



NOTICE OF MEETING

THE BAROSSA COUNCIL COMMUNITY ASSISTANCE SCHEME COMMITTEE MEETING
will be held on Wednesday 6 March 2019 in the Council Chamber,
43-51 Tanunda Road, Nuriootpa, commencing at 5.30pm

Martin McCarthy
CHIEF EXECUTIVE OFFICER
THE BAROSSA COUNCIL

A G E N D A

	Page
Welcome and Opening	
1. Present	
2. Apologies	
3. Confirmation of Minutes of previous meeting: 4 December 2018	Pg 3
4. Business Arising from Previous Minutes	
5. Consensus Agenda	
5.1 Reports for Information	
5.1.1 Actions from Previous Meetings	Pg 17
5.1.2 Additional Elected Members Appointed to CASC	Pg 18
5.1.3 Youth Grants approved by CASC Administration	Pg 18
5.1.4 Community Grants & Youth Grants 2018/19 Budget Update	Pg 18
5.1.5 Summary of Heritage Grants	Pg 19
5.2 Correspondence	
5.2.1 JF Herbig Memorial Family Inc	Pg 20
5.2.2 Sit Down Shutup and Watch group	Pg 20
5.3 Adoption of Consensus Agenda	
5.3.1 Items for Exclusion from the Consensus Agenda	
5.3.2 Receipt of Consensus Agenda	
6. Debate Agenda	
6.1 Community Grants	
6.1.1 New Applications	

6.1.1.1	Lions Club of Angaston Inc	Pg 21
6.1.1.2	Moculta District Historical Society Inc	Pg 23
6.1.2	Approved Grants not required	
6.1.2.1	Tanunda Lutheran Home	Pg 25
6.1.2.2	Barossa Gawler & Light Advance Care Planning Group	Pg 28
6.1.3	Grant Acquittals	
	Nil	
6.2	Updated Terms of Reference	Pg 31
7.	Other Business	
7.1	Ad-hoc Requests for Support	Pg 42
8.	Next Meeting – Wednesday 1 May 2019	
9.	Close	

NOT CONFIRMED

MINUTES OF THE MEETING OF THE BAROSSA COUNCIL COMMUNITY ASSISTANCE SCHEME COMMITTEE held in the Committee Room at The Barossa Council, 43-51 Tanunda Road, Nuriootpa on Tuesday 4 December 2018 commencing at 9.00am

WELCOME

Rebecca Tappert, Manager Community Projects, assumed the Chair. She declared the meeting open at 9.00am and welcomed all in attendance.

1. PRESENT

Mayor Bim Lange, Cr John Angas (Deputy Mayor), Cr Kathryn Schilling, Cr Carla Wiese-Smith, Rebecca Tappert (CASC Executive Officer), Sam Hosking (Heritage Advisor), Annette Randall (CASC Administration Officer), Marie Thom (Assistant to Manager Development Services).

2. APOLOGIES

Louis Monteduro (Manager Development Services)

3. APPOINTMENT OF CHAIRPERSON **B3342**

MOVED Mayor Lange that the Community Assistance Scheme Committee appoints Cr John Angas (Deputy Mayor) as its Chairperson until otherwise determined by the Committee.
Seconded Cr Schilling **CARRIED**

PURPOSE

The Community Assistance Scheme Committee (CASC), in accordance with its Terms of Reference, to appoint a Chairperson for the CASC.

REPORT

Appointment of Chairperson

Section 3.2 of the CASC Terms of Reference states:

"The Committee will at the first meeting following every periodic Local Government election (and further annually at its determination and as recorded in its Minutes), appoint at a minimum the Chairperson of the Committee who shall be either the Mayor or Deputy Mayor."

Mr Bim Lange was elected Mayor in the recent Local Government Elections. At the 26 November 2018 Council Meeting, Cr John Angas was appointed as Deputy Mayor.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



How We Work – Good Governance

Corporate Plan

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

There are no financial, resource or risk management considerations.

