NOTICE OF MEETING
THE BAROSSA COUNCIL COMMUNITY ASSISTANCE SCHEME COMMITTEE MEETING
will be held on Wednesday 7 March 2018
in the Council Chamber,
43-51 Tanunda Road, Nuriootpa, commencing at 4.30pm

Martin McCarthy
CHIEF EXECUTIVE OFFICER
THE BAROSSA COUNCIL

AGENDA

Welcome and Opening

1. Present

2. Apologies

3. Confirmation of Minutes of previous meeting: 5 December 2017  Pg 3

4. Business Arising from Previous Minutes

5. Consensus Agenda

5.1 Reports for Information
   5.1.1 Actions from Previous Meetings
   5.1.2 Summary of Youth and Community Grants 2017/2018
   5.1.3 Summary of Heritage Grants
   5.1.4 Youth Grants approved by CASC Administration
   5.1.5 Youth Barossa re Steps to Better Health booklet

5.2 Correspondence
   5.2.1 Southern Barossa Alliance Inc – project update

6. Adoption of Consensus Agenda
   6.1 Items for Exclusion from the Consensus Agenda
   6.2 Receipt of Consensus Agenda

7. Debate Agenda

7.1 Community Grants
7.1.1 Applications
7.1.1.1 Barossa Rams Rugby Club Pg 32

7.1.2 Grant Acquittals
7.1.2.1 Barossa Future Leaders Pg 78
7.1.2.2 Barossa German Language Assoc Inc Pg 88
7.1.2.3 Parkrun Inc Pg 100
7.1.2.4 Barossa and District Pipe Band – Request for Extension of Time Pg 107

7.2 Heritage Grants
7.2.1 Heritage Advisor’s Report Pg 110
7.2.2 Reallocation of Approved Heritage Grant Monies for Holy Cross Lutheran Church Gruenberg Moculta Pg 116

7.3 Updates to Community Assistance Scheme Documents
7.3.1 Youth Grant Guidelines and Application Form Pg 120
7.3.2 Community Grant Guidelines and Application Form Pg 127
7.3.3 Community Assistance Scheme Policy Pg 140

8. Other Business

9. Next Meeting
6 June 2018

10. Close
COMMUNITY ASSISTANCE SCHEME COMMITTEE

REPORTS FOR INFORMATION

7 MARCH 2018

CONSSENSUS AGENDA

5.1 REPORTS FOR INFORMATION

5.1.1 ACTIONS FROM PREVIOUS MEETINGS

<table>
<thead>
<tr>
<th>CASCA Meeting Date</th>
<th>YOUTH GRANTS</th>
<th>Successful letter sent</th>
<th>Payment Voucher received</th>
<th>Payment made</th>
<th>Attended Council Meeting OR Written Report Received</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/2/17</td>
<td>CASCA Youth Grant Process document – draft approved last meeting but requires update due to recent changes in process. CASCA Youth Grant Administration Procedure – draft requires update due to recent changes in process</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>P</td>
</tr>
<tr>
<td>16/08/17</td>
<td>Joseph Brown</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Sent reminder</td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>James Darby</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Sent reminder</td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Max Smyth</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Naomi Packer</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>C</td>
</tr>
<tr>
<td>16/11/17</td>
<td>Sofie Kraft</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Emma Dowling</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>20/2/18</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Amity Hansen</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Lauren Ball</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Cody Bahnisch</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Alex Griffiths</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>15/2/18</td>
<td>Sam Noack</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Fynn Manning</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Tate Manning</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Felix Stokoe</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Koby Rosenzweig</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Rhys Cannizzaro</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td>P</td>
</tr>
<tr>
<td></td>
<td>Jeremy Nobes</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td></td>
<td>P</td>
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</table>

