation extended to Councillor Edgar Agius and Councillor Michael McEwen.
Mayor Evans	MAB Corporation Pty Ltd	Brompton Gasworks Remediation Tent Tour	26.07.2023	12:00PM	21 Chief Street, Brompton	Mayor's apologies given. Tour attended by General Manager City Services.
Mayor Evans	Welcoming Australia	Walking Together Workshop	26.07.2023	6:30PM	Kilburn Community Centre, 59 Gladstone Avenue, Kilburn	Mayor unable to attend, apologies given. Invitation extended to Social Inclusion Coordinator.

4. DEPUTATIONS

5. PETITIONS

5.06 PETITION - ADD EQUIPMENT TO WILFORD RESERVE

TO Council

FROM: Governance Officer - Aaron Galanti

DATE: 14 August 2023

Brief

A petition has been received from Frank Marino requesting that Council adds further equipment to Wilford Reserve to accommodate for older children and enhance the experience of people who visit Wilford Reserve.

Recommendation

- 1. That the petition be received and referred to the Asset Management Committee on 18 September 2023.**
- 2. That Council notify the head petitioner of Council's decision.**

Petition

The petition was submitted by Frank Marino and contains 65 names/signatories. Of the 65, 16 did not meet the petition requirements of Regulation 10(1) of the Local Government (Procedures at Meetings) Regulations 2013 and Section 3.9 of the Code of Practice for Meeting Procedures as they did not include their full address (e.g. only included suburb, did not include house number, etc.) or did not include a signature. A copy of the petition is available to Council Members in accordance with Council's Code of Conduct for Meeting Procedures.

Local Government (Procedures at Meetings) Regulations 2013

10 - Petitions

(1) A petition to the council must -

- (a) be legibly written or typed or printed; and
- (b) clearly set out the request or submission of the petitioners; and
- (c) **include the name and address of each person who signed or endorsed the petition; and**
- (d) be addressed to the council and delivered to the principal office of the council.

City of Charles Sturt Code of Practice

3.9 Petitions

In addition to the legislative requirements, hard copy petitions must:

- *set out the request or submission of the petitioners on each page;*
- *include the name and address of the person submitting the petition (the Head Petitioner); and*
- ***include the name and address and signature of the supporters to the petition.***

Attachment

#	Attachment
1	Appendix 1 - Petition - Add Equipment to Wilford Reserve

APPENDIX 1

To the Council of The City of Charles Sturt,

We, the undersigned residents of petition **Add Equipment To Wilford Reserve** ask the council that the City of Charles Sturt adds further equipment to Wilford Reserve to accommodate for older children and **enhance** the experience of people who visit Wilford Reserve

The contact person for this is: Frank Marino

6. BUSINESS

6.81 2023 LOCAL GOVERNMENT AUTHORISED PERSONS ASSOCIATION AWARDS

TO: Council

FROM: Governance Officer - Aaron Galanti

DATE: 14 August 2023

Brief

To provide Council with the outcome of the 2023 Excellence in Regulatory Services Award that was awarded by the Local Government Authorised Persons Association at its award evening dinner on the 27th of July 2023.

Recommendation

That Council formally recognises and congratulates the City of Charles Sturt Community Safety Team for winning the Local Government Authorised Persons Association's 2023 Excellence in Regulatory Services Award for work done over the last 12 months and ongoing achievements that as a team they continue to deliver for our community and customers.

Status

This report relates to or impacts upon the following Community Plan Objectives 2020-2027.

Our Community - A strong and connected community

In our City no one gets left behind; everyone has access to quality resources, services, programs, information and social infrastructure to fully participate in their community. Charles Sturt is a place where people feel safe in their homes, neighbourhoods and public places; they are resilient and manage shocks and stresses to build a stronger community.

Our Leadership - A leading & progressive Local Government organisation

Our values, leadership and collaborative approach are bold and courageous and enables us to deliver value for our Community and create a leading liveable City.

We provide excellence in customer experience by ensuring our customers are at the heart of everything we do.

We care about our people ensuring we support, develop and motivate our workforce to meet Community needs with capability and confidence.

The management of our city is progressive, responsive and sustainable to ensure a united and unique place for future generations.

Relevant Council policies are:

- Nil

Relevant statutory provisions are:

- Nil

Background

The 2023 Excellence in Regulatory Services Award was presented by the Local Government Authorised Persons Association at its award evening dinner on Thursday 27th July 2023. The Excellence in Regulatory Services Award recognises the outstanding dedication, commitment, achievements or initiatives of an officer or team who strives to improve the provision of service and overall safety of their community.

To be eligible for the award, nominees were required to be:

- an individual who is directly or indirectly involved within the regulatory services function of a South Australian Council; or
- a Regulatory Services team whose initiatives or achievement have improved the provision of service and overall safety of their community.

Nominees and applications for the award were required to demonstrate:

- outstanding dedication or commitment to improving the overall provision of service and safety of their community within the previous 12 months.
- an outstanding initiative or achievement using specific examples.
- high levels of stakeholder engagement. For example, working collaboratively with other councils, other Council departments, community members or other agencies to achieve mutually beneficial outcomes.

The award was presented and independently assessed by Norman Waterhouse Lawyers.

Report

Award Winners

The City of Charles Sturt Community Safety team were declared winners of the 2023 Excellence in Regulatory Services Award for their work done over the last 12 months and ongoing achievements and services that as a team they continue to deliver for our community and customers. As winners, the Community Safety team received \$2,000 to be spent on personal or professional development.

Tim Uzelac, Dani Scuteri, Shelly Williams and Adam Galpin attended the award evening dinner to accept the award on behalf of the Community Safety team. Council's submission can be viewed in **Appendix 1**.



Financial and Resource Implications

There are no financial or resource implications.

Customer Service and Community Implications

There are no customer service or community implications.

Environmental Implications

There are no environmental implications.

Community Engagement/Consultation (including with community, Council members and staff)

There is no requirement for community engagement or consultation.

Risk Management/Legislative Implications

There are no risk management or legislative implications.

Conclusion

That Council formally recognises and congratulates the City of Charles Sturt Community Safety team, winners of the 2023 Excellence in Regulatory Services Award.

Appendices

#	Attachment
1	Appendix 1 - Excellence in Regulatory Services Award - CCS Community Safety Team Nomination

APPENDIX 1



Excellence in Regulatory Services – City of Charles Sturt Community Safety Team

The City of Charles Sturt is situated west of the Central Business District of Adelaide, South Australia extending to the coast with a population of approximately 105,000 people and just under 16,000 dogs and 3,000 cats.

The Charles Sturt area has evolved since the early days of settlement of Adelaide, and is characterised by a mix of residential, industrial and commercial land uses, which include contemporary and highly valued heritage areas.

The City of Charles Sturt Community Safety Team currently sits within the Public Health and Safety Portfolio and more broadly the City Services Division of Council, and is made up of 6 Community Safety Officers, including 2 Senior Community Safety Officers, 1 Parking Officer, 1 Parking Control Officer, 5 Administration staff including 1 Senior Administration Officer, a Project Officer along with the Team Leader and Manager.

The team strives for excellence in everything that they do, they are hard working with a focus on customer experience and delivering exceptional outcomes for our customers including our community, our internal staff and all people that they regularly and occasionally interact with. The team is supported to continue to challenge the way in which they work and are encouraged to innovate and explore alternative ways of working through a supportive culture within the team and the organisation.

The Community Safety Team is passionate about customer experience in everything they do and have set clear service standards for achieving the best for their community and customers. Please see Attachment A which outlines the Service Standards of the Team as well as the Team Goal and our Commitment to our Customers.

This nomination outlines the initiatives of the Community Safety Team over the last 12 months and the achievements that have helped improve the provision of service and overall safety of their community. Exploring and using new AI technology to monitor timed parking areas where we have received ongoing high levels of community concern. As the first Council in South Australia to partner with a small business founded in Western Australia that looks at utilising cameras on a parking officer vehicle and active AI technology to determine if a particular vehicles has overstayed in a specific timed zone. This technology has allowed our parking officer to attend to parking concerns more promptly due to the length of time saved by utilising virtual chalking of vehicles instead of physical chalking. It has also allowed timed zones to be more efficiently and correctly monitored during days of rain and has also allowed for residential parking permits to be pre-populated into the system hence reducing administrative workload in incorrectly issued tickets.

Ongoing collaboration with the neighbouring council of Port Adelaide Enfield on the delivery of the beach education program, a large dog training and behaviour community event and more recently a grant by the Dog and Cat Management Board for a Breeder Education Program. Building on this collaboration has allowed the Community Safety Team to manage the community expectation while also proactively managing community issues and continuing to explore better ways of working.

Another new initiative has been undertaking active community education school safety parking sessions in identified schools with high levels of non-compliance. This goes beyond expiating but looking at what the community misunderstands are around schools and working together with schools to ensure we are delivering consistent messages and proactive initiatives such as recently held coffee mornings at a prominent local school where the school community was invited to attend.

Developing personalised parking education information documents for multiple cultural and religious organisations to ensure that we are continuing to work with our community on improving safety in and around places of worship in our multicultural communities. This approach ensures that our communities are being heard and that they are well informed of their legislative obligations while also realising that language and cultural awareness can be a barrier to greater understanding.

Another important achievement was working with an internal department to develop clarity around legislative responsibility around verge planting and structures by developing a workflow identifying departmental responsibilities. This ensured that our community has a clear understanding of what is permitted in these spaces and enables prompt follow up for reported non-compliance.

Identifying that local nuisance concerns were one of the most complex issues the City of Charles Sturt officers have been dealing with, the team developed a range of response templates for local nuisance concerns creating consistency in the management of these concerns to ensure that both the residents raising the concern and the property owners are aware of their responsibilities, as well as the Councils role in the management of these issues.

As our principal dog hold facility advised they could no longer accept dogs, the Community Safety team was able to flexibly adapt and alter the 8-hour short term day dog hold facility into a 72hour emergency dog hold facility. This included the creation of new documentation, SOPs and guidelines as well as practical adaptation and equipment to ensure we could safely and efficiently provide care for dogs when needed.

Another achievement has been trialling the use of AI cameras on existing rubbish trucks to identify dumped rubbish around the city as well as areas of high prevalence of dumping to enable for targeted education to be done in these areas. This enables for tailored education within these sites a more proactive approach to a very reactive problem.

One of the biggest achievements we have had during this period is the officer led review of the times our officers are working resulting in the current trial of a fortnightly RDO to enable an increase of service to our community over a larger span of times worked while also increasing flexible working, decreasing possible burn out and increasing staff satisfaction. This is being received very positively by the team, increasing staff work satisfaction and overall performance.

We are also currently trialling two dual senior officer and general officer roles to increase officer support in the team allowing for increased productivity with community requests by offering greater officer and overall team assistance.

The community safety team has also been involved in organisationally led Customer surveys following the completion of relevant officer jobs. This has enabled actively checking in on the way we deal with the community and ensuring that we are reaching our agreed service standards but also ensuring that the information present to our community within our website and external media is reflecting clearly to our community.

Ongoing active involvement in our Companion Animal Program is one of the highlights of the team and is ongoing and an active part of the officer role. This program has now grown to include all officers on a roster being involved with the dog suitability assessment by the review of the checklist utilised and ongoing support of the program implementation.

The Community Safety Team are a team who strive on excellence with everything they do. Everyone involved in this department are hardworking and only want the best for our customers. They are committed to improving the overall provision of service and safety for their community and this is shown in the hard work that they achieve day in day out. We are also immensely proud and protective of our internal culture as we lean on each other to ensure that we are continuously supported and also challenged in the way we work which ensures successful outcomes for our community.



COMMUNITY SAFETY TEAM SERVICE STANDARDS

Team Goal

We work together as a professional team, with our community and other internal and external stakeholders, to maintain and improve the health and safety of our City to achieve Council's vision of being a leading liveable city.

Through our proactive initiatives and our encouragement, education & enforcement activities, we have a critical role in the experience delivered to our customers. It is our commitment to care and treat all our customers with empathy and respect.

Our Commitment to Our Customers

- I will act in a professional manner in all dealings with my customers, be fair and courteous and mindful that I represent the City of Charles Sturt.
- I will be respectful toward my customer including my fellow staff members and elected members, and attend to enquiries in a co-ordinated, timely manner.
- I will listen carefully and make every effort to understand my customers and address their needs, endeavouring to exceed our customer's needs and expectations.
- I will respect confidentiality and be discrete where appropriate.
- I will take responsibility for follow-up actions, and keep my customer informed on the progress of their request.

Team Service Standards

I will answer my phone.

I will reply to all messages, including telephone and arrange appointments between clients and staff as promptly as possible (within 24 hours).

I will check my emails at regular intervals and reply as promptly as possible (within 24 hours). When I am on leave I will ensure my 'out of office' is turned on, and will make sure alternative arrangements are in place to respond to customer requests.

I will advise the Customer Contact Centre of any planned absences (Annual Leave, Toil) and will ensure that notifications of unplanned leave (such as Sick Leave) are passed onto the appropriate internal customers.

I will respond to general correspondence, written and electronic within 5 business days. If I cannot provide a full response I will acknowledge the customer within 5 business days.



I will use consistent principals, set out in our Standard Operating Procedures and Policies, to conduct investigations, expiation reviews, responding to customer requests and when dealing with customer complaints.