COMMUNITY CONSULTATION

NOT CONFIRMED

Consultation is not required under legislation or Council policy.

Cr Angas assumed the Chair.

4. FUTURE MEETING TIMES AND MEETING PROCEDURE **B3342**

Ms Tappert and Ms Randall spoke to the Report.

MOVED Cr Wiese-Smith that the Community Assistance Scheme Committee:

- (1) holds the next Committee meeting on 6 March 2019 at 5.30pm, and subsequent meetings in the first week of May, August, November and February each year, at times determined by the Committee;
- (2) determines, pursuant to S27 of the Local Government (Procedures at Meetings) Regulations, that the Chairperson will have a deliberative vote on a matter arising for decision, but does not, in the event of a equality of votes, have a casting vote;
- (3) recommends to Council that an additional Elected Member be appointed to the Committee, making a total of five Members.

Seconded Mayor Lange

CARRIED

PURPOSE

The Community Assistance Scheme Committee (CASC), in accordance with its Terms of Reference, to:

- decide on day, time and place for future CASC meetings
- determine CASC meeting process.

REPORT

Discussion

Timing of Future CASC Meetings

Section 8.3 of the CASC Terms of Reference states:

"Ordinary meetings of the Committee will be held quarterly or as determined by the Committee. The day, time and place for such meetings will be determined each year at the first ordinary meeting."

Historically, CASC meetings have been held in the first week of September, December, March and June. Initial discussions regarding a change to the timing of future meetings took place at the 6 June 2018 CASC meeting, when Members discussed the difficulties of making funding decisions in June, particularly if the Community Grant and Youth Grant Budget is becoming depleted. Often the applications received are for activities being undertaken in the following financial year.

At the 1 August 2018 CASC meeting, Ms Tappert proposed that future meetings be held in the first month of each Quarter rather than in the last month. Members preferred that meetings be held prior to the Council Workshop on the first Wednesday of the month. January would possibly be an exception to this.

At the 5 September 2018 meeting, CASC decided to leave the decision to the incoming Committee, following the Local Government Elections.

Officers are now proposing that meetings be changed to the middle month of each Quarter and if approved, commence the new timing in the last Quarter of 2018/19 ie meeting to be held in May 2019 (instead of June). This would give appropriate notification time to the public.

Meeting Process

The following statements are in the CASC Terms of Reference:

NOT CONFIRMED

8.2 "Insofar as the Act and/or Regulations or these Terms of Reference do not prescribe the process to be observed in relation to the conduct of a meeting of the Committee, the Committee may determine its own process. In that case, the Committee will document that process within its minutes."

8.6 "All decisions of the Committee will be made based on the majority of the members present. All Committee members must (subject to a provision of the Act or Regulations to the contrary) vote on any matter arising for decision at a meeting of the Committee."

8.1 "The meetings of the Committee will be held in accordance with Parts 1, 3 and 4 of the Regulations. Part 2 of the Regulations does not apply to this Committee."

A copy of Parts 1, 3 and 4 of the Regulations are provided in Attachment 1 for Member information.

Advice to Officers has been that "all Members can move/second and should be voting, including the Chair". Historically this has not been the case with Council committees, as they have followed the Council Meeting format ie the presiding member only having a casting vote and not a deliberative vote.

Section 27 of the Local Government (Procedures at Meetings) Regulations 2013 is as follows:

27—Voting at committee meetings

- (1) Subject to the Act and these regulations, a question arising for decision at a meeting of a council committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.
- (2) Each member of a council who is a member of a council committee and who is present at a meeting of the committee must, subject to a provision of the Act to the contrary, vote on a question arising for decision at that meeting.
- (3) The presiding member of a council committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

Summary and Conclusion

The Local Government (Procedures at Meetings) Regulations 2013 infer that each Elected Member who is a member of a Council committee and who is present at a meeting of the committee, must vote on a question arising for decision at that meeting. In the event of a tied vote, the matter would be referred to Council for resolution.