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>COMMUNITY GRANTS</th>
<th>Successful letter sent</th>
<th>Invoice received</th>
<th>Payment made</th>
<th>Project End Date</th>
<th>Acquittal Statement received</th>
<th>Written Assessment Received</th>
<th>STATUS</th>
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<tr>
<td>2014/2015</td>
<td>Barossa German Language Assoc</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>None given</td>
<td>Y</td>
<td>Y</td>
<td>C</td>
</tr>
<tr>
<td>2016/2017</td>
<td>Youth Barossa - Steps to Better Health</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td>Refer Agenda item 7.1.2.3</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>21/2/17</td>
<td>ParkRun Inc</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>First Run held 16/9/17</td>
<td>Refer Agenda item 7.1.2.4</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>2016/2017</td>
<td>Barossa &amp; District Pipe Band</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>1/4/18</td>
<td>Extension request - Agenda item 7.1.2.3</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Inc</td>
<td>Mount Crawford Dressage Club</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>15/5/17 Should be completed March 2018</td>
<td>N</td>
<td>N</td>
<td>P</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>----------------------------------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>2016/2017 Barossa Future Leaders</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>31/10/17</td>
<td>Refer Agenda item 7.1.2.1</td>
<td>C</td>
<td></td>
<td></td>
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<tr>
<td>2017/2018 Southern Barossa Alliance Inc</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>14/12/17</td>
<td>Refer Agenda item 5.2.1</td>
<td>P</td>
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<tr>
<td>19/9/17 Council Meeting</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>31/7/18</td>
<td>N</td>
<td>N</td>
<td>P</td>
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<tr>
<td>5/12/2017 Tanunda Tennis Club Inc</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>26/1/18</td>
<td>N</td>
<td>N</td>
<td>P</td>
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<tr>
<td>J F Herbig Memorial Family Inc</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>8/4/18</td>
<td>N</td>
<td>N</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Barossa Community Labyrinth</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>30/6/18</td>
<td>N</td>
<td>N</td>
<td>P</td>
<td></td>
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<tr>
<td>19/12/17 Council Meeting</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>31/12/17</td>
<td>N</td>
<td>N</td>
<td>P</td>
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<table>
<thead>
<tr>
<th>Budget Year</th>
<th>HERITAGE GRANTS</th>
<th>$</th>
<th>Approval letter</th>
<th>Expiry Date</th>
<th>Payment made</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015/2016</td>
<td>Bethany Lutheran Church 16/52675</td>
<td>$1,800</td>
<td>Extension to 14/6/18</td>
<td>N</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Zion Lutheran Church Angaston - 16/50863</td>
<td>$1,000</td>
<td>17/3257</td>
<td>20/12/17</td>
<td>N</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Langmeil Lutheran Church 16/64888</td>
<td>$900</td>
<td>17/3286</td>
<td>Extension to 30/6/18</td>
<td>Y</td>
<td>P</td>
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<tr>
<td>2017/2018</td>
<td>Zion Lutheran Church 17/58172</td>
<td>$1,000</td>
<td>17/102156</td>
<td>5/12/18</td>
<td>N</td>
<td>P</td>
</tr>
<tr>
<td>Christian Community Hub 17/82931</td>
<td>$500</td>
<td>17/102171</td>
<td>5/12/18</td>
<td>N</td>
<td>P</td>
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<tr>
<td>Moculta District History Society 17/85942</td>
<td>$2,000</td>
<td>17/102174</td>
<td>5/12/18</td>
<td>Y</td>
<td>C</td>
<td></td>
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<tr>
<td>Luhrs Cottage Preservation Society 17/86939</td>
<td>$800</td>
<td>17/102198</td>
<td>5/12/18</td>
<td>N</td>
<td>P</td>
<td></td>
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<tr>
<td>Brian Lee 17/87679</td>
<td>$1,000</td>
<td>17/102208</td>
<td>5/12/18</td>
<td>N</td>
<td>P</td>
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<tr>
<td>Vicki March 17/87868</td>
<td>$500</td>
<td>17/102220</td>
<td>5/12/18</td>
<td>N</td>
<td>P</td>
<td></td>
</tr>
</tbody>
</table>
### 5.1.2 Summary of Youth and Community Grants 2017/18

<table>
<thead>
<tr>
<th>Funding Type</th>
<th>No. of Applications</th>
<th>Funding Approved/Requested (Excl GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August 2017</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth Grants</td>
<td>11 Applications</td>
<td>$2,200</td>
</tr>
<tr>
<td>September 2017</td>
<td>3 Applications</td>
<td>$5,990</td>
</tr>
<tr>
<td>Community Grants</td>
<td><strong>Total</strong></td>
<td><strong>$8,190</strong></td>
</tr>
<tr>
<td><strong>November 2017</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth Grants</td>
<td>7 Applications</td>
<td>$1,600</td>
</tr>
<tr>
<td>December 2017</td>
<td>4 Applications</td>
<td>$7,000</td>
</tr>
<tr>
<td>Community Grants</td>
<td><strong>Total</strong></td>
<td><strong>$8,600</strong></td>
</tr>
<tr>
<td><strong>February 2018</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Youth Grants</td>
<td>7 Applications</td>
<td>$1,450</td>
</tr>
<tr>
<td><strong>Total to date</strong></td>
<td></td>
<td><strong>$18,240</strong></td>
</tr>
<tr>
<td><strong>REMAINING BUDGET</strong></td>
<td><strong>2017-2018</strong></td>
<td><strong>$7,260</strong></td>
</tr>
<tr>
<td>March - Requested</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Grants</td>
<td>1 Application</td>
<td>$3,000</td>
</tr>
<tr>
<td><strong>Funds remaining if March application granted</strong></td>
<td></td>
<td><strong>$4,260</strong></td>
</tr>
</tbody>
</table>