Team Performance Measures

Our team performance measures as agreed by the team are used as a guide to ensure we continue to focus on our operational activities and work towards a customer focused approach to proactive and planned activities as outlined in our Portfolio Plan.

Parking Safety	Aim
1. 40 – 50 expiations issued a month per Community Safety Officer	100%
2. Two School zone patrols undertaken every week per Officer during school term;	>95%
3. Bicycle Lanes patrols undertaken every weekday by each Community Safety Officer;	100%
4. School Safety Program information is sent to all schools at the beginning of the school year to promote legal parking practices;	100%
5. Attend schools/churches etc. at their request to discuss illegal parking practices and solutions	100%
6. Respond to 100% of all parking control concerns	100%
Animal Management	
7. Properties of dogs not re-registered from year to year are followed up by way of visit to the property;	>95%
8. Dog faeces complaints investigated;	100%
9. All formal barking dog reports investigated	100%
10. Actively pursue returning dogs found wandering at large directly home wherever possible.	>70%
Community Safety Administration	
11. 25-30 Expiation reviews undertaken by each Community Safety Administration Officer per month	100%
12. All new Permit Applications received and processed as per agreed service standards	100%
13. All correspondence received via the Red Tray completed each week	100%
General Community Safety	
14. 100% of vacant land parcels inspected prior to beginning of Fire Danger Season;	100%
15. All vacant land compulsory cut backs completed before Fire Danger Season commences	100% (due to change in work practices)



Customer Service	
<ul style="list-style-type: none">- All CRMs will be responded to within 3-5 days and 2 days for a dog attack CRM- All CRMs will be acknowledged by default unless requested not to be contacted by the customer- All requestors provided regular feedback on the progress of their request, including at the time of closure, unless specific requests to not be contacted by the customer are received.	100%

Measuring Our Performance

Our performance is measured using a number of tools including:

- System generated reports
- Utilising CM Searches
- CRMs – Customer Request Management system
- Inspection Reports
- Expiations Issued
- Feedback from Customers (internal & external)
- Budget and Financial Reporting
- Regular Quality Reviews of outgoing correspondence
- Customer Service Surveys

Reporting on Our Performance

The Community Safety Business Unit and Staff members are accountable through:

- Regular one on one meetings
- Informal Coaching
- PDAs
- Monthly Administration Report
- Quarterly Business Reports
- Annual Reports
- Financial Reports
- Business Unit Team Meetings and Micro Meetings
- Team Planning Days
- Business Plan
- Animal Management Plan



6.82 COMMUNITY PLAN AND ORGANISATIONAL PLAN REVIEW 2023

TO	Council
FROM:	Manager Strategic Planning Project - Sam Adams
DATE:	14 August 2023

Brief

The Local Government Act 1999 requires Council to undertake a comprehensive review of its strategic management plans within two years after each general election of the Council. As part of fulfilling these obligations and to ensure Council's overarching strategy is current a process to review the Community Plan 2020-2027 and the Organisational Plan 2020-2025 has commenced. The proposed review process is outlined in the following report.

Recommendation

- 1. That Council endorse the Community Engagement Approach for the review of the Community Plan as contained in Appendix 1.**
- 2. That a further report be presented to Council for endorsement to release a draft Community Plan for public consultation.**
- 3. That a further report be presented to Council for endorsement of the revised Organisational Plan.**
- 4. That further reports be brought forward as necessary as development of the Plans occurs, with a final report expected to be presented to Council towards the middle of 2024 to endorse the Community Plan and the revised Organisational Plan.**
- 5. That Council note that other Plans that form part of the legislatively required suite of Strategic Management Plans and in particular the Long Term Financial Plan and Asset Management Plans are updated regularly to ensure relevance and compliance with Section 122 of the Act.**

Community Plan Alignment

This report relates to or impacts upon all of our current Community Plan pillars which focus our strategic priorities:

- Our Community - A strong and connected community
- Our Liveability - A liveable City of great places
- Our Environment - An environmentally responsible & sustainable City
- Our Economy - An economically thriving City
- Our Leadership - A leading & progressive Local Government organisation

Relevant Council policies are:

- Public Consultation Policy

Relevant statutory provisions are:

- Local Government Act 1999 (Section 122)

Background

The City of Charles Sturt Community Plan 2020-2027 is the lead Strategic Management Plan in Council's strategic planning framework. The Community Plan outlines the aspirations of the community and identifies theme areas that are the focus of its strategic objectives. The City of Charles Sturt Organisational Plan 2020-2025 details strategies and actions that will deliver on the Community Plan objectives and identifies ways to track success.

Section 122(4) of the Local Government Act 1999 requires Council to undertake a comprehensive review of its Strategic Management Plans within 2 years of a general election of the Council.

Report

Work to review the Community and Organisational Plans has commenced. This work has been initiated to meet Strategic Management Plan Review requirements under Section 122 of the Local Government Act 1999 and provides an opportunity to revisit our strategic plans to ensure they connect with each other and reflect the Council's strategic priorities for our community and City.

A review and refinement of our strategic plans was undertaken in 2020, however, a major review has not been undertaken since 2016. Our local, national and international environment has changed dramatically in the last few years, and it is in the current context a comprehensive review of our strategic plans is required.

It is proposed to revise the above plans creating a Community Plan 2024 – 2034 and an Organisational Plan 2024 – 2028. A community engagement approach has been developed to engage with our community and stakeholders as we review the Community Plan. This engagement approach is detailed in **Appendix 1** attached to this report. Employee engagement and participation in the review will also occur throughout the review process. The Organisational Plan will be revised internally, linking to the strategic priorities identified through the Community Plan review, and will include further input and feedback from employees.

In reviewing the Community Plan, our overarching 'Purpose' and 'Vision' statements will be considered, ensuring the strategies identified within both the Community and Organisational Plans align consistently with our organisation and direction of Council. The review will identify key future priorities for our city, as well as opportunities for refinement and consolidation of current strategies. The review will consider how we connect our community to our organisation via our strategic plans, ensuring information is accessible across a range of platforms, communicated for diverse target audiences and clearly demonstrates our progress.

Financial and Resource Implications

The review will be undertaken utilising internal resources. All consultation and materials produced will be funded within existing budgets.

Customer Service and Community Implications

Our Charles Sturt community, made up of residents, businesses and visitors, is at the heart of everything we do. It is critical that community aspirations and expectations are reflected in our key Strategic Plans, and that our strategic priorities are aligned. Further, it is vital that our vision and purpose represents the leadership and aspirations of our Council in delivering sustainable services in the best interests of the city and whole of community.

Environmental Implications

There are no direct environmental implications as a result of this report.

Community Engagement/Consultation (including with community, Council members and staff)

A comprehensive community engagement approach has been developed and is attached as **Appendix 1** to the report.

Risk Management/Legislative Implications

This review of the Community and Organisational Plans will provide a benefit by revisiting objectives, strategies and actions and ensuring they align with the current priorities and direction for the City. The review is being carried out to meet the requirements under Section 122(4) of the Local Government Act 1999.

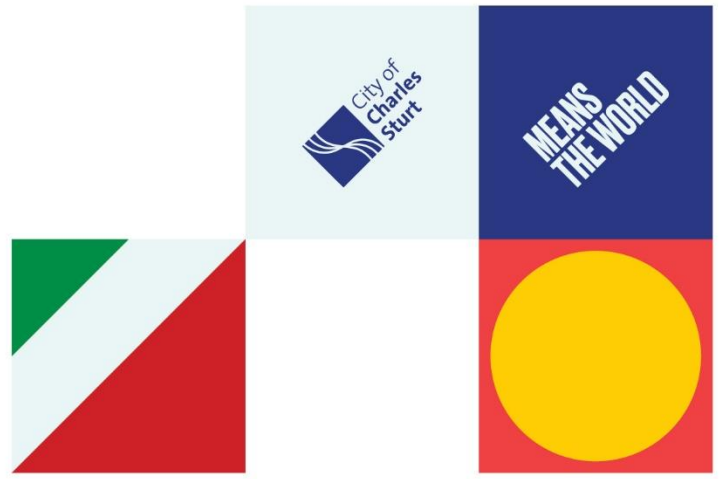
Conclusion

A process has commenced to review the Community Plan 2020-2027 and the Organisational Plan 2020-2025. A community engagement approach has been prepared for the review and endorsement is sought to implement this approach.

Appendices

#	Attachment
1	Appendix 1 - Community Plan Review 2023 - Community Engagement Approach - FINAL

APPENDIX 1



Community Engagement Approach for City of Charles Sturt Strategic Plan Review

August 2023

Contacts:

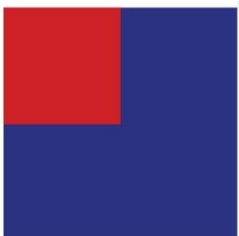
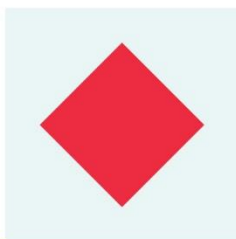
Kate Savage

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Georgina House

Community Engagement Coordinator

ghouse@charlessturt.sa.gov.au



Community Engagement Approach for the City of Charles Sturt Strategic Plan Review

1. Purpose and Objectives

This Community Engagement Approach will identify relevant stakeholders and methods of engagement to be used to ensure all relevant stakeholders are appropriately engaged in the development of Council's Strategic Plan.

Furthermore, our purpose is to meet our legislative requirements for consultation under the *Local Government Act 1999*. The *Local Government Act 1999* requires Council to develop, adopt and regularly review strategic management plans in accordance with Section 122.

Identified Legislative and Policy Requirements

The *Local Government Act 1999* states the following requirements regarding the review of strategic management plans:

Section 122 (4) – Requirement to undertake a review within two years of an election, that is November 2024.

Section 122 (6) – Council must adopt a process for public involvement in the review giving reasonable opportunity to be involved in the development and review of its strategic plans.

Section 122 (7) – Make available copies for inspection and purchase by the public.

Section 122 (8) – Specifically declare which plans will constitute the strategic management plans of the council.

The review of Council's Strategic Plan is a matter set out in Part 1 of Council's Public Consultation Policy (PCP) and needs to follow the public consultation steps prescribed under the *Local Government Act 1999*.

The objectives of this Community Engagement Approach are to ensure that:

- Our community has easy access to the appropriate information associated with the development of our Strategic Plan.
- Our Charles Sturt community is given a range of opportunities to provide comment and feedback on the development of our Strategic Plan in ways that promote community participation, and in ways that are inclusive and interesting.
- The process builds positive relationships between Council and the community, and positions Charles Sturt as an organisation that is providing sound management decisions.
- Information is provided to the Charles Sturt community of decisions and reasoning behind these decisions.

2. Project Background

The City of Charles Sturt implemented the existing Community Plan in 2016 with a review undertaken in 2020. The City of Charles Sturt's *Community Plan 2020-2027* is the lead document in Council's strategic planning framework. Council is undertaking a comprehensive review of this document to incorporate new data and guide our approach into the future

The City of Charles Sturt Organisational Plan (Corporate Plan) 2020-2025 is the supporting operational plan that details strategies and actions that will deliver on the Community Plan objectives and identifies the key performance indicators that will be used to measure the organisation's achievements.

3. Consultation Scope

Aspects of the Strategic Plan engagement process are negotiable and non-negotiable, as described below:

Non-negotiables

- Timeframe – Council must meet the legislative requirements prescribed in the *Local Government Act 1999*; that is November 2024.
- Engagement must include the following as required by the *Local Government Act 1999*:
 - Public Notice in newspaper circulating in the council area
 - Make copies of the Draft Strategic Plan available at the principal office of the Council and on the Council's website.
 - Make provision for a facility for asking and answering questions.
 - Invite submissions, via post and Council's Your Say Charles Sturt.
- The Strategic Plan development process will invite comment and feedback from a range of stakeholders and community including Elected Members, employees, community groups, the broader local community, targeted government agencies and adjoining Councils.
- A data driven approach will be used to inform understanding of the current and emerging challenges, opportunities and priorities for our City.
- The Strategic Plan engagement does not include the engagement and review of our Long Term Financial Plan and Asset Management Plans, as these plans have their own documented consultation processes.

Negotiables

- The current and emerging challenges, opportunities and priorities for our City that should be considered in our strategic plan.

4. Communities of Interest

Levels of Engagement

The level of engagement for reviewing the Strategic Plan is “**involve**” given the:

- Multiple issues involved in the matter.
- Divided community views.
- Moderate or high degree of impact on the community.
- Moderate or high political interest.
- Clear options for the way forward or no clear way forward.