The Act and Regulations are silent in relation to the presiding member moving or seconding a motion. This process can be decided by the committee and recorded in the Minutes.

Officers recommend that an additional Elected Member be appointed to the CASC as was the case during the last term.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Parts 1, 3 and 4 of the Local Government (Procedures at Meetings) Regulations

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



How We Work – Good Governance

Corporate Plan

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 (Procedures at Meetings) Regulations 2013

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

NOT CONFIRMED

There are no financial, resource or risk management considerations.

COMMUNITY CONSULTATION

Consultation is not required under legislation or Council policy.

5. CONFIRMATION OF PREVIOUS MINUTES

MOVED Cr Angas that the Minutes of the Community Assistance Scheme Committee meeting held on 5 September 2018 as circulated, be confirmed as a true and correct record of the proceedings of that meeting.

Seconded Mayor Lange

CARRIED

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

7. CONSENSUS AGENDA

7.1 ITEMS FOR EXCLUSION FROM THE CONSENSUS AGENDA

Nil

7.2 RECEIPT OF CONSENSUS AGENDA

MOVED Mayor Lange that the items contained in the Consensus Agenda be received and that any recommendations contained therein be adopted.

Seconded Cr Wiese-Smith

CARRIED

8. DEBATE AGENDA

8.1 COMMUNITY GRANTS

8.1.1.1

BAROSSA GAWLER AND LIGHT ADVANCE CARE PLANNING REFERENCE GROUP

B3342

Pursuant to S75 of the Local Government Act 1999, Cr Angas disclosed a perceived conflict of interest in the matter 8.1.1.1 – *Barossa Gawler and Light Advance Care Planning Reference Group – Advance Care Directives Assist Barossa project*, as he is a Board Member of Barossa Village Inc, whose Chief Executive Officer provided a letter of support for the project.

Cr Angas advised the Committee of the perceived conflict of interest and continued to participate in the meeting.

Pursuant to S75 of the Local Government Act 1999, Cr Wiese-Smith disclosed a perceived conflict of interest in the matter 8.1.1.1 – *Barossa Gawler and Light Advance Care Planning Reference Group – Advance Care Directives Assist Barossa project*, as her employer provided a letter of support for the project.

Cr Wiese-Smith advised the Committee of the perceived conflict of interest and continued to participate in the meeting.

MOVED Cr Wiese-Smith that the Community Assistance Scheme Committee defers its decision on the Community Grant Application submitted by the Barossa Gawler & Light Advance Care Planning Reference Group towards its "*Advance Care Directives Assist, Barossa*" project, pending the outcome of the Group's other funding applications.

NOT CONFIRMED

The Motion lapsed for want of a Seconder.

MOVED Mayor Lange that the Community Assistance Scheme Committee:

- (1) approves a Community Grant of up to \$3,000 (excl GST) to Barossa Gawler & Light Advance Care Planning Reference Group towards its "*Advance Care Directives Assist, Barossa*" project, subject to quotes being provided for the items of expenditure;
- (2) requests that the IT equipment trolley, projector screen, portable microphone and speakers become the property of The Barossa Council in the event that the Reference Group is dissolved.

Seconded Cr Schilling

CARRIED

Cr Angas voted in favour of the Motion.

Cr Wiese-Smith voted against the Motion.

The majority of people entitled to vote on the matter, voted in favour of the Motion.

PURPOSE

To consider a Community Grant Application from Barossa Gawler and Light Advance Care Planning Reference Group, seeking \$3,000 towards its "*Advance Care Directives Assist, Barossa*" project.