### 5.1.3 Summary of Heritage Grants

<table>
<thead>
<tr>
<th>Funding Type</th>
<th>No. of Applications</th>
<th>Funding Approved/Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heritage Grants</td>
<td>BUDGET 2017-2018</td>
<td>$10,100.00</td>
</tr>
<tr>
<td></td>
<td>Less BUDGET ALLOCATED 2017/2018</td>
<td>$6,800.00</td>
</tr>
<tr>
<td></td>
<td><strong>Funds remaining 2017/2018</strong></td>
<td><strong>$3,300.00</strong></td>
</tr>
<tr>
<td></td>
<td>BUDGET ALLOCATED 2017/2018</td>
<td>$6,800.00</td>
</tr>
<tr>
<td></td>
<td>Carried forward 2015/2016</td>
<td>+$1,800.00</td>
</tr>
<tr>
<td></td>
<td>Carried forward 2016/2017</td>
<td>+$1,000.00</td>
</tr>
<tr>
<td></td>
<td>2017/2018 Remaining Budget</td>
<td>+$3,300.00</td>
</tr>
<tr>
<td></td>
<td>Less applications to be paid 2015/2016 &amp; 2016/2017 (as above)</td>
<td>-$2,800.00</td>
</tr>
<tr>
<td></td>
<td>Less applications to be paid 2017/2018 (as above)</td>
<td>-$6,800.00</td>
</tr>
<tr>
<td></td>
<td><strong>Funds remaining</strong></td>
<td><strong>$3,300.00</strong></td>
</tr>
</tbody>
</table>
5.1.4 **YOUTH GRANTS APPROVED BY CASC ADMINISTRATION**

The following Youth Grants were approved at the CASC Administration meeting held 15 February 2018:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Representing</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sam Noack</td>
<td>2017 Boys 2 years and under State Softball team in the Pacific School Games in Adelaide</td>
<td>200</td>
</tr>
<tr>
<td>Fynn Manning</td>
<td>SA State Track and Field Team in the 2017 School Sports Australia Track and Field Championships in Adelaide</td>
<td>200</td>
</tr>
<tr>
<td>Tate Manning</td>
<td>Athletics SA Team SA in the Australian All Schools Athletics Championships in Adelaide</td>
<td>200</td>
</tr>
<tr>
<td>Felix Stokoe</td>
<td>Adelaide United Football School, participating in the Mediterranean International Cup Under 15 Squad, playing in Barcelona</td>
<td>250</td>
</tr>
<tr>
<td>Koby Rosenzweig</td>
<td>South Australia Sharks Under 14s Basketball Team in the ACJ BC Country Championships in Albury</td>
<td>200</td>
</tr>
<tr>
<td>Rhys Cannizzaro</td>
<td>SA Country Basketball U18 Team in the Australian Junior Country Championships in Albury</td>
<td>200</td>
</tr>
<tr>
<td>Jeremy Nobes</td>
<td>SA Country Basketball U18 Team in the Australian Junior Basketball Cup in Albury</td>
<td>200</td>
</tr>
</tbody>
</table>

5.1.5 **YOUTH BAROSSA INC – STEPS TO BETTER HEALTH BOOKLET**

The Community Assistance Scheme Committee (CASC), at its 6 December 2016 meeting, approved a Community Grant of $3,000 to Youth Barossa Inc for the “Steps to Better Health” reprint.

The Community Assistance Scheme Policy requires that “a written assessment of the project, including a financial statement (Acquittal Statement) is required from the Grant recipient on completion of the project, which is to be within 12 months of the grant approval”.

As reported to the 5 December 2017 CASC meeting, Youth Barossa were advised by the Steps to Better Health Committee that the Steps to Better Health booklet was being printed that week. An update on the project and a signed Acquittal form was provided to Council, but no copies of invoice/s or supporting documentation.

An invoice from The Leader for the printing has been received by the Steps to Better Health Committee. However, Youth Barossa is waiting to be invoiced by that Committee in order to pay the Grant monies toward the printing costs. An Acquittal report will be provided to the June CASC meeting.