Key Stakeholders and Community Interest Groups

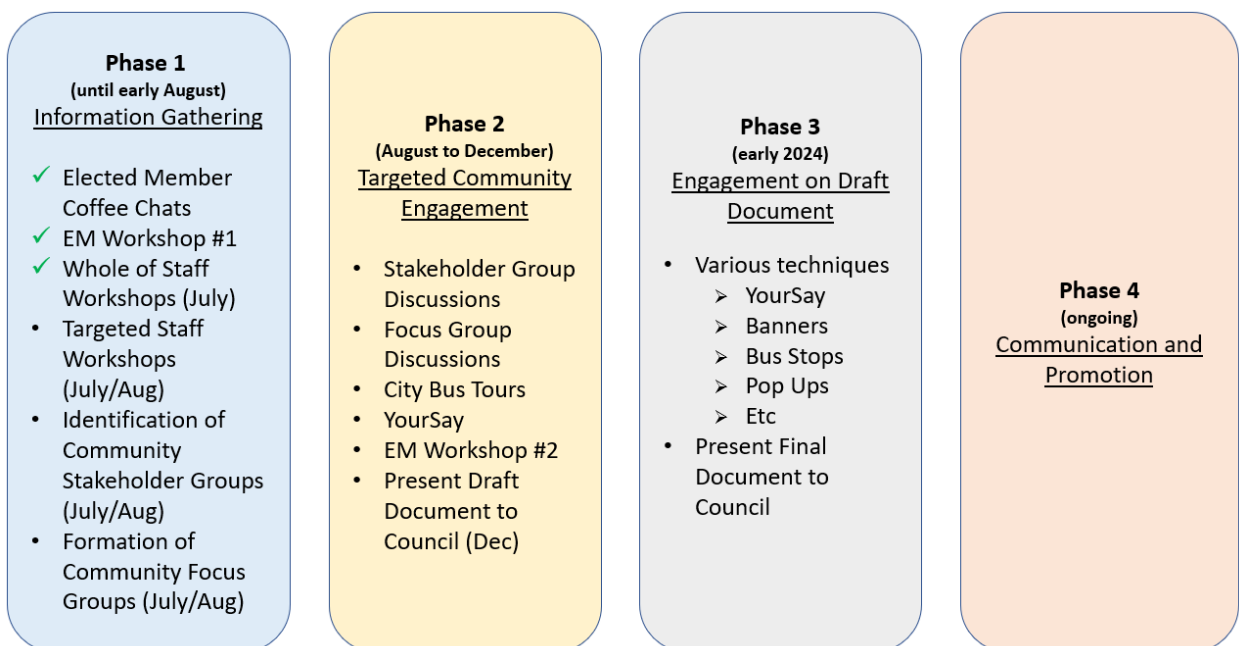
In addition to people who reside in, own property in, visit and do business in the City of Charles Sturt, the following key stakeholders and community interest groups are likely to have an interest in this matter:

- Mayor and Elected members.
- Council employees
- Adjoining Councils
- Collaborating Councils (Cities of Marion and Port Adelaide Enfield)

- First Nations People
- The Kurna People
- Culturally and Linguistically Diverse (CALD) communities
- Disability Access and Inclusion stakeholders
- Relevant State and Federal Government departments
- Relevant non-government organisations
- Local business, resident and community interest groups known to Council.
- Local sporting and recreation groups
- Children and youth
- Tourists and visitors
- Vulnerable and disadvantaged

5. Planning Community Engagement and Timeframe

The scope for community engagement includes the following steps and timing.



Phase One: Information Gathering - January 2023 – Early August 2023

This phase focuses on early involvement with key stakeholders with the aim of identifying their preliminary values and opinions. An additional focus of this phase is the review of current research and data. This data will be used to develop a common understanding of the current state of the City of Charles Sturt and key challenges and opportunities available in developing the Strategic Plan.

Phase One engagement involves the following steps:

- Elected Member one on one meetings
- Elected Member mapping workshop
- Targeted staff workshops
- Whole of staff workshops
- Identification and formation of Community Stakeholder and Focus Groups

Phase Two: Targeted Community Engagement – August 2023 – December 2023

Phase two is the most intensive period of community engagement. The purpose of this second phase is to provide key information and gather feedback from a range of diverse stakeholders, including the broader community, on the desired future of the City of Charles Sturt to inform the new Strategic Plan.

This engagement will be targeted to the interest and influence of stakeholders and may include:

- Community Focus Group and Stakeholder Group workshops, meetings and/or tours
- Adjoining Councils
- Local MPs
- Attendance at staff team meetings
- School and/or youth centre visits
- Pop-up stands at community centres, libraries, shopping centres and events
- Interviews

The Your Say Charles Sturt community engagement website will be utilised to outline the project, as well as capture and present the information gathered.

The Your Say Charles Sturt community engagement website will also be used to capture the broader community feedback and this will be promoted via various channels including social media.

At the conclusion of this phase a workshop will be held with Elected Members to present a summary of feedback received.

Phase Three: Engagement of Draft Document - February – April 2024

Phase three community engagement will occur once a draft Strategic Plan has been endorsed by Council for engagement. The following activities are required to occur by legislation and form part of the formal component of this project:

- Public Notice in a newspaper circulating in the council area.
- Copies of the Draft Strategic Plan available at the City of Charles Sturt Civic Centre and on the website.
- A facility for asking and answering questions.
- Invitation for submissions, via post and Council’s Your Say Charles Sturt website.
- Preparation of a community engagement report.

Phase three engagement will conclude with a consultation report which will summarise key findings throughout all engagement phases, and this will be presented to Council with the final report.

Phase Four: Ongoing Communication and Promotion of Council Action Aligned to the Strategic Plan – 2024 Ongoing

Upon endorsement of the final Strategic Plan, Council’s Media, Marketing and Communications Team will develop a communications strategy aligned to the themes and identified actions of this document. This will promote consistent messaging of Council action aligned to identified strategic directions to provide clear line-of-sight to our community.

Timeframe

The broad process and timeframe to engage and update the Strategic Plan is outlined below.

The timeframe for the scope of engagement is outlined below.

Step	Title	Description	Timeframe
1.	Prepare Approach	Prepare a community engagement approach in relation to the matter.	June 2023
2.	Authorise Approach	Obtain authorisation of the community engagement approach from Council	July 2023

3.	Undertake Community Engagement	Phase 1 Phase 2 Phase 3 Phase 4	Jan – August 2023 August – December 2023 Feb – March 2024 Upon Plan Endorsement
4.	Consider Submissions	Consider written submissions received.	April - May 2024
5.	Prepare Report	Prepare a report for Council which: <ul style="list-style-type: none"> • Summarises the community engagement process and outcomes; • Presents information in the broader context of the matter; and • Makes recommendations for Council to consider when deciding on the matter. 	May - June 2024
6.	Council Decision	Council members will consider the report and recommendation(s) and decide on the matter. The right of a member of the community to address Council by way of deputation in support of any written submission may be granted at the discretion of the Mayor.	June 2024
7.	Communicate Decision	Following the decision-making process, communicate the decision using various techniques, including: <ul style="list-style-type: none"> • Promotion on public website • Promotion on YourSay • Promotion on social media 	June 2024

Communication and Engagement Techniques and Promotions

The following communication and engagement techniques and promotions are proposed:

- Public Notice in the Advertiser Newspaper
- Articles in CCS Kaleidoscope Magazine
- City of Charles Sturt website
- City of Charles Sturt social media platforms
- City of Charles Sturt's e-Newsletter
- Your Say Charles Sturt website
- Charles Sturt Banner (Port Road / Henley Beach)
- Media screens, posters and fact sheets
- Displays in CCS Libraries, Community Centres and Civic Centre Internal Street
- Focus groups
- Opportunity to access a variety of online engagement tools, and face to face engagement activities
- Written submissions

6. Reporting on Community Engagement

Community feedback will be analysed and collated into common themes and will inform the preparation and refinement of the Draft Strategic Plan. A report will be prepared for the consideration of Council.

Following Council endorsement of the Strategic Plan, stakeholders and members of the community will be informed of Council’s decision and where they can view the new Strategic Plan via Your Say Charles Sturt and other communications channels.

7. Budget

The resources required to plan, deliver and report on the public consultation on the Strategic Plan include the following:

Resource Requirement	Budget Estimate
Internal administration costs associated with the project and preparation of associated key messages and documents	Covered by recurrent operational budget
Notice in the Advertiser	\$1,000
Use of City of Charles Sturt website, Your Say Charles Sturt website, and City of Charles Sturt’s social media platforms	Covered by recurrent operational budget
Room Hire and Catering	\$1,500
External facilitator support for Stakeholder/Focus Group discussions	\$2,000
Printing of survey and fact sheet and distribution to civic centre, libraries and community centres and key stakeholders (e.g. local resident and business groups)	\$1,500
Charles Sturt Banners on Port Road and/or at Henley Beach (two banners), bus shelter advertising	\$1,000
Total	\$7,000

8. Risk Management

The key issues and risks for Council if a community engagement approach is not delivered, or not delivered well, include:

- Balancing individual views with broader community views.
- Community satisfaction.
- Failing to understand community sentiments on a project.
- Impacts associated with project delays.
- Media interest.
- Reputational risks.

9. Approval of the Community Engagement Approach

Seek Council approval for the community engagement approach.

6.83 REQUEST FOR LEAVE OF ABSENCE - COUNCILLOR TURELLI

TO Council

FROM: Governance Officer - Aaron Galanti

DATE: 14 August 2023

Brief

A request has been received from Councillor Turelli formally seeking leave of absence from attending the Council and Committee meetings for a period commencing Monday 21 August 2023 and concluding Friday 1 September 2023.

Recommendation

That leave of absence is granted to Councillor Turelli from Monday 21 August 2023 to Friday 1 September 2023, with the flexibility to amend the leave of absence to attend Council and Committee meetings if his circumstances change.

Status

This report relates to or impacts upon the following Community Plan Objectives 2020-2027.

Our Leadership - A leading & transformational Local Government organisation

Open and accountable governance.

Relevant Council policies are:

- Code of Practice for Meeting Procedures

Relevant statutory provisions are:

- Local Government Act 1999

Background

This request is made in accordance with Clause 3.3 of the Code of Practice for Meeting Procedures which states:

3.3 Attendees, Apologies and Absences

If a Member expects to be late or be absent from a meeting the Presiding Member or relevant Council Officer is to be advised. Contact details for the officer will be included on the front of the Council and Committee agendas.

At the discretion of the Council Member, they may seek a leave of absence if they are unable to undertake Council business for a period of one week or more. However, members must seek leave of absence if they intend being absent for three or more consecutive ordinary meetings of the Council.

Reports

A request has been received from Councillor Turelli formally seeking leave of absence from attending the Council and Committee meetings for a period commencing Monday 21 August 2023 and concluding Friday 1 September 2023.

Financial and Resource Implications

There are no financial or resource implications

Customer Service and Community Implications

There are no customer service or community implications

Environmental Implications

There are no environmental implications.

Community Engagement/Consultation (including with community, Council members and staff)

There is no requirement for Community Engagement or consultation.

Risk Management/Legislative Implications

There are no risk management or legislative implications.

Conclusion

It is recommended that Councillor Turelli is granted his leave of absence during the period Monday 21 August 2023 to Friday 1 September 2023 inclusive, with the flexibility to resume Council and Committee meetings if his circumstances change.

6.84 DISCRETIONARY WARD ALLOWANCE – CONSIDERATION OF APPLICATIONS

TO: Council

FROM: Governance Support Officer - Karen Carmody

DATE: 14 August 2023

Brief

Discretionary Ward Allowance grants are available to eligible, not for profit individuals, groups and organisations which are seeking funding support for programs, projects and activities that benefit the local community. This report is for Council to consider new applications that have been received and assessed.

Recommendation

- 1. That the Discretionary Ward Allowance application for Findon Skid Kids for \$5,000.00 (no GST) be approved or not approved from Findon Ward.**
- 2. That the Discretionary Ward Allowance application for Club Donauschwaben in SA for \$5,000.00 (no GST) be approved or not approved from Woodville Ward.**
- 3. That the Discretionary Ward Allowance application for West Croydon Football Club for \$4,714.75 (no GST) be approved or not approved from Woodville Ward.**
- 4. That the Discretionary Ward Allowance application for Athol Park Community Garden for \$5,000.00 (no GST) be approved or not approved from Woodville Ward.**
- 5. That the Discretionary Ward Allowance application for the Lesvos Mytilinian Brotherhood of SA for \$2,695.00 (ex GST) be approved or not approved from Beverley Ward.**
- 6. That the Discretionary Ward Allowance application for Henley South Tennis Club for \$3,000.00 (no GST) be approved or not approved from Henley Ward.**
- 7. That the Discretionary Ward Allowance application for West Torrens District Cricket Club / Henley Football Club for \$3,000.00 (ex GST) be approved or not approved from Henley Ward.**
- 8. That the Discretionary Ward Allowance application for Henley & Grange Baseball Club for \$3,000.00 (no GST) be approved or not approved from Semaphore Park Ward.**

Status

This report relates to or impacts upon the following Community Plan Objectives 2020-2027.

Our Community - A strong and connected community

In our City no one gets left behind; everyone has access to quality resources, services, programs, information and social infrastructure to fully participate in their community. Charles Sturt is made up of strong and vibrant communities; we celebrate our identity; heritage and cultural diversity. People feel a sense of belonging, inclusion and social connectedness.

People embrace healthy living, physical activity and ageing well.

Our Leadership - A leading & progressive Local Government organisation

Our values, leadership and collaborative approach are bold and courageous and enables us to deliver value for our Community and create a leading liveable City.

Open and accountable governance.

Relevant Council policies are:

- Discretionary Ward Allowance Guideline

Relevant statutory provisions are:

- Nil

Background

Council provide discretionary funds to assist eligible, not-for-profit individuals, groups and organisations within the community who are seeking support for programs, projects and activities that address identified community priorities and which build local capacity, strengthen social diversity and enhance the health and wellbeing of residents in the City of Charles Sturt. The establishment and operation of the Discretionary Ward Allowance (DWA) is derived from Council's powers under Section 137 of the Local Government Act 1999.