REPORT

Background

The Barossa Gawler and Light Advance Care Planning Reference Group (the Group) has been established for eight years. "The role of the Group is to network peak bodies, stakeholders and consumers in order to progress Advance Care Planning as a core patient care element throughout the community and the health care settings and to promote Advance Care Planning across the public and private sector of South Australian health care." (*Terms of Reference 2015*)

Introduction

The Group has provided information to the community for the last eight years regarding the need to complete an Advance Care Directive and will continue with community presentations and attendance at community events in the future. The "*Advance Care Directives Assist, Barossa*" project is a pilot project for the Group, based on another proven model in the State. The project will see trained volunteers from the Group working with the community to provide assistance and guidance to complete an Advance Care Directives form.

Discussion

The Community Grant Application and supporting documentation has been reviewed by Officers and comments are provided in the Application Summary Sheet - [Attachment 1](#).

A copy of the Community Grant Application, including supporting documentation, is provided in [Attachment 2](#).

Council's Collaborative Project Officer has been liaising with the Group. Council has provided initial in-kind assistance through provision of an appointment booking service and a private room (Nuriootpa Library) in which to conduct the consultations. The Group started the free service in October 2018, providing three sessions every second Saturday morning which have been fully booked.

The Group are seeking a Grant of \$3,000 to cover the stated project expenditure below:

NOT CONFIRMED

PROJECT EXPENDITURE (Please provide an itemised list of expenses for the project)

IT Equipment Trolley	\$ 300.00
Projector Screen – pull up	\$900.00
Portable Microphone and speakers	\$ 900.00
Media Costs – local paper	\$ 600.00
Volunteer Training/hall hire/ site fees	\$ 150.00

No quotes/substantiation for the expense amounts have been provided. The IT equipment trolley, projector screen, portable microphone and speakers are not required for the consultation appointments at the Nuriootpa Library. However, this equipment is sought for use in their promotion of the pilot project and Advance Care Directive presentations in the Barossa.

The Group has advised that they are not able to contribute any funds to the project (have subsequently withdrawn the \$750 stated in their Application). Funding applications have also been submitted to the Barossa Health Advisory Council and Grants SA; the Group are awaiting the outcome of the applications.

The Group is auspiced by Catalyst Foundation Incorporated (including Seniors Information Service) which is a not-for-profit Association.

Summary and Conclusion

Members may wish to defer a funding decision until the outcome of the Group's other grant applications is known.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Community Grant Application Summary Sheet

Attachment 2: Community Grant Application and supporting documentation

Policy

Community Assistance Scheme Policy

Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture



Health and Wellbeing

Corporate Plan

2.4 Foster volunteering opportunities that are responsive to the needs of the Community.

4.4 Provide support and advocacy on aged and disability services including ensuring arrangements for Barossa Leisure Options services post NDIS implementation.

Legislative Requirements

Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

The adopted Budget for the Community Grants and Youth Grants for 2018/19 is \$25,500 (excl GST).

TOTAL CURRENT FUNDS AVAILABLE		\$15,750
December 2018:		

NOT CONFIRMED

Requested Community Grants	1 Application	\$ 3,000
FUNDS REMAINING IF APPLICATION GRANTED		\$12,750

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

8.1.2 GRANT ACQUITTALS

8.1.2.1

CARERS AND DISABILITY LINK INC – BAROSSA COMMUNITY DISABILITY EXPO 2018 B3342

MOVED Mayor Lange that the Community Assistance Scheme Committee receives and approves the Acquittal documentation in relation to the Community Grant of \$2,000 awarded to Carers and Disability Link Inc towards its *Barossa Community Disability Expo 2018* event.

Seconded Cr Wiese-Smith

CARRIED

PURPOSE

To consider the acquittal documentation in relation to the Community Grant awarded to Carers and Disability Link Inc towards its *Barossa Community Disability Expo 2018* event.

REPORT

Background

The Community Assistance Scheme Committee (CASC), at its meeting held 5 September 2018, approved a Community Grant of \$2,000 to Carers and Disability Link Inc towards its *Barossa Community Disability Expo 2018* event.