**RECOMMENDATION:**

That Reports for Information items 5.1.1 to 5.1.5 be received.
5.2 CONSENSUS AGENDA - CORRESPONDENCE

5.2.1 SOUTHERN BAROSSA ALLIANCE INC - PROJECT UPDATE
At its September 2017 meeting, the Community Assistance Scheme Committee approved a Community Grant of $2,990 (ex GST) to Southern Barossa Alliance Inc for the purchase of Portable Community Event Electrical Cable Covers. As the project completion date was 14 December 2017, the CASC administration officer contacted the group regarding the Grant acquittal. Acquittal information should be received by mid March; correspondence is attached for information.

RECOMMENDATION:
That the Correspondence item 5.2.1 be received.
COMMUNITY ASSISTANCE SCHEME COMMITTEE

EXECUTIVE OFFICER CASC - REPORTS

7 MARCH 2018

7.1.1 DEBATE AGENDA - COMMUNITY GRANT APPLICATIONS

7.1.1.1 BAROSSA RAMS RUGBY CLUB - ESTABLISHMENT OF BAROSSA RAMS WOMEN’S RUGBY TEAM B3342

PURPOSE
To consider a Community Grant Application from Barossa Rams Rugby Club Incorporated (the Club) for the establishment of a Barossa Rams Women’s Rugby Team.

RECOMMENDATION
That the Community Assistance Scheme Committee approves/declines a Community Grant of $3,000 (excl GST) to Barossa Rams Rugby Club Incorporated towards the establishment of a Barossa Rams Women’s Rugby Team.

REPORT

Background
The Barossa Rams Rugby Club has been established for 40 years, has 145 members and is based at the Lyndoch Recreation Park. The Club fields teams in all Junior grades from Under 7’s through to Under 18’s and has two senior men’s teams.

Introduction
The Club is aiming to establish a women’s team to participate in the 2018 competition.

Discussion
Rugby Union is a growing sport in South Australia and women’s participation is one of the leading growth statistics in the State and around the Country. The Club states that “by adding a women’s team, not only will we be helping grow Women’s Rugby and enable participation locally, but also provide a future team for our current junior female players.” They also state that “Other clubs that have added women’s teams have reported a positive impact on club culture, and we expect the same result – to improve on our already renowned positive and family friendly culture”.

The estimated total expenditure to establish the team is $5,151.92. The Club has estimated that it can contribute $2,151.92 and is therefore seeking a Community Grant of $3,000 to cover the costs.

ESTIMATED PROJECT EXPENDITURE:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost (ex GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women’s jerseys</td>
<td>$1,500</td>
</tr>
<tr>
<td>Cones</td>
<td>$35.90</td>
</tr>
<tr>
<td>4 x hit shields</td>
<td>$500.00</td>
</tr>
<tr>
<td>2 x tackle bags</td>
<td>$758.00</td>
</tr>
<tr>
<td>1 x tackle ring</td>
<td>$345.00</td>
</tr>
<tr>
<td>10 x agility poles</td>
<td>$145.00</td>
</tr>
<tr>
<td>First Aid Kit</td>
<td>$145.00</td>
</tr>
<tr>
<td>12 x drink bottles</td>
<td>$70.80</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$5,151.92</td>
</tr>
</tbody>
</table>
The Community Grant Application has been reviewed by Officers and their comments are provided in the Application Summary Sheet (Attachment 1). A copy of the Application and supporting documentation, is provided in Attachment 2.

Further comments for consideration below:

<table>
<thead>
<tr>
<th>Comments</th>
<th>Community Grant Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noted that the Club runs a bar and canteen on training nights and game days.</td>
<td>3.1.5 Preference will be given to those applicants who do not have access to revenue from income generation through their normal activity, such as bar or canteen facilities.</td>
</tr>
<tr>
<td>The Club does not have audited accounts but has provided a Balance Sheet, Profit and Loss statement and a clarification as to what the cash holdings are earmarked for (Attachment 3). The initial Application was incorrect in stating that the cash and investment holdings were earmarked for funding the women’s jerseys and equipment; this should have read “earmarked for Futures fund in preparation for un-budgeted expenses related to moving to Tanunda site”.*  *Refer The Big Project – Southern Barossa Hub Feasibility Study</td>
<td>3.1.4 Where the cash holdings of the group / club / organisation exceed the amount being applied for, information must be provided on what the cash holdings are earmarked for to assist in the assessment of the application or why they are unable to access them.</td>
</tr>
<tr>
<td>The Application states that no other funding has been sought. Officers have subsequently advised the Club that the Office of Recreation and Sport’s Active Club’s program is now open with funding for equipment up to $5,000.</td>
<td>3.1.3 Applicants will demonstrate a strong self-help trend through energetic fund raising from other sources.</td>
</tr>
</tbody>
</table>