Report

Eight applications were finalised following assessment during the period 18 July 2023 to 7 August 2023. At the Council meeting of 24 July 2023 (refer CL 24/7/23, Item 7.07) Council endorsed the following in relation to current and future DWA's

Motion as Amended

1. That the DWA Guidelines are amended to reduce the maximum amount per application to \$3,000.00 and require 2 quotes.
2. That this is only applicable for the 23/24 Financial Year.
3. That the allocated funding for the DWA program is reconsidered as part of the 24/25 budget process.
4. That applications which are currently being assessed should be done so against the current guidelines for procedural and good governance reasons.

Carried

In accordance with a resolution of Council at the meeting of 24 July 2023 (refer CL 24/7/23, Item 7.07) four of the eight applications:

- Findon Skid Kids;
- Club Donauschwaben in SA;
- West Croydon Football Club; and
- Athol Park Community Garden

were assessed against the guidelines that allowed for applicants to seek funding of up to \$5,000 in certain circumstance. The remaining four applicants have been assessed for consistency and eligibility by the Grant Administrator against the updated DWA Guideline and program criteria.

A summary of the Application assessment notes in addition to any specific notes regarding identified eligibility concerns are contained in **Appendix 1** of this report.

Copies of finalised applications and their supporting documentation are available for perusal by Elected Members at the time the Council report is prepared by visiting the Elected Members Extranet "DWA Applications" folder. Alternatively, Elected Members may contact the DWA Administrator(s) to request a copy.

All applications approved, not approved, outstanding and yet to be considered for the 2023/24 financial year are detailed in **Appendix 2**.

All applications that were approved for the 2022/23 financial year, including those still being processed and/or yet to be acquitted are detailed in **Appendix 3**.

Financial and Resource Implications

The approved budget for the DWA program is \$176,000 for this financial year, for which each ward is allocated \$22,000. The approved applications will be funded from this allocation and **Appendix 2** provides a summary of the funds currently available for each ward and the impact of the new applications.

Customer Service and Community Implications

There are no customer service or community implications.

Environmental Implications

There are no environmental implications.

Community Engagement/Consultation (including with community, Council members and staff)

Public advertisement of the DWA scheme to community groups and residents will occur at the commencement of the financial year and at other times throughout the year should the Council members determine this is necessary, in the interests of good probity practices.

Risk Management/Legislative Implications

The establishment and operation of the DWA is derived from Council's powers under Section 137 of the Local Government Act 1999.

Conclusion

Council is to review the DWA applications finalised for consideration during the period 18 July 2023 to 7 August 2023 and determine what funds, if any, shall be allocated to the applicants.

Appendices

#	Attachment
1	Appendix 1 - DWA Application Assessments - 14 August 2023
2	Appendix 2 - Discretionary Ward Allowance Applications - 2023-2024
3	Appendix 3 - Discretionary Ward Allowance Applications - 2022-2023

APPENDIX 1

**2023/24 DISCRETIONARY WARD ALLOWANCE
APPLICATION ASSESSMENTS - FOR DECISION**

Ward	Project	Allowance Available	Application Amount Ex GST	Eligible Contribution Ex GST	Allowance Remaining
Findon Ward	Findon Skid Kids - Subsidised purchase and installation of 3 grandstands	\$19,001.00	\$5,000.00	\$5,000.00	\$14,001.00

Assessment

- **Application received 16 April 2023. The amount requested reflects the maximum eligible amount at the time the application was submitted.**
- Development approval has been issued for the grandstands.
- Applicant is incorporated. Evidence of Incorporation provided.
- Applicant ABN provided and checked.
- Unaudited Profit & Loss for year ending 27 November 2022, and Bank Account balances for various accounts were provided.
- AGM Minutes for 27 November 2022 were provided, including Treasurer's report. Applicant confirmed that they do not produce a President's report.
- Applicant has provided 2 quotes which is a requirement of the Guidelines given the expense is over \$3,000 ex GST. Applicant confirmed any shortfall between the cost and funds granted will be covered by the club.
- Grant expense budget was not required.
- DWA funding received in the last four years:
 - **2019/20:** \$5,000.00 - Subsidised replacement floodlights with LED.
- Other council funding, subsidies or support received in the last four years:
 - **2022/23:** \$200.00 - School Holiday Sports Subsidy - April 2023.
 - **2021/22:** \$250,000.00 - Council contribution to changeroom upgrade.
 - **2021/22:** \$1,000.00 - School Holiday Sports Subsidy - October 2022.
 - **2021/22:** \$100.00 - School Holiday Sports Subsidy - Sep/Oct 2021.
 - **2020/21:** \$1,000.00 - COVID-19 Recovering Clubs Grant.
 - **2019/20:** \$500.00 - COVID-19 Recovering Clubs Grant.
- Other funding:
 - **2022/23:** \$70,000.00 - State funding grant for clubroom and changeroom works.

Ward	Project	Allowance Available	Application Amount Ex GST	Eligible Contribution Ex GST	Allowance Remaining
Woodville Ward	Club of Donauschwaben in SA - Exterior painting of front of clubrooms	\$17,007.15	\$5,000.00	\$5,000.00	\$12,007.15

Assessment

- Application received 10 May 2023.
- **Application was deferred at the 10 July 2023 Council meeting, and a third quote requested. A third quote has been received and included in the application for consideration. The amount requested reflects the maximum eligible amount at the time the application was submitted.**
- Clubrooms are located at 29 Bower Street Woodville.
- Applicant is incorporated. Evidence of Incorporation obtained.
- Applicant ABN provided and checked.
- Unaudited financial statements for April 2023 were provided, including Income & Expenses, Balance Sheet and Bank Statement for 18 July 2022 to 18 January 2023.
- Minutes of Annual General Meeting held on 21 May 2023 were provided, including President's and Treasurer's reports.
- Applicant had provided 2 quotes for the work being requested for purchase by the grant funds, which is a requirement of the Guideline given the individual expense is over \$3,000.00 ex GST. A third quote was provided as requested.
- Grant expense budget was not required to be provided.
- DWA funding received in the last 4 years:
 - Nil.
- Other council funding, subsidies or support received in the last 4 years:
 - **2022/23:** \$2,986.00 - 50% rate rebate discretionary service to community.
 - **2021/22:** \$3,048.10 - 50% rate rebate discretionary service to community.
 - **2020/21:** \$2,596.30 - 50% rate rebate discretionary service to community.
 - **2019/20:** \$2,530.80 - 50% rate rebate discretionary service to community.

Ward	Project	Allowance Available	Application Amount Ex GST	Eligible Contribution Ex GST	Allowance Remaining
Woodville Ward	West Croydon Football Club - Purchase of Indigenous guernseys and specially designed footballs	\$12,007.15	\$4,714.75	\$4,714.75	\$7,292.40

Assessment

- **Application received 14 July 2023. The amount requested reflects eligible amount at the time the application was submitted.**
- Applicant is located at Woodville North Sports Club at Fawk Reserve, Athol Park.
- Applicant is incorporated. Evidence of Incorporation obtained.
- Applicant ABN provided and checked.
- Unaudited financial statements for November 2021 to October 2022 were provided, including Income & Expenses and Balance Sheet as of October 2022.
- Minutes of Annual General Meeting held on 9 October 2022 were provided, including Chairman's and Treasurer's reports.
- Applicant has provided 2 quotes for 1 of the items being requested for purchase by the grant funds, which is a requirement of the Guideline given the individual expense is over \$3,000.00 ex GST.
- Grant expense budget was provided in the quotes.
- DWA funding received in the last 4 years:
 - Nil.
- Other council funding, subsidies or support received in the last 4 years:
 - **2023/24:** \$4,337.47 - Annual subsidy on gross rental of \$19,715.79 with net rental of **\$15,378.31 - Woodville North Sports Club**
 - **2022/23:** \$850,000 - Council contribution for clubroom changerooms upgrade. Project cost of \$1.15m, included a State Government grant of \$300,000 - **Woodville North Sports Club.**
 - **2021/22:** \$1,100.00 - Council contribution toward cost of power to scoreboard - **Woodville North Sports Club.**
 - **2020/21:** \$1,000.00 - COVID-19 Recovering Clubs Grant - **Woodville North Sports Club.**
 - **2019/20:** \$500.00 - COVID-19 Recovering Clubs Grant - **Woodville North Sports Club.**

Ward	Project	Allowance Available	Application Amount Ex GST	Eligible Contribution Ex GST	Allowance Remaining
Woodville Ward	Athol Park Community Garden Inc - Purchase of 10 wicking garden beds	\$7,292.40	\$5,000.00	\$5,000.00	\$2,292.40

Assessment

- **Application received 21 July 2023. The amount requested reflects the maximum eligible amount at the time the application was submitted.**
- Application group is newly established, located at Fawk Reserve Athol Park, and has support from Council's Open Space Community Planner, Janet Willoughby.
- Applicant is newly incorporated. Evidence of Incorporation obtained.
- Applicant does not have an ABN. Statement by a Supplier in lieu of ABN has been provided.
- Unaudited Income & Expenses Statement for the financial year ended 30 June 2023, and Bank Statement for May 2023 to July 2023 were provided.
- Applicant advised they were newly incorporated on 1 May 2023, and have not held an Annual General Meeting yet. Committee minutes for meetings held between 14 February 2023 and 17 July 2023 were provided in lieu of AGM minutes.
- Applicant has provided 2 quotes for items being requested for purchase by the grant funds, which is a requirement of the Guideline given the individual expense is over \$3,000.00 ex GST.
- Grant expense budget was not required to be provided.
- DWA funding received in the last 4 years:
 - **Nil.**
- Other council funding, subsidies or support received in the last 4 years:
 - **Nil known.**

Ward	Project	Allowance Available	Application Amount Ex GST	Eligible Contribution Ex GST	Allowance Remaining
Beverley Ward	Lesvos Mytilinian Brotherhood of SA - Subsidised purchase of roller blinds and door and window graphics	\$19,503.58	\$2,695.00	\$2,695.00	\$16,808.58

Assessment

- Application received 17 July 2023.
- Applicant is the owner of the property at 282 - 282A Port Road, Hindmarsh.
- Applicant is incorporated. Evidence of Incorporation obtained.
- Applicant ABN provided and checked.
- Unaudited Income & Expenses Statement for the calendar year 2022 was provided.
- Minutes of Annual General Meeting held on 12 February 2023 were provided.
- Applicant has provided 1 quote for each item being requested for purchase by the grant funds.
- Grant expense budget was provided per the Guidelines.
- DWA funding received in the last 4 years:
 - **2020/21:** \$5,500.00 - Subsidised purchase of commercial dishwasher.
- Other council funding, subsidies or support received in the last 4 years:
 - **2023/24:** \$1,080.25 - 25% discretionary service to community.
 - **2022/23:** \$2,132.85 - 50% discretionary service to community.
 - **2021/22:** \$2,171.25 - 50% discretionary service to community.
 - **2019/20:** \$1,989.05 - 50% discretionary service to community.

Ward	Project	Allowance Available	Application Amount Ex GST	Eligible Contribution Ex GST	Allowance Remaining
Henley Ward	Henley South Tennis Club Inc - Subsidised irrigation to the club grounds	\$17,000.00	\$3,000.00	\$3,000.00	\$14,000.00

Assessment

- Application received 31 July 2023.
- Applicant leases a portion of AD Whiteford Reserve.
- Applicant is incorporated. Evidence of Incorporation obtained.
- Applicant ABN provided and checked.
- Unaudited financial statements for the financial year 2022/23 were provided, including Revenue & Expenditure and Balance Sheet as of 30 June 2023.
- Minutes of Annual General Meeting held on 27 July 2023 were provided, including President's and Treasurer's reports.
- Applicant has provided 2 quotes for the item being requested for purchase by the grant funds, which is a requirement of the Guideline given the individual expense is \$3,000.00 or over ex GST.
- Applicant confirmed that any shortfall between costs and grant funding will be covered by the club.
- DWA funding received in the last 4 years:
 - Nil.
- Other council funding, subsidies or support received in the last 4 years:
 - **2023/24:** \$265.93 - Annual subsidy on gross lease amount of \$1,181.93 with net rental of \$915.99.
 - **2022/23:** \$704.00 - Waste Sorted Community Grant.
 - **2021/22:** \$125,000.00 - Council contribution to Henley South Tennis Club Facility Upgrade Project - Lighting and Fence upgrades.
 - **2019/20:** \$500.00 - COVID-19 Recovering Clubs Grant.