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

A project report and a Grant Acquittal Statement and evidence of expenditure is provided in Attachment 1.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments

Attachment 1: Project report, Grant Acquittal Statement and evidence of expenditure.

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.

NOT CONFIRMED

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.

8.1.2.2

EASTERN HILLS AND MURRAY PLAINS CATCHMENT GROUP – JUTLAND NATURAL RESTORATION AND HERITAGE ENHANCEMENT PROJECT

B3342

MOVED Mayor Lange that the Community Assistance Scheme Committee receives and approves the Acquittal documentation in relation to the Community Grant of \$1,500 awarded to the Eastern Hills and Murray Plains Catchment Group towards its *Jutland Natural Restoration and Heritage Enhancement* project.

Seconded Cr Wiese-Smith

CARRIED

PURPOSE

To consider the acquittal documentation in relation to the Community Grant awarded to the Eastern Hills and Murray Plains Catchment Group (EH&MPCG) towards its *Jutland Natural Restoration and Heritage Enhancement* project.

REPORT

Background

The Jutland Water Reserve ("the Reserve") is a 4.3 hectare parcel that forms part of the Upper Marne River catchment, 7.5kms east of Eden Valley in the Eastern Mount Lofty Ranges. It is classified as Community Land in accordance with Section 193 of the Local Government Act 1999. It has extensive local history and hosts a memorial plaque for returned servicemen which is regularly visited. In 2013, Council accepted the offer of the EH&MPCG to enter into agreement to manage the Reserve under a Management Plan. A Memorandum of Understanding was also executed in early 2016. The Reserve is located on the Barossa border of the Group's catchment area.

The Community Assistance Scheme Committee (CASC), at its meeting held 6 September 2017, referred the Community Grant application from the EH&MPCG to Council, as it was outside of the Community Grant Guidelines. Council, at its meeting held 17 September 2017, resolved the following:

"MOVED Cr de Vries that Council approves the following support to the Eastern Hills & Murray Plains Catchment Group Inc toward the "Jutland natural restoration and heritage enhancement project" as proposed in their Community Grant Application dated 17 July 2017:

- *Weed Management and Maintenance of the War Memorial Plaque Area: Council assistance via Customer Request and subsequent prioritisation*
- *Ecological Workshops, Working Bee and Concept Planning for small shelter: \$1,500 (excl GST) funded from the Community Assistance Scheme budget.*

Seconded Cr Lange

CARRIED 2014-18/1176"

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". The Acquittal Statement also requires copies of receipts/invoices for items on which the Grant was expended.

Discussion

NOT CONFIRMED

A project report and a Grant Acquittal Statement and evidence of expenditure is provided in Attachment 1.

Excerpt from Grant Application

Weed Management	\$1500
Maintenance of the War memorial plaque area	
Ecological workshops for volunteers - disability & migrant, TAFE SA indigenous students	\$1000
Working Bee community event promoting the natural environment and history	\$ 300
Concept planning for a small shelter near the historical site	\$ 200

Excerpt from Acquittal Statement

Type	Provide Details	\$ (GST excl.)
EXPENDITURE	control	
Contractors	Workshop: mechanical weed	\$412.46
	Irongrass rehabilitation	\$525.00
	- demonstration bushcare	
Materials	Working bees	\$300.00
	Catering	\$62.54
Other Expenses	Concept Plan	\$200.00
	TOTAL EXPENDITURE	\$ 1500.00

Comments:

- The EH&MPCG do not appear to have taken up Council's offer of assistance for weed management and maintenance of the war memorial plaque area;
- Evidence of expenditure is provided for the Irongrass rehabilitation ecological workshop and catering. The General Manager has stated that "all expenditure for the workshop, working bees and concept plan have been provided in the export from our Finance system. An explanation of the expenditure is provided in the notes.....".

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments

Attachment 1: Project report, Grant Acquittal Statement and evidence of expenditure.

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.