Summary and Conclusion
Should CASC wish to support the Club with this project, officers suggest that a request for inclusion of Council’s logo on the jerseys as recognition of support, be required by the Club.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Application Summary Sheet
Attachment 2: Community Grant Application and supporting documentation
Attachment 3: Email – Clarification regarding the Club’s cash holdings

Policy
Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS
Community Plan

Community and Culture
Corporate Plan

2.9 Collaborate, initiate, develop and/or support activities and facilities for youth in our community.
4.6 Support the growth and sustainability of sporting, recreational and community clubs and organisations through provision of shared infrastructure, grants and opportunities to shape future use and development.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements
Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial
The adopted Budget for the Community Grants and Youth Grants for 2017/18 is $25,500 (excl GST). There is currently $8,710 remaining in that Budget. One round of Community Assistance Scheme funding remains for this financial year.

<table>
<thead>
<tr>
<th>TOTAL CURRENT FUNDS AVAILABLE</th>
<th>$ 8,710</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2018:</td>
<td></td>
</tr>
<tr>
<td>Approved Youth Grants</td>
<td></td>
</tr>
<tr>
<td>March 2018:</td>
<td></td>
</tr>
<tr>
<td>Requested Community Grant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7 Applications</td>
</tr>
<tr>
<td></td>
<td>1 Application</td>
</tr>
<tr>
<td></td>
<td>Total</td>
</tr>
<tr>
<td>FUNDS REMAINING IF MARCH APPLICATION GRANTED</td>
<td>$ 4,260</td>
</tr>
</tbody>
</table>

COMMUNITY CONSULTATION
Community Consultation is not required under legislation or Council Policy.
COMMUNITY ASSISTANCE SCHEME COMMITTEE

EXECUTIVE OFFICER CASC - REPORTS

7 MARCH 2018

7.1.2 DEBATE AGENDA - GRANT ACQUITALS

7.1.2.1 BAROSSA FUTURE LEADERS - BAROSSA FUTURE LEADERS PROGRAM

PURPOSE
To consider the Acquittal documentation in relation to the Community Grant awarded to Barossa Future Leaders for the Barossa Future Leaders Program.

RECOMMENDATION
That the Community Assistance Scheme Committee receives and approves the Acquittal documentation in relation to the Community Grant awarded to Barossa Future Leaders for the 2017 Barossa Future Leaders Program.

REPORT

Background
The Community Assistance Scheme Committee, at its meeting held 7 June 2017, approved a Community Grant of $2,500 (excl GST) to Barossa Future Leaders (auspiced by Regional Development Australia Barossa) for the Barossa Future Leaders Program.

Introduction
The Community Assistance Scheme Policy requires that “a written assessment of the project, including a financial statement (Acquittal Statement) is required from the Grant recipient on completion of the project”.

Discussion
The 2017 Barossa Future Leaders Program was held from March to October 2017. A Grant Acquittal Statement, together with supporting invoices for the specific Grant expenditure and a written assessment of the project is provided in Attachment 1.

It is noted that the total Revenue stated on the Acquittal Statement is $10,000 more than the total Expenditure (and $10,000 more than estimated in the original Grant Application – refer Attachment 2). The ‘excess’ appears to be due to the amount of carry-over funds included on the Acquittal Statement, but not included in the original Application. The excess funds showing will be used as “carry-over funds for the 2019 program”. Their report states “As a community program, there is no guarantee that adequate funds will be sourced through sponsorship so it is important that some reserves are kept for the next program”.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments
Attachment 1: Grant Acquittal Statement, invoices and assessment report
Attachment 2: Excerpt from Community Grant Application
Policy
Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

How We Work – Good Governance

Corporate Plan

How We Work – Good Governance
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements
Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Adherence to Council’s Community Assistance Scheme Policy and Community Grant Guidelines is a risk management tool.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.
COMMUNITY ASSISTANCE SCHEME COMMITTEE
EXECUTIVE OFFICER CASC - REPORTS
7 MARCH 2018

7.1.2 DEBATE AGENDA - GRANT ACQUITALS

7.1.2.2
BAROSSA GERMAN LANGUAGE ASSOCIATION INC - BAROSSA SPIELGRUPPE / GERMAN PLAYGROUP
B3342

PURPOSE
To consider the remaining Acquittal documentation in relation to the Community Grant awarded to the Barossa German Language Association Inc for establishment of a “Barossa Spielgruppe / German Playgroup”.

RECOMMENDATION
That, in relation to the Community Grant awarded to the Barossa German Language Association Inc for establishment of a “Barossa Spielgruppe / German Playgroup”, the Community Assistance Scheme Committee receives and approves the remaining Acquittal documentation to finalise the Grant requirements.