Ward	Project	Allowance Available	Application Amount Ex GST	Eligible Contribution Ex GST	Allowance Remaining
Henley Ward	West Torrens District Cricket Club / Henley Football Club - Subsidised purchase of an industrial dishwasher	\$14,000.00	\$3,000.00	\$3,000.00	\$11,000.00

Assessment

- Application received 1 July 2023.
- Applicant is located at Henley and Grange Memorial Oval.
- **The industrial dishwasher will be used by both the West Torrens District Cricket Club and the Henley Football Club.**
- Applicant is incorporated. Evidence of Incorporation obtained.
- Applicant ABN provided and checked.
- Unaudited financial statements for the financial year ended April 2023 were provided, including Profit & Loss May 2022 to April 2023 and Balance Sheet as of 30 April 2023.
- Annual Report for 2022/23 was provided.
- Applicant has provided 2 quotes for the item being requested for purchase by the grant funds, which is a requirement of the Guideline given the individual expense is \$3,000.00 or over ex GST.
- Grant expense budget was not required to be provided.
- DWA funding received in the last 4 years:
 - **2020/21:** \$5,000.00 - Youth Academy Equipment.
 - **2019/20:** \$3,000.00 - Youth Academy Equipment.
- Other council funding, subsidies or support received in the last 4 years:
 - **2023/24:** \$65,000.00 - Council contribution to new electronic scoreboard with project cost of \$140,000. This is a joint project with **Henley Football Club** (who are the key project stakeholder). Contribution from Council to be finalised in early 2024.
 - **2023/24:** \$1,448.89 - Annual lease subsidy on gross rental of \$3,449.75 with net rental of \$2,000.85 - Henley Football Club.
 - **2020/21:** \$1,000.00 - COVID-19 Recovering Clubs Grant.
 - **2020/21:** \$15,000.00 - Council contribution to cricket pitch upgrade
 - **2019/20:** \$500.00 - COVID-19 Recovering Clubs Grant.

Ward	Project	Allowance Available	Application Amount Ex GST	Eligible Contribution Ex GST	Allowance Remaining
Semaphore Park Ward	Henley & Grange Baseball Club Inc (West Lakes Sports Club) - Subsidised pre-season training venue hire	\$22,000.00	\$3,000.00	\$3,000.00	\$19,000.00

Assessment

- Application received 27 July 2023.
- **The Henley & Grange Baseball Club Inc is affiliated with and located at the West Lakes Sports Club.**
- Applicant is incorporated. Evidence of Incorporation obtained.
- Applicant ABN provided and checked.
- Audited financial statements for the financial year ended 30 April 2023 were provided, including Profit & Loss Statement and Balance Sheet.
- Annual Report for 2022/23 was provided.
- Applicant has provided 2 quotes for the item being requested for purchase by the grant funds, which is a requirement of the Guideline given the individual expense is \$3,000.00 or over ex GST.
- Applicant has confirmed that any shortfall between grant funding and costs will be covered by the club.
- Grant expense budget was not required to be provided.
- DWA funding received in the last 4 years:
 - **2022/23:** \$3,000.00 - Subsidised purchase of lawnmower for volunteer grounds crew - **Henley and Grange Baseball Club Inc.**
 - **2022/23:** \$1,395.00 - Purchase of a Smart TV - **West Lakes Sports Club Inc.**
 - **2021/22:** \$5,000.00 - Women and Juniors uniforms and T-ball equipment - **Henley and Grange Baseball Club Inc.**
 - **2021/22:** \$3,045.61 - Security camera upgrade - **West Lakes Sports Club Inc.**
 - **2020/21:** \$5,000.00 - Purchase of 6 x Women's Masters Honour Boards - **West Lakes Sports Club Inc.**
 - **2020/21:** \$4,000.00 - 44 hours hire of Seaton High School indoor nets for pre-season training for August 2020 - **Henley and Grange Baseball Club Inc.**
- Other council funding, subsidies or support received in the last 4 years:
 - **2023/24:** \$3,818.12 subsidy on gross lease amount of \$12,727.06 with net rental of \$8,908.94 for **West Lakes Sports Club Inc.**
 - **2022/23:** \$200.00 - School Holiday Sports Program Subsidy - **Henley and Grange Baseball Club Inc.**
 - **2022/23:** \$200.00 - COVID-19 subsidy - **Henley and Grange Baseball Club Inc.**
 - **2021/22:** \$200.00 - COVID-19 subsidy - **Henley and Grange Baseball Club Inc.**
 - **2021/22:** \$100.00 - School holiday clinic COVID-19 support - **Henley and Grange Baseball Club Inc.**
 - **2020/21:** \$1,000.00 - COVID-19 Recovering Clubs Grant - **Henley and Grange Baseball Club Inc.**
 - **2020/21:** \$1,000.00 ex GST - COVID-19 Recovering Clubs Grant - **West Lakes Sports Club Inc.**
 - **2020/21:** \$1,479.14 - July to August 2021 COVID 19 rent relief - **West Lakes Sports Club Inc.**

- **2020/21:** \$300,000.00 - Contribution to changeroom upgrade (remaining contract value of \$248,000.00 was Sport, Recreation & Property funding) – **West Lakes Sports Club Inc.**
- **2019/20:** \$500.00 - COVID-19 Recovering Clubs Grant - **Henley and Grange Baseball Club Inc.**
- **2019/20:** \$500.00 - COVID-19 Recovering Clubs Grant - **West Lakes Sports Club Inc.**
- **2019/20:** \$2,218.71 - COVID-19 rent relief for West Lakes Sports Club Inc - **Henley and Grange Baseball Club Inc.**

APPENDIX 2

Discretionary Ward Allowance applications and status - 2023/2024

Checklist TRIM Ref.	Date initial application received	Status	Council Approval Date & Item No.	Payment Date	Applicant Name	Project	Allocation	Application Amount ex GST	Eligible Amount ex GST	Amount Approved ex GST	GST applicable	Payment Amount	Balance	Final CM Ref.	Status / Notes
23/171398	29/07/23	Decision	Up to Council 14/08/23		<i>Applicant</i> SEMAPHORE PARK Henley & Grange Baseball Club Inc (West Lakes Sports Club)	<i>Projects</i> Subsidised pre-season training venue hire	\$22,000	\$3,000.00	\$3,000.00		NO		\$19,000.00		

Total Spend to Date \$0.00 \$22,000.00 BALANCE REMAINING (PENDING APPLICATIONS SUBMITTED FOR CONSIDERATION)

Checklist TRIM Ref.	Date initial application received	Status	Council Approval Date & Item No.	Payment Date	Applicant Name	Project	Allocation	Application Amount ex GST	Eligible Amount ex GST	Amount Approved ex GST	GST applicable	Payment Amount	Balance	Final CM Ref.	Status / Notes
					<i>Applicant</i> GRANGE	<i>Projects</i>	\$22,000								

Total Spend to Date \$0.00 \$22,000.00 BALANCE REMAINING (PENDING APPLICATIONS SUBMITTED FOR CONSIDERATION BY COUNCIL APPROVED)

Discretionary Ward Allowance applications and status - 2023/2024

Checklist TRIM Ref.	Date initial application received	Status	Council Approval Date & Item No.	Payment Date	Applicant Name	Project	Allocation	Application Amount ex GST	Eligible Amount ex GST	Amount Approved ex GST	GST applicable	Payment Amount	Balance	Final CM Ref.	Status / Notes	
HENLEY																
		Applicant				Projects										
23/147169	4/07/23	Approved	CL 24/07/23, Item 6.80		Henley and Grange Arts Society Inc	Subsidised replacement of air conditioner, gravel driveway with concrete, and gutter.	\$22,000	\$5,000.00	\$5,000.00	\$5,000.00	NO	\$5,000.00	\$17,000.00		25/07 Applicant notified approved and payment voucher raised.	
23/173186	31/07/23	Decision	Up to Council 14/08/23		Henley South Tennis Club Inc	Subsidised irrigation to the club grounds		\$3,000.00	\$3,000.00		NO	\$3,000.00	\$14,000.00			
23/171914	31/07/23	Decision	Up to Council 14/08/23		West Torrens District Cricket Club / Henley Football Club	Subsidised purchase of an industrial dishwasher		\$3,000.00	\$3,000.00		YES	\$3,300.00	\$11,000.00			
Total Spend to Date																
										\$5,000.00	\$0.00		\$17,000.00	BALANCE REMAINING (PENDING APPLICATIONS SUBMITTED FOR CONSIDERATION BY COUNCIL APPROVED)		

Checklist TRIM Ref.	Date initial application received	Status	Council Approval Date & Item No.	Payment Date	Applicant Name	Project	Allocation	Application Amount ex GST	Eligible Amount ex GST	Amount Approved ex GST	GST applicable	Payment Amount	Balance	Final CM Ref.	Status / Notes	
WOODVILLE																
		Applicant				Projects										
23/126020	9/06/23	Approved	CL 10/07/23, Item 6.75	20/07/23	Italian Benevolent Foundation (Bene Aged Care)	Purchase of fittings, fixtures and equipment for onsite hair salon	\$22,000	\$4,992.85	\$4,992.85	\$2,496.43	YES	\$2,746.07	\$17,007.15		Approved by both Woodville ward and Beverley ward for 50/50 = \$2,496.43 and \$2,496.42. 12/07 Applicant notified approved and tax invoice requested. 17/07 Tax invoice received and processed for payment. 20/07 Payment made via EFT. 24/07 Funding letter sent.	
23/100602	10/05/23	Deferred - Decision	Up to Council 14/08/23		Club of Donaushwabens in SA	Exterior painting of front of clubrooms		\$5,000.00	\$5,000.00		NO	\$5,000.00	\$12,007.15		12/07 Applicant notified deferred and 3rd quote requested. 21/07 Quote received and added to report.	
23/158973	14/07/23	Decision	Up to Council 14/08/23		West Croydon Football Club	Purchase of Indigenous guernseys and specially designed footballs		\$4,714.75	\$4,714.75		NO	\$4,714.75	\$7,292.40			
23/165052	22/07/23	Decision	Up to Council 14/08/23		Athol Park Community Garden Inc	Purchase of 10 wicking garden beds		\$5,000.00	\$5,000.00		NO	\$5,000.00	\$2,292.40			
Total Spend to Date																
										\$2,496.43	\$0.00		\$19,503.57	BALANCE REMAINING (PENDING APPLICATIONS SUBMITTED FOR CONSIDERATION BY COUNCIL APPROVED)		

Checklist TRIM Ref.	Date initial application received	Status	Council Approval Date & Item No.	Payment Date	Applicant Name	Project	Allocation	Application Amount ex GST	Eligible Amount ex GST	Amount Approved ex GST	GST applicable	Payment Amount	Balance	Final CM Ref.	Status / Notes	
WEST WOODVILLE																
		Applicant				Projects										
23/80023	15/04/23	Approved - partial	CL 10/07/23, Item 6.75 and	20/7/23	Madonna Dei Martiri Molfetta Club Inc	Subsidised purchase of new stove for clubroom	\$22,000	\$5,000.00	\$5,000.00	\$2,500.00	NO	\$2,500.00	\$19,500.00		12/07 Applicant notified partially approved and payment voucher raised. 20/07 Payment made via EFT. 24/07 funding letter sent.	
		Approved - amended	CL 24/07/23, Item 7.06							\$2,500.00	NO	\$2,500.00	\$17,000.00		26/07 Applicant notified amended and approved and payment voucher raised.	
23/90001	28/04/23	Approved - partial	CL 10/07/23, Item 6.75 and		Italian Home Delivered Meals and Services Inc (Nonna's Cucina)	Subsidised purchase of Planetary Mixer for kitchen		\$5,000.00	\$5,000.00	\$2,500.00	YES	\$2,750.00	\$14,500.00		13/07 Applicant notified partially approved and tax invoice requested.	
		Approved - amended	CL 24/07/23, Item 7.06							\$2,500.00	YES	\$2,750.00	\$12,000.00		26/07 Applicant notified amended and approved and tax invoice requested. 2/08 Tax invoice received and processed for payment.	
23/171543	30/07/23	Under assessment			Woodville District Cricket Club	Subsidised replacement of aging tables and chairs within the clubrooms		\$3,000.00	\$3,000.00		YES	\$3,300.00	\$9,000.00			
Total Spend to Date																
									\$5,000.00	\$5,000.00		\$17,000.00	BALANCE REMAINING (PENDING APPLICATIONS SUBMITTED FOR CONSIDERATION BY COUNCIL APPROVED)			

Discretionary Ward Allowance applications and status - 2023/2024

Checklist TRIM Ref.	Date initial application received	Status	Council Approval Date & Item No.	Payment Date	Applicant Name	Project	Allocation	Application Amount ex GST	Eligible Amount ex GST	Amount Approved ex GST	GST applicable	Payment Amount	Balance	Final CM Ref.	Status / Notes	
					FINDON											
		<i>Applicant</i>				<i>Projects</i>										
23/112961	24/05/23	Approved	CL 10/07/23, Item 6.75	20/07/23	SA Volleyball SA	Subsidised purchase of office furniture for 'Pathway' team to assist with community programs	\$22,000	\$2,999.00	\$2,999.00	\$2,999.00	YES	\$3,289.90	\$19,001.00		12/07 Applicant notified approved and tax invoice requested. 14/07 Tax invoice received and processed for payment. 20/07 Payment made via EFT. 24/07 funding letter sent.	
23/80240	16/04/23	Decision	Up to Council 14/08/23		Findon Skid Kids	Subsidised purchase and installation of 3 grandstands		\$5,000.00	\$5,000.00		NO	\$5,000.00	\$14,001.00		3/05 Brought forward from 22/23 spreadsheet.	
Total Spend to Date												\$2,999.00	\$19,001.00	BALANCE REMAINING (PENDING APPLICATIONS SUBMITTED FOR CONSIDERATION BY COUNCIL APPROVED)		