8.2.1

HERITAGE GRANT APPLICATIONS 2018/2019

B6001

Mr Hosking spoke to the Report and answered questions from the Members.

MOVED Cr Wiese-Smith that the Community Assistance Scheme Committee:

NOT CONFIRMED

- (1) Grant a Heritage Grant in the amount of \$3,000 for the Langmeil Lutheran Church for conservation and protection works to the headstone on the Pastor Kavel grave for the property located at 7 Maria Street Tanunda.
- (2) Grant a Heritage Grant in the amount of \$750 for Wade Beagley for the reconstruction of a portion of the cellar and surrounding walls (adjacent and above) that are in danger of collapse for the property located at 34 Gilbert Street Lyndoch.
- (3) Decline a Heritage Grant for Dianne Hollands for the re-roofing the main dwelling and bull nose verandah for the property located at 655 Light Pass Road Angaston.
- (4) Grant a Heritage Grant in the amount of \$3,000 for Trinity Lutheran Church Inc Rowland Flat for conservation works to the precast concrete tracery window for the property located at 1 Church Road Rowland Flat.
- (5) Decline a Heritage Grant for Jarome and Naomi Graetz for demolition of a portion of the front fence which is cracked and leaning and its reconstruction to match and pointing to the front facade for the property located at 110 Murray Street Tanunda.
- (6) Grant a Heritage Grant in the amount of \$500 for Georgina Staker for the repair of damaged fascia's and verandah ceiling in the early Council chambers for the property located at 9 Murray Street Angaston.
- (7) Grant a Heritage Grant in the amount of \$500 for Georgina Staker for the replacement of the existing corrugated iron roof for the property located at 7 Murray Street Angaston.
- (8) Grant a Heritage Grant in the amount of \$1,000 for Samantha Baker for the removal of an existing verandah and its replacement to match existing for the property located at 6-8 King Street South Stockwell.
- (9) Grant a Heritage Grant in the amount of \$2,000 for Jerome Semmler for restoration of the South Rhine Baptist Church property located at Basil Roesler Road Flaxman Valley.

Seconded Mayor Lange

CARRIED

INTRODUCTION

Nine heritage grant applications have been received for consideration by the Committee.

COMMENT

A summary of the applications together with comments made by Council's Heritage Advisor form Attachment 1.

A full copy of the Heritage Grant Applications for the Committee's consideration form Attachments 2 to 10.

Council at its special meeting on 27 June 2018 set a budget of \$10,100 for Heritage Grant Applications for the 2018/2019 financial year.

Council's Heritage Advisor will be in attendance at the meeting to discuss the applications.

Attachments

Attachment 1: Summary Table of Heritage Grant Applications

Attachment 2: Langmeil Lutheran Church Grant Application

Attachment 3: Wade Beagley Grant Application

NOT CONFIRMED

Attachment 4: Dianne Hollands Grant Application

Attachment 5: Trinity Lutheran Church Inc Rowland Flat Grant Application

Attachment 6: Jarome and Naomi Graetz Grant Application

Attachment 7: Georgina Staker Grant Applicant

Attachment 8: Georgina Staker Grant Application

Attachment 9: Samantha Baker Grant Application

Attachment 10: Jerome Semmler Grant Application

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

Council's budget for 2018/2019 is \$10100.00 plus an additional \$4000.00 carried over from the 2017/2018 budget. Due to two applicants advising that they no longer wish to secure their \$1500.00 heritage monies, the committee has the full \$10100.00 plus \$1500.00 to allocate towards heritage grants.

8.3.1

HERITAGE ADVISOR'S REPORT

B1938

Mr Hosking advised that the main issues during the last 12 months related to roofing colours and variations in galvanised iron. Draft Heritage Guidelines are being prepared to assist applicants.

MOVED Mayor Lange that the Heritage Advisor's report be received and noted.