REPORT
Background
The Barossa German Language Association was approved a Community Grant of $3,000 (excl GST) in June 2015 for the establishment of a “Barossa Spielgruppe / German Playgroup”. An Acquittal extension for a further 12 months was granted in September 2016. An Acquittal Statement and the majority of supporting documentation was provided to the 5 December 2017 Community Assistance Scheme Committee (CASC) meeting.

Introduction
CASC, at its 5 December 2017 meeting, resolved the following:

“MOVED Mayor Sloane that, in relation to the Community Grant awarded to the Barossa German Language Association Inc for establishment of a “Barossa Spielgruppe / German Playgroup”, the Community Assistance Scheme Committee (CASC):
(1) receives and approves the Acquittal documentation received to date
(2) requires remaining documentation to be provided before the next CASC meeting.
Seconded Cr Angas
CARRIED”

Discussion
The Group’s project report presented to the 5 December 2017 meeting advised that “....at this stage we have used up most of the grant money, except for a few hundred dollars, which will soon be used for more toys, books, stationary and website costs......”. The group has now provided documentation for the remaining purchases and an updated summary of expenses (Attachment 1).
ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments
Attachment 1: Final Acquittal documentation

Policy
Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan
How We Work – Good Governance

Corporate Plan
How We Work – Good Governance
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements
Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Adherence to Council’s Community Assistance Scheme Policy and Community Grant Guidelines is a risk management tool.

COMMUNITY CONSULTATION
Community Consultation is not required under legislation or Council Policy.
COMMUNITY ASSISTANCE SCHEME COMMITTEE

EXECUTIVE OFFICER CASC - REPORTS

7 MARCH 2018

7.1.2 DEBATE AGENDA - GRANT ACQUIKTALS

7.1.2.3 PARKRUN INC - ESTABLISHMENT OF BAROSSA PARKRUN

B3342

PURPOSE
To consider the Acquittal documentation in relation to the Community Grant awarded to Parkrun Inc for the establishment of Barossa Parkrun.

RECOMMENDATION
That the Community Assistance Scheme Committee receives and approves the Acquittal documentation in relation to the Community Grant awarded to Parkrun Inc for the establishment of Barossa Parkrun.

REPORT

Background
Council, at its meeting held 21 February 2017, approved a Community Grant of $3,300 (incl GST) to Parkrun Inc as a contribution to establish a Barossa Parkrun event at Barossa Bushgardens and Coulthard Reserve. Parkrun completed a Community Grant application, but the request for funding was presented directly to Council without initial assessment by the Community Assistance Scheme Committee, as it was outside the scope and guidelines due to timeframe and funding amount requested.

Introduction
The Community Assistance Scheme Policy requires that “a written assessment of the project, including a financial statement (Acquittal Statement) is required from the Grant recipient on completion of the project”.

Discussion
The Barossa Parkrun, was launched as ‘Nuriootpa Parkrun’ on 16 September 2017. The organization states that it has been “an enormous success, far exceeding our expectations”. A Grant Acquittal Statement, together with supporting documentation and a written assessment of the project is provided in Attachment 1. They state that individual invoices for the expenses cannot be provided as the organization purchases items in bulk. A copy of the estimated Income and Expenditure stated in the Grant application form is provided in Attachment 2 for information.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments
Attachment 1: Grant Acquittal Statement, invoices and assessment report
Attachment 2: Excerpt from Community Grant Application -
Policy
Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan
How We Work – Good Governance

Corporate Plan
How We Work – Good Governance
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.
6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements
Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Adherence to Council’s Community Assistance Scheme Policy and Community Grant Guidelines is a risk management tool.

COMMUNITY CONSULTATION
Community Consultation is not required under legislation or Council Policy.
COMMUNITY ASSISTANCE SCHEME COMMITTEE

EXECUTIVE OFFICER CASC - REPORTS

7 MARCH 2018

7.1.2 DEBATE AGENDA - GRANT ACQUITTALS

7.1.2.4 BAROSSA AND DISTRICT PIPE BAND - REQUEST FOR EXTENSION OF TIME

B3342

PURPOSE

To consider a request from the Barossa and District Pipe Band for an extension of time to complete their project: Provision of Tuition.

RECOMMENDATION

That the Community Assistance Scheme Committee approves the Barossa and District Pipe Band’s request for an extension of time to 30 June 2018 for completion of their project: Provision of Tuition.

REPORT

Background

A Community Grant of $2,000 was awarded to the Barossa and District Pipe Band in March 2017 for Provision of Tuition.

Introduction

The Community Grant Guidelines require the “grant funds must be expended within 12 months of the grant approval (unless prior approval has been sought)”.