Checklist TRIM Ref.	Date initial application received	Status	Council Approval Date & Item No.	Payment Date	Applicant Name	Project	Allocation	Application Amount ex GST	Eligible Amount ex GST	Amount Approved ex GST	GST applicable	Payment Amount	Balance	Final CM Ref.	Status / Notes	
					HINDMARSH											
		<i>Applicant</i>				<i>Projects</i>										
23/97905	8/05/23	Approved	CL 10/07/23, Item 6.75	27/07/23	SA Circus Centre (Cirkidz Inc)	Subsidised purchase of a new Teeterboard	\$22,000	\$5,000.00	\$5,000.00	\$5,000.00	YES	\$5,500.00	\$17,000.00		12/07 Applicant notified approved and tax invoice requested. 15/07 Invoice received and processed for payment. 27/07 Payment made via EFT and funding letter sent.	
23/101587	11/05/23	Approved	CL 10/07/23, Item 6.75	20/07/23	West Croydon and Kilkenny RSL	Subsidised replacement air conditioner units		\$5,000.00	\$5,000.00	\$5,000.00	NO	\$5,000.00	\$12,000.00		13/07 Applicant notified approved and payment voucher raised. 20/07 Payment made via EFT and funding letter sent.	
23/138883	23/06/23	Approved	CL 10/07/23, Item 6.75	20/07/23	Sustainable Communities SA Inc (Bowden Brompton Repair Café)	Purchases for the set-up of Bowden Brompton Repair Café at 19 On Green		\$3,237.86	\$3,237.86	\$3,237.86	NO	\$3,237.86	\$8,762.14		13/07 Applicant notified approved and payment voucher raised. 20/07 Payment made via EFT. 24/07 funding letter sent.	
23/130578	14/06/23	Approved	CL 24/07/23, Item 6.80	3/08/23	Multicultural Community Centre SA Incorporated	Purchase of a sound system for community activities		\$4,990.00	\$4,990.00	\$4,990.00	NO	\$4,990.00	\$3,772.14		25/07 Applicant notified approved. 31/07 new creditor done and payment voucher raised. 4/08 Payment made via EFT and funding letter sent.	
Total Spend to Date												\$18,227.86	\$3,772.14	BALANCE REMAINING (PENDING APPLICATIONS SUBMITTED FOR CONSIDERATION BY COUNCIL APPROVED)		

Checklist TRIM Ref.	Date initial application received	Status	Council Approval Date & Item No.	Payment Date	Applicant Name	Project	Allocation	Application Amount ex GST	Eligible Amount ex GST	Amount Approved ex GST	GST applicable	Payment Amount	Balance	Final CM Ref.	Status / Notes	
					BEVERLEY											
		<i>Applicant</i>				<i>Projects</i>										
23/126020	9/06/23	Approved	CL 10/07/23, Item 6.75	20/07/23	Italian Benevolent Foundation (Bene Aged Care)	Purchase of fittings, fixtures and equipment for onsite hair salon	\$22,000	\$4,992.85	\$4,992.85	\$2,496.42	YES	\$2,746.07	\$19,503.58		Approved by both Woodville ward and Beverley ward for 50/50 = \$2,496.43 and \$2,496.42.	
23/159805	17/07/23	Decision	Up to Council 14/08/23		Lesvos Mytilinian Brotherhood of SA	Subsidised purchase of roller blinds and door and window graphics		\$2,695.00	\$2,695.00		YES	\$2,964.50	\$16,808.58			
Total Spend to Date												\$2,496.42	\$19,503.58	BALANCE REMAINING (PENDING APPLICATIONS SUBMITTED FOR CONSIDERATION BY COUNCIL APPROVED)		

APPENDIX 3

Discretionary Ward Allowance applications and status - 2022/2023

Checklist TRIM Ref.	Date initial application received	Status	Council Approval Date & Item No.	Payment Date	Applicant Name	Project	Allocation	Application Amount ex GST	Eligible Amount ex GST	Amount Approved ex GST	GST applicable	Payment Amount	Balance	Final CM Ref.	Status / Notes
					SEMAPHORE PARK										
					Applicant										
					Projects										
							\$17,250								
22/263466	20/11/22	INELIGIBLE			Semaphore Park Community Garden Inc	Installation of off grid power supply and sleepers for garden beds		\$4,768.43	\$0.00	\$0.00		\$0.00	\$17,250.00		Applicant ineligible - has received grant funds for same project 3 times in past 4 years.
22/267711	24/11/22	Acquitted	CL 12/12/22, Item 6.128	21/12/22	Torrens Rowing Club Inc	Purchase of rowing shoes, rowing seats, oars, and seat slides		\$3,768.00	\$3,768.00	\$3,768.00	YES	\$4,144.80	\$13,482.00	23/44542	13/12 applicant notified approved and tax invoice requested. 15/12 Tax invoice received and processed for payment. 21/12 Payment made by EFT and funding letter sent. 2/03 SOA finalised.
23/8401	12/01/23	Acquitted	CL 13/02/23, Item 6.24	28/02/23	West Lakes Sports Club Inc	Purchase of a Smart TV		\$1,395.00	\$1,395.00	\$1,395.00	YES	\$1,534.50	\$12,087.00	23/88893	14/02 Applicant notified approved and tax invoice requested. 15/02 Tax invoice received and processed for payment. 28/02 Payment made via EFT and funding letter sent. 27/04 SoA finalised.
23/11265	17/01/23	Acquitted	CL 13/02/23, Item 6.24	24/02/23	The Henley & Grange Baseball Club Inc (West Lakes Sports Club)	Subsidised purchase of lawnmower for volunteer grounds crew		\$3,000.00	\$3,000.00	\$3,000.00	NO	\$3,000.00	\$9,087.00	23/122223	14/02 Applicant notified approved and payment voucher raised. 24/02 Payment made via EFT and funding letter sent. 6/06 SOA finalised.
23/18436	29/01/23	WITHDRAWN	Development approval required		West Lakes Bowling Club Inc (Club West Lakes)	Subsidised installation of footing, wiring and erection of light pole		\$4,100.00	\$4,100.00		NO				13/02 Application has been put on hold due to development approval being required.
23/21753	1/02/23	Acquitted	CL 14/03/23, Item 6.34	23/03/23	Lakes Sports & Community Club (Club West Lakes)	Purchase of a pie warmer and a kitchen trolley		\$1,087.00	\$1,087.00	\$1,087.00	YES	\$1,195.70	\$8,000.00	23/152784	16/03 Applicant notified approved and tax invoice requested. 23/03 Payment made via EFT and funding letter sent.
23/49426	8/03/23	Acquitted	CL 27/03/23, Item 6.38	5/04/23	(Canoe SA trading as) Paddle SA	Purchase of office furniture		\$2,102.25	\$2,102.25	\$2,102.25	YES	\$2,312.47	\$5,897.75	23/169413	28/03 Applicant notified approved and tax invoice requested. 30/03 Tax invoice received and processed for payment. 5/04 Payment made via Eft and funding letter sent. 18/07 Invoice sent for unspent grant funds. 20/07 Payment received for \$210.22 unspent funds.
23/50251	8/03/23	Acquitted	CL 27/03/23, Item 6.38	5/04/23	North West Junior Soccer Association	Purchase of 2 line marking machines		\$4,730.00	\$4,730.00	\$4,730.00	NO	\$4,730.00	\$1,167.75	23/157964	28/03 Applicant notified approved and payment voucher raised. 5/04 Payment made via EFT and funding letter sent. 14/07 SOA finalised.
							Total Spend to Date	\$16,082.25				\$1,167.75	BALANCE REMAINING (PENDING APPLICATIONS SUBMITTED FOR CONSIDERATION)		

Checklist TRIM Ref.	Date initial application received	Status	Council Approval Date & Item No.	Payment Date	Applicant Name	Project	Allocation	Application Amount ex GST	Eligible Amount ex GST	Amount Approved ex GST	GST applicable	Payment Amount	Balance	Final CM Ref.	Status / Notes
					GRANGE										
					Applicant										
					Projects										
							\$17,250								
22/266576	23/11/22	Acquitted	CL 12/12/22, Item 6.128	21/12/23	Ginger Ninja Animal Rescue	Subsidised cat desexing, microchipping, vaccination and re-homing program		\$3,000.00	\$3,000.00	\$500.00	NO	\$500.00	\$16,750.00	23/104743	Application of \$3,000.00 was divided between Hindmarsh, Grange, Findon, Beverley, Woodville and West Woodville wards at \$500.00 each. 13/12 Applicant notified approved and payment voucher raised. 21/12 Payment made by EFT and funding letter sent. 15/05 SOA finalised.
23/61011	22/03/23	Acquitted	CL 11/04/23, Item 6.43	25/04/23	The Charles Sturt Memorial Museum Trust Inc	Subsidised electrical upgrade at the State Heritage Listed "The Grange" to make the building electrically compliant		\$5,000.00	\$5,000.00	\$5,000.00	YES	\$5,500.00	\$11,750.00	23/136299	17/04 Applicant notified approved and tax invoice requested. 19/04 Tax invoice received and processed for payment. 25/04 Payment made via EFT and funding letter sent. 21/06 SOA finalised.
23/75303	9/04/23	INELIGIBLE			Grange Surf Life Saving Club Inc	Subsidised purchase of an All-Terrain Vehicle		\$5,000.00	\$0.00						Application is for the reimbursement for items already purchased. Retrospective funding is ineligible under the Guidelines.
23/87015	25/04/23	INELIGIBLE			Seaton Ramblers Football & Sports Club	Recovery of expenses to replace 3 light globes and 2 glass covers on oval light towers		\$4,185.78	\$0.00						Application is for the reimbursement for items already purchased. Retrospective funding is ineligible under the Guidelines.
23/94857	3/05/23	Approved	CL 22/05/23, Item 6.60	8/06/23	Grange Surf Life Saving Club Inc	Purchase of 2 new rescue boards		\$4,790.00	\$4,790.00	\$4,790.00	YES	\$5,269.00	\$6,960.00		24/05 Applicant notified approved and tax invoice requested. 29/05 Tax invoice received and processed for payment. 8/06 Payment made via EFT and funding letter sent.
							Total Spend to Date	\$10,290.00				\$6,960.00	BALANCE REMAINING (PENDING APPLICATIONS SUBMITTED FOR CONSIDERATION BY COUNCIL APPROVED)		

Discretionary Ward Allowance applications and status - 2022/2023

Checklist TRIM Ref.	Date initial application received	Status	Council Approval Date & Item No.	Payment Date	Applicant Name	Project	Allocation	Application Amount ex GST	Eligible Amount ex GST	Amount Approved ex GST	GST applicable	Payment Amount	Balance	Final CM Ref.	Status / Notes	
HENLEY																
					Applicant	Projects										
23/31782	14/02/23	Acquitted	CL 14/03/23, Item 6.34	23/03/23	The Rotary Club of Charles Sturt Grange Inc - The Toy Boys	Subsidised purchase of replacement radial arm saw	\$17,250	\$5,000.00	\$5,000.00	\$5,000.00	NO	\$5,000.00	\$12,250.00	23/146565	16/03 Applicant notified approved and payment voucher raised. 23/03 payment made via EFT and funding letter sent. 3/07 SOA finalised.	
23/70461	3/04/23	Approved	CL 24/04/23, Item 6.50	25/05/23	West Beach Surf Lifesaving Club	Subsidised purchase of rescue training boards		\$5,000.00	\$5,000.00	\$5,000.00	YES	\$5,500.00	\$7,250.00		26/04 Applicant notified approved and tax invoice requested. 8/05 Tax invoice received and processed for payment.	
23/81572	18/04/23	Approved	CL 22/05/23, Item 6.60	8/06/23	Marine Discovery Centre	Purchase of digital signage for the Marine Discovery Centre		\$2,595.00	\$2,595.00	\$2,595.00	YES	\$2,854.50	\$4,655.00		24/05 Applicant notified approved and tax invoice requested. 30/05 Tax invoice received and processed for payment. 08/06 Payment made via EFT and Funding letter sent	
Total Spend to Date																
											\$12,595.00	\$0.00	\$4,655.00	BALANCE REMAINING (PENDING APPLICATIONS SUBMITTED FOR CONSIDERATION BY COUNCIL APPROVED)		