Seconded Cr Schilling

CARRIED

PURPOSE

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

REPORT

The below table shows a summary of the activities undertaken during the period October 2017 to October 2018 by Mr Sam Hosking, Council's Heritage Advisor, whom attends Council one day per fortnight.

Heritage Advisory Task	Total Number
Visits to Council	25
Development Applications assessed	128
Meetings, Inspections, telephone conversations with owners, applicants, designers, community groups or members of the public	70
Meetings/Communications with Council Staff about Development Applications, pre-lodgement advice, projects	39
Heritage Grant Application assessments and inspections	22

NOT CONFIRMED

Mr Hosking will 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

Nil.

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.

8.4

COMMUNITY ASSISTANCE SCHEME 2019/20 BUDGET

B7384

MOVED Cr Schilling that the Community Assistance Scheme Committee submits a budget request for consideration in the 2019/20 Budget for the Community Assistance Scheme as follows:

- Community Grants/Youth Grants	\$26,000 (excl GST)
- Heritage Grants	\$10,500 (excl GST)
- Advertising	\$ 300 (excl GST)

Seconded Cr Wiese-Smith

CARRIED

PURPOSE

To formulate a Community Assistance Scheme Budget request for the 2019/20 financial year for inclusion in Council's 2019/20 budget considerations.

REPORT

Introduction

Clause 2.4 of the Community Assistance Scheme Committee Terms of Reference requires the CASC to prepare an annual submission to Council for the allocation of funds towards the Community Assistance Scheme.

Discussion

Budget requests for the 2019/20 financial year are required to be submitted to Finance by early February 2019. The first CASC meeting in 2019 is on 6 March which is after the cut-off date for submissions.

For Members' information, below is a summary of the funding which has been granted over recent years:

	Youth Grants	Community Grants	Heritage Grants	TOTAL
2012/13	\$3,200 (14)	\$13,368 (7)	\$ 8,750 (7)	\$25,318
2013/14	\$3,450 (15)	\$17,480 (9)	\$ 9,000 (6)	\$29,930
2014/15	\$6,450 (30)	\$12,350 (8)	\$ 9,300 (5)	\$28,100
2015/16	\$5,400 (27)	\$26,269 (13)	\$ 8,132 (5)	\$39,801
2016/17	\$5,300 (26)	\$19,000 (8)	\$ 8,592 (7)	\$32,892
2017/18	\$6,550 (32)	\$21,690 (9)	\$ 6,500 (7)	\$34,740
Average	\$ 5,058	\$ 18,359	\$ 8,379	\$31,796

NOT CONFIRMED

2018 to date (ie half year):

Youth Grants (18): \$3,800 (approved)

Community Grants (4): \$9,000 (if current application approved)

Two rounds of funding remain for this financial year (March and June 2019).

The Manager, Development Services has advised that the 2019/20 Budget for Heritage Grants requires no change to the amounts approved for the 2018/19 Budget.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments

Nil

Policy

Community Assistance Scheme Terms of Reference

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Natural Environment and Built Heritage



Community and Culture



Infrastructure



Health and Wellbeing



Business and Employment

Corporate Plan

- 1.4 Facilitate innovative and sustainable preservation and use of built heritage.
- 2.6 Provide, promote and support community arts and cultural events, programs, attractions and services.
- 2.9 Collaborate, initiate, develop and/or support activities and facilities for youth in our community.
- 5.4 Participate in initiatives, or advocate for, investment in creative industries and cultural tourism.
- 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 2018/19 was \$25,500 (excl GST) and \$10,100 for Heritage Grants.

Community Assistance Scheme Budget for 2019/20 to be considered by the CASC and a request submitted to Finance for inclusion in the 2019/20 Draft Budget.

COMMUNITY CONSULTATION

Community Consultation will be part of the budget adoption process in June 2019, as per legislation.