Discussion

A request has been received from the Barossa and District Pipe Band for an extension of time to complete the project, as tutors have not been as freely available as had been initially indicated to them. (Refer Attachment 1). They anticipate that their program of tuition will be complete by the end of June 2018.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments

Attachment 1: Request for extension of time to complete project

Policy

Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

How We Work – Good Governance
Corporate Plan
How We Work – Good Governance

6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements
Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Adherence to Council’s Community Assistance Scheme Policy and Community Grant Guidelines is a risk management tool.

COMMUNITY CONSULTATION
Community Consultation is not required under legislation or Council Policy.
THE BAROSSA COUNCIL

COMMUNITY ASSISTANCE SCHEME COMMITTEE

7 MARCH 2018

7. DEBATE AGENDA

7.2.1. HERITAGE ADVISOR’S REPORT

B1938

PURPOSE
To advise the committee of activities carried out by Council’s Heritage Advisor.

RECOMMENDATION
That the Heritage Advisor’s reports be received and noted.

REPORT
The attachment shows a summary of the activities undertaken during November and December 2017 and January 2018 by Mr Sam Hosking, Council’s Heritage Advisor.

Mr Hosking attends the Council one day per fortnight and details of his services are attached to this report.

Mr Hosking will not be in attendance at this meeting to discuss any matters arising but can be contacted by email, sam@hoskingwillis.com.au if further information is sought.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Heritage Advisory Services Summary for November and December 2017 and January 2018.

COMMUNITY PLAN/CORPORATE PLAN/LEGISLATIVE REQUIREMENTS

Community Plan

Natural Environment and Built Heritage

Corporate Plan

Natural Environment and Built Heritage

1.1 Facilitate planned and appropriate development of our townships and district to maintain the character of townships and rural landscapes and to preserve properties and sites which have historic significance.

1.4 Facilitate innovative and sustainable preservation and use of built heritage.

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Financial and risk management considerations are being made within budget constraints.
7. DEBATE AGENDA

7.2.2 HERITAGE GRANT APPROVAL – REQUEST FOR ALTERATION TO HERITAGE GRANT APPROVAL – HOLY CROSS LUTHERAN CHURCH GRUENBERG MOCULTA

B6001

PURPOSE
Holy Cross Lutheran Church Gruenberg Moculta have requested a change to approved Heritage Grant funds, for which approval was granted at the 5 December 2017 meeting of the Committee.

RECOMMENDATION
Grant/Decline the Holy Cross Lutheran Church Gruenberg Moculta the full amount of $1000.00 heritage funding approved towards the provision of protective panels for stained glass windows only.

REPORT
The Community Assistance Scheme Committee, at its meeting on the 5 December 2017, resolved the follow:

MOVED Cr Angas
Grant a Heritage Grant in the amount of $1,000 for the Holy Cross Lutheran Church Gruenberg Moculta for the replacement of roof and gutters to church and Sunday School Rooms and protective glass for replacement of stain glass windows for the property located at Gruenberg Road Moculta

Seconded Cr Grossman
CARRIED

The Church is now seeking permission to re-allocate the full amount of the heritage funding towards the protective panels for stained glass windows only and not towards the replacement of the roof and gutters to the church. This request is due to the church not having raised enough funds to do both projects, refer Attachment 1.

Mr Sam Hosking, Council’s Heritage Advisor supports the request, as per Attachment 2.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES
Attachment 1: Request for Extension of Time from Bethany Lutheran Congregation
Attachment 2: Comments from Council’s Heritage Advisor supporting the church's request
<table>
<thead>
<tr>
<th>COMMUNITY PLAN/CORPORATE PLAN/LEGISLATIVE REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community Plan</strong></td>
</tr>
<tr>
<td>Natural Environment and Built Heritage</td>
</tr>
</tbody>
</table>

**Corporate Plan**  
Natural Environment and Built Heritage  
1.1 Facilitate planned and appropriate development of our townships and district to maintain the character of townships and rural landscapes and to preserve properties and sites which have historic significance.  
1.4 Facilitate innovative and sustainable preservation and use of built heritage.

**FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS**  
The approved grant was previously allocated from the 2017/2018 budget and therefore shall have no budget implications.
7.3 DEBATE AGENDA - UPDATES TO COMMUNITY ASSISTANCE SCHEME DOCUMENTS

7.3.1 YOUTH GRANT GUIDELINES AND YOUTH GRANT APPLICATION FORM
B3342

PURPOSE
To adopt the updated Youth Grant Guidelines and Youth Grant Application form (copies attached).