Checklist TRIM Ref.	Date initial application received	Status	Council Approval Date & Item No.	Payment Date	Applicant Name	Project	Allocation	Application Amount ex GST	Eligible Amount ex GST	Amount Approved ex GST	GST applicable	Payment Amount	Balance	Final CM Ref.	Status / Notes	
WOODVILLE																
					Applicant	Projects										
22/263838	21/11/22	Acquitted	CL 12/12/22, Item 6.128	21/12/23	Vietnamese Community in Australia, SA Chapter Inc	Greening project - Water tanks, shade sails, wicking beds, trees and plantings	\$17,250	\$5,000.00	\$5,000.00	\$5,000.00	YES	\$5,500.00	\$12,250.00	23/88408	13/12 Applicant notified approved and tax invoice requested. Finance to update bank details. 14/12 Invoice received and processed for payment. 21/12 Payment made by EFT and funding letter sent.	
22/266576	23/11/22	Acquitted	CL 12/12/22, Item 6.128	21/12/23	Ginger Ninja Animal Rescue	Subsidised cat desexing, microchipping, vaccination and re-homing program		\$3,000.00	\$3,000.00	\$500.00	NO	\$500.00	\$11,750.00	23/104743	Application of \$3,000.00 was divided between Hindmarsh, Grange, Findon, Beverley, Woodville and West Woodville wards at \$500.00 each. 13/12 Applicant notified approved and payment voucher raised. 21/12 Payment made by EFT and funding letter sent. 15/05 SOA finalised.	
22/274026	2/12/22	Approved	CL 23/01/23, Item 6.15	22/2/23	Meals on Wheels SA partnership with St Margaret's Kindergarten	Intergenerational Playgroup Program		\$3,589.20	\$3,589.20	\$3,589.20	YES	\$3,948.12	\$8,160.80		24/01 Applicant notified approved and tax invoice requested. 13/02 Tax invoice received and processed for payment. 24/02 Payment made via EFT and funding letter sent.	
23/7011	11/01/23	Acquitted	CL 23/01/23, Item 6.15	31/01/23	Elizabeth Williamson Cheltenham Stobie Pole Group	Stobie Pole Art Works in Cheltenham		\$2,901.83	\$2,901.83	\$2,901.83	NO	\$2,901.83	\$5,258.97	23/135875	24/01 Applicant notified approved and new creditor requested. 31/01 Payment made via EFT and funding letter sent. 20/06 SOA finalised and complete.	
23/34965	17/02/23	Acquitted	CL 14/03/23, Item 6.34	23/03/23	Woodville District and German Table Tennis Clubs	Subsidised purchase of court dividers to be located at the Woodville Table Tennis Centre		\$5,000.00	\$5,000.00	\$5,000.00	NO	\$5,000.00	\$258.97	23/128728	16/03 Applicant notified approved and payment voucher raised. 27/03 Payment made via EFT and funding letter sent.	
Total Spend to Date																
											\$16,991.03	\$0.00	\$258.97	BALANCE REMAINING (PENDING APPLICATIONS SUBMITTED FOR CONSIDERATION BY COUNCIL APPROVED)		

Checklist TRIM Ref.	Date initial application received	Status	Council Approval Date & Item No.	Payment Date	Applicant Name	Project	Allocation	Application Amount ex GST	Eligible Amount ex GST	Amount Approved ex GST	GST applicable	Payment Amount	Balance	Final CM Ref.	Status / Notes	
WEST WOODVILLE																
					Applicant	Projects										
22/115781	29/05/22	Acquitted	CL 12/12/22, Item 6.128	21/12/22	Woodville City Soccer Club (Western Strikers)	Purchase of 10 round foldable tables and a trolley	\$17,250	\$4,021.88	\$4,021.88	\$4,021.88	YES	\$4,424.07	\$13,228.12	23/136367	13/12 applicant notified approved and tax invoice requested. Tax invoice received and processed for payment. 21/12 Payment made by EFT and funding letter sent.	
22/266576	23/11/22	Acquitted	CL 12/12/22, Item 6.128	21/12/22	Ginger Ninja Animal Rescue	Subsidised cat desexing, microchipping, vaccination and re-homing program		\$3,000.00	\$3,000.00	\$500.00	NO	\$500.00	\$12,728.12	23/104743	Application of \$3,000.00 was divided between Hindmarsh, Grange, Findon, Beverley, Woodville and West Woodville wards at \$500.00 each. 13/12 Applicant notified approved and payment voucher raised. 21/12 Payment made by EFT and funding letter sent. 15/05 SOA finalised.	
22/111263	23/05/22	Acquitted	CL 23/01/23, Item 6.15	8/02/23	Woodville Orion Tennis Club Inc	Provision and installation of Public Address system at the club		\$5,723.30	\$5,723.30	\$5,723.30	NO	\$5,723.30	\$7,004.82	23/104715	24/01 Applicant notified approved and payment voucher raised. 10/02 Payment made via EFT and funding letter sent. 15/05 SOA finalised.	
23/11595	18/01/23	Acquitted	CL 13/02/23, Item 6.24	22/2/23	Kats 'n Jammers Ukulele Group	Purchase of 8 mobile folding flip top tables		\$3,000.00	\$3,000.00	\$3,000.00	NO	\$3,000.00	\$4,004.82	23/67622	14/02 Applicant notified approved and New Creditor requested. 15/02 Payment voucher raised. 22/2 Payment made via EFT and funding letter sent. 29/03 SOA finalised.	
23/80023	15/04/23	Under assessment - Moved to July spreadsheet	Did not provide further information requested		Madonna Dei Martiri Molfetta Club Inc	Subsidised purchase of new stove for clubroom							\$4,004.82			
23/89123	27/04/23	Approved	CL 22/05/23, Item 6.60	8/06/23	Woodville Bowling Club	Purchase of 3 tables and 24 chairs to furnish new verandah space at the club		\$5,000.00	\$5,000.00	\$4,004.82	YES	\$4,405.30	-\$995.18		\$4,004.82 approved for West Woodville Ward and \$991.18 approved by Findon Ward. 25/05 Applicant notified approved and tax invoice requested. 30/05 Tax invoice received and processed for payment. 8/06 Payment made via EFT and funding letter sent.	
Total Spend to Date																
											\$17,250.00	\$17,250.00	\$0.00	BALANCE REMAINING (PENDING APPLICATIONS SUBMITTED FOR CONSIDERATION BY COUNCIL APPROVED)		

Discretionary Ward Allowance applications and status - 2022/2023

Checklist TRIM Ref.	Date initial application received	Status	Council Approval Date & Item No.	Payment Date	Applicant Name	Project	Allocation	Application Amount ex GST	Eligible Amount ex GST	Amount Approved ex GST	GST applicable	Payment Amount	Balance	Final CM Ref.	Status / Notes	
					FINDON											
22/266576	23/11/22	Acquitted	CL 12/12/22, Item 6.128	21/12/23	<i>Applicant</i> Ginger Ninja Animal Rescue	<i>Projects</i> Subsidised cat desexing, microchipping, vaccination and re-homing program	\$17,250	\$3,000.00	\$3,000.00	\$500.00	NO	\$500.00	\$16,750.00	23/104743	Application of \$3,000.00 was divided between Hindmarsh, Grange, Findon, Beverley, Woodville and West Woodville wards at \$500.00 each. 13/12 Applicant notified approved and payment voucher raised. 21/12 Payment made by EFT and funding letter sent. 15/05 SOA finalised.	
23/21862	1/02/23	Acquitted	CL 27/02/23, Item 6.32	8/03/23	Fulham Cricket Club Inc	Purchase of marquees, scoreboards and catching bats		\$4,813.00	\$4,813.00	\$4,813.00	NO	\$4,813.00	\$11,937.00	23/87747	2/03 applicant notified approved and payment voucher raised. 8/03 Payment made via EFT and funding letter sent. 26/04 SoA finalised.	
23/55878	15/03/23	Acquitted	CL 11/04/23, Item 6.43	19/04/23	Orange Tree Quilters	Purchase of cotton fabrics, electrical equipment and ironing mats		\$3,000.00	\$3,000.00	\$3,000.00	NO	\$3,000.00	\$8,937.00	23/140660	17/04 Applicant notified approved and payment voucher raised. 19/04 Payment made via EFT and funding letter sent. 26/06 SOA finalised.	
23/80240	16/04/23	ON HOLD - MOVED TO July spreadsheet	Development approvals required.		Findon Skid Kids	Subsidised purchase and installation of 3 grandstands		\$5,000.00	\$5,000.00		NO				21/04 Application has been put on hold due to development approvals being required.	
23/93295	2/05/23	Approved	CL 22/05/23, Item 6.60	15/06/23	The Scout Association of Australia SA Branch - Kidman Park Scout Group	Purchase of one air conditioner, service two others and acknowledgment plaque within the Scout Hall		\$4,167.41	\$4,167.41	\$4,167.41	YES	\$4,584.15	\$4,769.59		25/05 Applicant notified approved and tax invoice requested. 7/06 Tax invoice received and processed for payment. 16/06 Payment made via EFT and funding letter sent.	
23/89123	27/04/23	Approved	CL 22/05/23, Item 6.60	8/06/23	Woodville Bowling Club	Purchase of 3 tables and 24 chairs to furnish new verandah space at the club		\$5,000.00	\$995.18	\$995.18	YES	\$1,096.69	\$3,774.41		\$4,004.82 approved from West Woodville Ward and \$991.18 approved from Findon Ward. 25/05 Applicant notified approved and tax invoice requested. 8/06 Payment made via EFT and funding letter sent.	

Total Spend to Date **\$13,475.59** **\$3,774.41** **BALANCE REMAINING (PENDING APPLICATIONS SUBMITTED FOR CONSIDERATION BY COUNCIL APPROVED)**

Checklist TRIM Ref.	Date initial application received	Status	Council Approval Date & Item No.	Payment Date	Applicant Name	Project	Allocation	Application Amount ex GST	Eligible Amount ex GST	Amount Approved ex GST	GST applicable	Payment Amount	Balance	Final CM Ref.	Status / Notes	
					HINDMARSH											
22/266576	23/11/22	Acquitted	CL 12/12/22, Item 6.128	21/12/23	<i>Applicant</i> Ginger Ninja Animal Rescue	<i>Projects</i> Subsidised cat desexing, microchipping, vaccination and re-homing program	\$17,250	\$3,000.00	\$3,000.00	\$500.00	NO	\$500.00	\$16,750.00	23/104743	Application of \$3,000.00 was divided between Hindmarsh, Grange, Findon, Beverley, Woodville and West Woodville wards at \$500.00 each. 13/12 Applicant notified approved and payment voucher raised. 21/12 Payment made by EFT and funding letter sent. 15/05 SOA finalised.	
23/41765	27/02/23	Acquitted	CL 27/03/23, Item 6.38	5/04/23	St Barnabas Anglican Church Croydon	Purchase and installation of new gas heaters		\$3,000.00	\$3,000.00	\$3,000.00	NO	\$3,000.00	\$13,750.00	23/151668	28/03 Applicant notified approved and payment voucher raised. 5/04 Payment made via EFT and funding letter sent.	
23/53010	12/03/23	WITHDRAWN			Hindmarsh Residents Association Community Archive Group	Once off engagement of professional services to assist in historical recordings		\$2,997.50							Application updated with clarity around event. 27/03 Application withdrawn by applicant due to volunteer offering services.	
23/87018	25/04/23	Approved	CL 22/05/23, Item 6.60	8/06/23	Fitzroy Community Club Inc	Subsidised removal and replacement of concrete pavers under club verandah		\$5,000.00	\$5,000.00	\$5,000.00	YES	\$5,500.00	\$8,750.00		24/05 Applicant notified approved and tax invoice requested. 29/05 Tax invoice received and processed for payment. 8/06 Payment made via EFT and funding letter sent.	
23/94408	3/05/23	Approved	CL 22/05/23, Item 6.60	15/06/23	Adelaide Bike Kitchen	Upgrade of tools and accessories for public bike mechanics workshop and printing advertising material costs		\$2,559.00	\$2,559.00	\$2,559.00	NO	\$2,559.00	\$6,191.00		24/05 Applicant notified approved and payment voucher raised. 16/06 Payment made via EFT and funding letter sent.	
23/92711	6/05/23	Approved	CL 22/05/23, Item 6.60	8/06/23	The Croatian Club Adelaide Inc	Purchase of a photocopier		\$4,995.00	\$4,995.00	\$4,995.00	YES	\$5,494.50	\$1,196.00		24/05 Applicant notified approved and tax invoice requested. 29/05 Tax invoice received and processed for payment. 8/06 payment made via EFT and funding letter sent.	

Total Spend to Date **\$16,054.00** **\$1,196.00** **BALANCE REMAINING (PENDING APPLICATIONS SUBMITTED FOR CONSIDERATION BY COUNCIL APPROVED)**

Checklist TRIM Ref.	Date initial application received	Status	Council Approval Date & Item No.	Payment Date	Applicant Name	Project	Allocation	Application Amount ex GST	Eligible Amount ex GST	Amount Approved ex GST	GST applicable	Payment Amount	Balance	Final CM Ref.	Status / Notes	
					BEVERLEY											
22/266576	23/11/22	Acquitted	CL 12/12/22, Item 6.128	21/12/23	<i>Applicant</i> Ginger Ninja Animal Rescue	<i>Projects</i> Subsidised cat desexing, microchipping, vaccination and re-homing program	\$17,250	\$3,000.00	\$3,000.00	\$500.00	NO	\$500.00	\$16,750.00	23/104743	Application of \$3,000.00 was divided between Hindmarsh, Grange, Findon, Beverley, Woodville and West Woodville wards at \$500.00 each. 13/12 Applicant notified approved and payment voucher raised. 21/12 Payment made by EFT and funding letter sent. 15/05 SOA finalised.	
23/13670	20/01/23	Acquitted	CL 27/02/23, Item 6.32	16/03/23	Ankit Chaudhary	Purchase and installation of mat at cricket practice nets at Langman Reserve		\$2,941.00	\$2,941.00	\$2,941.00	NO	\$2,201.00	\$13,809.00	23/146109	28/02 Applicant notified approved and new creditor requested. 7/03 payment voucher raised. 16/03 payment made via EFT and funding letter sent. 26/06 Invoice raised for \$740 unspent funds. 3/07 SOA finalised.	

Total Spend to Date **\$3,441.00** **\$13,809.00** **BALANCE REMAINING (PENDING APPLICATIONS SUBMITTED FOR CONSIDERATION BY COUNCIL APPROVED)**

7. MOTIONS ON NOTICE

7.08 MOTION ON NOTICE - REVIEW OF THE DISCRETIONARY WARD ALLOWANCE GUIDELINES

TO: Council

FROM: Governance Officer - Aaron Galanti

DATE: 14 August 2023

Brief

A Motion on Notice has been received from Councillor George Turelli for Council to review the Discretionary Ward Allowance Guidelines.

Recommendation

- 1. That Council Members provide feedback to the Manager Governance & Operational Support on any proposed amendments to the Discretionary Ward Allowance (DWA) Guidelines by COB 23 August 2023.**
- 2. That a report is presented to the Corporate Services Committee meeting of 4 September 2023 with the proposed amendments.**

Preamble

The following preamble has been provided by Councillor George Turelli:

During the recent deliberation of the Annual Draft Business Plan, it was agreed to lower the DWA budget to \$176,000 for FY 24 and to review the current DWA Guidelines to better reflect the needs of our community and good governance. The DWA Guidelines provide the eligibility criteria that applicants can request funding for programs, activities and minor capital purchases consistent with Council's community priorities and which the applicant is not able to self-fund. It is noted that some applicants have continued to apply to Council for funding notwithstanding that their supporting financial information indicate they were able to fund their request. This is an opportunity to review this grant program to improve applicants' eligibility criteria with fairness and equity to ensure the best possible use of ratepayer's funds.

CEO COMMENTS: (Manager Governance & Operational Support)

Staff will be able to provide a report to the Corporate Services Committee meeting of 4 September 2023 if all feedback is provided by 23 August 2023.

Appendices

#	Attachment
1	Appendix 1 - Discretionary Ward Allowance Guidelines

APPENDIX 1



DISCRETIONARY WARD ALLOWANCE

Guidelines



DISCRETIONARY WARD ALLOWANCE

Guidelines



What is the Discretionary Ward Allowance Grant?

The Discretionary Ward Allowance (DWA) provides each of the eight council wards with grant funds of up to \$22,000 excluding GST, per ward, per financial year. The funds are intended to assist eligible applicants with funding for programs, activities and minor equipment purchases which support Council's identified community priorities in its [Community Plan](#).

The DWA grant program is intended to create sustainable initiatives rather than building financial dependency and, as such, is not intended to be a recurring funding source. The DWA grant program shall support the initial delivery of new activities or provide one-off financial assistance for an expense that aims to benefit the community, and which the applicant is not able to self-fund. The same project/expense type can only be funded for a maximum of three times in any four-year period. Funding in one year does not guarantee funding in following years.

The establishment and operation of the DWA is derived from Council's powers under Section 137 of the Local Government Act 1999.

Who is eligible to apply?

APPLICANT ELIGIBILITY	YES	NO
Not for profit group, community group or voluntary organisation, legally constituted as an incorporated association in accordance with the Associations Incorporations Act 1987.	✓	
Individual or unincorporated group, not carrying on a for profit business related to the application.	✓	
Community based groups within a school setting, provided they can demonstrate that the initiative: <ul style="list-style-type: none"> - Is not part of DECD curriculum; - Is not a capital purchase or capital works expense; and - Is not a core DECD funding responsibility. 	✓	
For profit organisations including commercial entities, businesses and sole traders.		✗
Registered political parties as identified on the Australian Electoral Commission webpage.		✗
Government agencies.		✗
Applicants who have an outstanding Council grant acquittal or who have not yet complied with the requirements of a previous Council grant application.		✗
Applicants who have a debt owing to Council where no repayment arrangement has been agreed to or which is not being complied with.		✗

DISCRETIONARY WARD ALLOWANCE

Guidelines



What application requests will be eligible for funding?*

GRANT REQUEST	YES	NO
Delivery of a community program or initiative.	✓	
Minor plant and equipment purchases up to a maximum purchase price of \$3,000 excluding GST, per application.	✓	
Once-off support for a professional or contractual service required for the delivery of community services or programs.	✓	
Minor operational expenses excluding salaries and wages (including items such as stationery, printing, utilities, insurance, communications etc), up to a maximum amount of \$300 excluding GST, per applicant, per annum.	✓	
New building projects or capital purchases/works, limited to a maximum application amount of \$3,000 excluding GST, per application.	✓	
Applications that demonstrate that the program or initiative will be delivered within the City or deliver outcomes specific to Charles Sturt residents and its Community.	✓	
Delivery of an event. <i>Please refer to the Events & Festivals Sponsorship program and guidelines to determine if your event is eligible to apply for funding.</i>		✗
Purchase of gifts or prizes.		✗
Payment of outstanding debts or loans.		✗
Payment of salaries, wages, stipends, honorariums, or any other payment for personal service which is the responsibility of the applicant organisation. This includes payments to club members and/or volunteers.		✗
Travel expenses, including transport and accommodation.		✗
Liquor licensing costs.		✗
Where the project has already commenced, or items, expenses or services have already been paid for (e.g. seeking reimbursement), therefore making the application or expense retrospective.		✗
Applications for any activity or expense which has received a DWA grant or other Council grant or funding three times in the last four years.		✗

**This is not intended to be an exhaustive list but demonstrates the types of activities that will and will not be considered for funding.*

DISCRETIONARY WARD ALLOWANCE

Guidelines



Program principles

The following principles guide decision making across the DWA Grant Program.

Inclusion and Accessibility

Projects and activities that respond to the aim of an inclusive Charles Sturt community by encouraging and enabling active participation from all members across our socially diverse community.

Responsiveness

Projects and activities that will identify and respond to needs of the participants.

Capacity building

Projects and activities that will strengthen local assets and create sustainable and environmentally friendly communities.

Community wellbeing

Projects and activities that will create and encourage healthy living.

Assessment Considerations

Applications for programs, activities or expenses being incurred should only be considered by the Council in the financial year in which they will occur. Exceptions may be granted where the application is for an activity occurring early in the new financial year.

When considering an application, Council may consider and review:

- To what extent the objectives of the applicant and their request for funding is aligned to the identified priorities in Council's [Community Plan](#);
- The proportion of the local community the grant will benefit, and whether the application observes and promotes principles of social diversity, access, inclusion and disadvantage;
- Whether the activity creates long-term social, cultural or economic value for the community;
- If the applicant has considered and demonstrated how the activity can become sustainable and independent of future Council support;
- The extent of funding and other support the applicant has received from Council over the last four years, including fee waivers, rate rebates, support and assistance, and funding received from other Council grant programs;
- If the applicant has accessed DWA funding previously or in the current year, and if this was for the same activity as being applied for in the current application;
- If the application duplicates an existing service or program that operates in the City, or if it will contravene an existing City of Charles Sturt Policy or Operating Guideline; and
- Availability of ward funds.

DISCRETIONARY WARD ALLOWANCE

Guidelines



When to apply

DWA grants are open for submission all year round, subject to available ward funds, however no applications will be presented to Council during June. Applications to be considered within the current financial year must be submitted no later than within the first week of May. Applications received after that time will not be considered by Council until their first meeting of July.

The grant fund is replenished each financial year and only applications commencing in the current financial year will be considered for funding in that same year.

Please be aware that during the year of a General Election, applications cannot be considered from 1 July until following the General Election's declaration (usually around mid-December). During such a year, ensure your application is submitted by the end of April to ensure it can be considered by Council in May.

Given that retrospective funding is not eligible, be certain of your application's outcome before making any purchases and ensure you submit your application with enough time for it to be assessed and considered. It's best to submit your application a minimum of 4 weeks before you require the funding as this allows enough time to conduct the assessment and for it to be reported to and considered by Council.

How to apply

To make an application, applicants should visit the City of Charles Sturt's [Discretionary Ward Allowance](#) webpage and read the application information before completing the online application form. When completing the application form, applicants will be asked to upload the required supporting documentation, as below.

Incorporated groups:

- A copy of the applicant's most recent, audited, end of year Financial Statements or end of year Financial Statements approved by the authorised Accountant or Treasurer.
- The organisation's most recent Annual Report. If the organisation is not required to or does not produce an Annual Report they must provide a copy of their last held Annual General Meeting minutes and copies of the presented reports (President's report, Treasurer's report etc.).

All applicants:

- Where the grant request is for the purchase of multiple items/expenses, a budget must be submitted that details the components of the proposed project & grant expenditure.
- If any component of the application is for the purchase of a single item or service which exceeds \$1,000 but is less than \$3,000 excluding GST, the applicant must upload one quote for that specific item or service.
- If any component of the application is for the purchase of a single item or service for \$3,000 or over excluding GST, the applicant must upload two, comparative quotes for that specific item or service.

DISCRETIONARY WARD ALLOWANCE

Guidelines



As retrospective funding is not eligible, care should be taken to not incur expenses for which funds are being sought until after the Council has passed a formal decision to approve the grant funds. The applicant will receive written acknowledgement from the Grant Administrator following consideration of the application at Council, notifying them of the Council's decision and instruction to arrange payment of approved funds.

Applicants are able to attend the Council Meeting when their application is being considered in order to know the outcome of their grant immediately. Applicants may also request a [Deputation](#) to speak to their application at the meeting in which Council will consider their application.

Acquittal and outcome reporting requirements

For approved DWA applications of up to \$250, acquittal of the grant will only require a statement signed by the organisation's authorised officer stating that the funds received have been or shall be expended for the purpose approved by Council.

All other approved DWA applications must be expended and acquitted within three months from receipt of the funds from Council. Where other arrangements have been agreed to with the Grant Administrator, for example an acquittal extension request, the applicant may be granted to no later than the end of the financial year in which the funds were granted to complete and submit the acquittal.

To acquit the grant, applicants must submit a signed Statement of Acquittal Form, accompanied by copies of tax receipts or paid tax invoices evidencing the complete expenditure of the approved grant funds. Approved grants of \$3,000 must also provide a written summary (half-page or more) describing the outcomes of the project, including feedback from the community/users, how the City of Charles Sturt funding has been recognised, and photographs, if appropriate.

Any unspent funds on the approved application which are identified in the Statement of Acquittal must be returned to Council. The Grant Administrator will issue a tax invoice to the applicant in the amount of the unspent funds for reimbursement.

Any changes to the approved grant activity that would result in funding being expended in a way other than what was detailed in the approved application and grant budget may not be undertaken without prior written approval. Please contact the Grant Administrator as soon as this issue is identified.

Should a successful applicant not comply with the grant or acquittal and reporting requirements, or a Council audit on the expenditure of the funds reveal that they were not appropriately expended, Council reserves the right to seek reimbursement of those monies from the applicant or organisation.

The City of Charles Sturt or the DWA Grant Administrator may investigate or seek additional information associated with any application or acquittal, at their discretion.

DISCRETIONARY WARD ALLOWANCE

Guidelines



Funding Acknowledgement

The City of Charles Sturt is to be given written or printed acknowledgement of the funding in all correspondence, media releases, invitations and any advertising or promotional material related to the activity, program or expense being funded. Acknowledgement may also be attributed via newsletters, public noticeboards, banners and signage, and on social media and organisational webpages. A copy of the City of Charles Sturt logo will be provided to all successful applicants, along with guidelines on the use of the logo. The City of Charles Sturt also welcomes verbal acknowledgement of its support at any of the organisation's events or social functions.

Acknowledgements of funding should recognise the City of Charles Sturt. Agreement with a councillor or discussion to attribute funding to a specific councillor (or councillors) may give rise to breaches of the Local Government Act or Code of Conduct.

Disclaimer

Projects must comply with any relevant Federal, State and local government legislation or regulations and guidelines, including child protection requirements. For further information on this issue visit the SA Department for Education and Child Development website regarding Child related employment screening: <https://screening.dhs.sa.gov.au/>.

8. QUESTIONS ON NOTICE

Nil

9. MOTIONS WITHOUT NOTICE

[As previously identified and agreed by the Presiding Member]

10. QUESTIONS WITHOUT NOTICE**11. BUSINESS - PART 11 - CONFIDENTIAL ITEMS****11.05 CONFIDENTIAL COVER REPORT - CAWRA 3 YEAR BUSINESS PLAN & LONG TERM FINANCIAL PLAN****Recommendation - Exclusion of the Public**

That

- a. pursuant to Section 90(2) of the Local Government Act 1999 Council hereby orders that the public be excluded from attendance at this meeting with the exception of the Chief Executive Officer and staff (insert staff) currently in attendance at the meeting in order to consider ITEM 11.05 CAWRA 3 YEAR BUSINESS PLAN & LONG TERM FINANCIAL PLAN in confidence.
- b. in accordance with Section 90(3) of the Local Government Act 1999 Council is satisfied that it is necessary that the public be excluded to consider the information contained in report ITEM 11.05 CAWRA 3 YEAR BUSINESS PLAN & LONG TERM FINANCIAL PLAN on the following grounds:

Confidential Legislation

- b. information the disclosure of which - (i) 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 (ii) would, on balance, be contrary to the public interest.

Recommended Action

- c. accordingly, on this basis the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or discussion confidential.

11.05 CAWRA 3 YEAR BUSINESS PLAN & LONG TERM FINANCIAL PLAN**CONFIDENTIAL****Brief**

This report provides Council with the opportunity to provide feedback on the Central Adelaide Waste and Recycling Authority's (CAWRA) 3-Year Business, Plan, Long-Term Financial Plan and the Board composition in accordance with requirements of the Local Government Act 1999 and CAWRA's Charter.

12. REPORTS OF COMMITTEES - PART 11 - CONFIDENTIAL ITEMS

Nil

13. MEETING CLOSURE