RECOMMENDATION
That the Community Assistance Scheme Committee adopts the updated Youth Grant Guidelines and Youth Grant Application form as presented to the 7 March 2018 meeting.

REPORT

Introduction
CASC, at its meeting held 5 December 2017, discussed a proposed update to the Youth Grant Guidelines regarding a limit on the number of Youth Grant applications approved per applicant per financial year, and agreed “that Youth Grant approvals would be limited to one for State representation and one for National representation per applicant, per financial year.”

Discussion
The Community Assistance Scheme Committee Administration (CASCA), at its 15 February 2018 meeting, discussed the proposed update, along with other clarifications to the Guidelines. The updated documents are attached, showing tracked changes.

Objective 2.5 in the CASC Terms of Reference states that one function of CASC is “To annually review the Heritage Grants, Community Grants and Youth Grants guidelines and application forms.”

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments
Attachment 1: Updated Youth Grant Guidelines
Attachment 2: Updated Youth Grant Application form

Policy
Community Assistance Scheme Policy

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan

Community and Culture
Health and Wellbeing
How We Work – Good Governance

**Corporate Plan**
Community and Culture
  2.9 Collaborate, initiate, develop and/or support activities and facilities for youth in our community.

How We Work – Good Governance
  6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

**Legislative Requirements**
Local Government Act 1999

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**
Adherence to Council’s Youth Grant Guidelines is a risk management tool.

**COMMUNITY CONSULTATION**
Community Consultation is not required under legislation or Council Policy.
COMMUNITY ASSISTANCE SCHEME COMMITTEE

EXECUTIVE OFFICER CASC - REPORTS

7 MARCH 2018

7.3 DEBATE AGENDA - UPDATES TO COMMUNITY ASSISTANCE SCHEME DOCUMENTS

7.3.2 COMMUNITY GRANT GUIDELINES AND COMMUNITY GRANT APPLICATION FORM

PURPOSE
To adopt the updated Community Grant Guidelines and Community Grant Application form (copies attached).

RECOMMENDATION
That the Community Assistance Scheme Committee adopts the updated Community Grant Guidelines and Community Grant Application form as presented to the 7 March 2018 meeting.

REPORT

Introduction
CASC, at its meeting held 5 December 2017, discussed several proposed updates to the Community Grant Guidelines and Application Form.

Discussion
The proposed updates to the documents relate to the following:

- Focus on the applicant’s ‘interest’ in the Council district, rather than where the principal address of the organization is based;
- CASC to stipulate what expense any approved Grant must be used for when approving funding/sponsorship for events;
- Clarification of acquittal documentation required;
- Applications outside the scope of the Guidelines to be reviewed by CASC in the first instance, with a recommendation to Council ie delete requirement to forward to the CEO.

The updated documents are attached, showing tracked changes.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments
Attachment 1: Updated Community Grant Guidelines
Attachment 2: Updated Community Grant Application form

Policy
Community Assistance Scheme Policy

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan
Corporate Plan
Community and Culture
2.9 Collaborate, initiate, develop and/or support activities and facilities for youth in our community.

How We Work – Good Governance
6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

Legislative Requirements
Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS
Adherence to Council’s Youth Grant Guidelines is a risk management tool.

COMMUNITY CONSULTATION
Community Consultation is not required under legislation or Council Policy.
COMMUNITY ASSISTANCE SCHEME COMMITTEE

EXECUTIVE OFFICER CASC - REPORTS

7 MARCH 2018

7.3 DEBATE AGENDA - UPDATES TO COMMUNITY ASSISTANCE SCHEME DOCUMENTS

7.3.3 COMMUNITY ASSISTANCE SCHEME POLICY
B5743

**PURPOSE**
To approve the updated Community Assistance Scheme Policy and recommend for adoption by Council.

**RECOMMENDATION**
That the Community Assistance Scheme Committee approves the updated Community Assistance Scheme Policy as presented to the 7 March 2018 meeting and recommends adoption by Council.

**REPORT**

**Introduction**
The Community Assistance Scheme Policy was last updated in June 2017.

**Discussion**
Updates to the Policy are required to mirror the updates to the Youth Grant and Community Grant Guidelines presented in the preceding Agenda items and also to provide further clarification of processes.

The updated Policy is attached showing the tracked changes.

Following CASC approval, the updated Policy will be presented to Council for adoption.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**
Attachment 1: Community Assistance Scheme Policy, showing proposed updates.

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

Community and Culture

How We Work - Good Governance

6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.

Legislative Requirements
Local Government Act 1999

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**
Adherence to Council’s Community Assistance Scheme Policy is a risk management tool.

**COMMUNITY CONSULTATION**
Community Consultation is not required under legislation or Council Policy.