9. OTHER BUSINESS

9.1 Incomplete Community Grant Application – Lions Club of Angaston

Ms Randall advised that an incomplete Community Grant Application was received at the end of August 2018 from the Lions Club of Angaston, seeking funding for Park-Fit equipment at the Angas Recreation Park. Officers

NOT CONFIRMED

requested further required information in September and October, with no response from the Club until 3 December 2018. The new information will be reviewed and the Lions Club responded to. The Application will be presented to the next CASC meeting scheduled for 6 March 2019.

9.2 National and State Heritage Grants

Mr Hosking advised that National Heritage grants are currently available to various entities.

10. NEXT MEETING

Wednesday 6 March 2019 commencing at 5.30pm.

11. CLOSE

Cr Angas declared the meeting closed at 9.55am.

Confirmed at Community Assistance Scheme Committee Meeting 6 March 2019

Date:.....

Chair:.....

COMMUNITY ASSISTANCE SCHEME COMMITTEE

REPORTS FOR INFORMATION

6 MARCH 2019

5. CONSENSUS AGENDA

5.1 REPORTS FOR INFORMATION

5.1.1 ACTIONS FROM PREVIOUS MEETINGS

C = COMPLETED

P = PENDING

N = NO ACTION

CASCA Meeting Date	YOUTH GRANTS	Successful letter sent	Payment Voucher received	Payment made	Attended Council Meeting OR Written Report Received	STATUS
17/5/2018	Emma Hartigan	Y	Y	Y	N Final reminder 11/2/19	P
	Jessica Evans	Y	Y	Y	N Y	C
16/8/2018	Jade Triplett	Y	Y	Y	N Extension granted	P
	Sam Bentley	Y	Y	Y	N Y	C
16/11/2018	Chloe Seabrook	Y	Y	Y	N N	P
	Jayde McGrath	Y	N	N	N N	P
	Matthew Jacks	Y	N	N	N N	P
	Kendra Petney	Y	Y	Y	N N	P
	Amber Evers	Y	Y	Y	N N	P
	Ashley Sonntag	Y	Y	Y	N N	P
	Hayden Schiller	Y	Y	Y	N N	P

Meeting Date	COMMUNITY GRANTS	Successful letter sent	Invoice received	Payment made	Project End Date	Acquittal Statement received	Written Assessment Received	STATUS
5/12/2017	JF Herbig Memorial Family Inc	Y	Y	Y	8/4/18	Refer Agenda item 5.2.1		P
6/6/2018	Barossa Reconciliation Group	Y	Y	Y	June 2019	N	N	P
	Tanunda Lutheran Home Inc	Refer Agenda item 6.1.2.1						N
19/6/2018 (Council)	Nuriootpa Futures Assoc Inc	Y	Y	Y	30/6/18?	N	N	P
1/8/2018 (Special Meeting)	Sit Down Shutup & Watch group	Y	Y	Y	20/10/18	Refer Agenda item 5.2.2		P
4/12/2018	Barossa Gawler & Light Advance Care Planning Group	Y	Refer Agenda item 6.1.2.2					N

Budget Year	HERITAGE GRANTS	\$	Approval letter	Expiry Date	Payment made	STATUS
2018/2019	Langmeil Luthern Church 18/56232	\$ 3,000	18/87223	11/12/2019	No	P
	Wade Beagley 18/64523	\$ 750	18/87308	11/12/2019	No	P
	Trinity Luthern Church Inc 18/70536	\$ 3,000	18/87325	11/12/2019	No	P
	Georgina Staker 18/71268	\$ 500	18/87348	11/12/2019	No	P
	Georgina Staker 18/71271	\$ 500	18/87349	11/12/2019	No	P
	Samantha Baker 18/71425	\$ 1,000	18/87353	11/12/2019	No	P
	Jerome Semmler 18/78348 & 18/78529	\$ 2,000	18/87358	11/12/2019	No	P

5.1.2 **ADDITIONAL ELECTED MEMBERS APPOINTED TO CASC**

The Community Assistance Scheme Committee, at its meeting held 4 December 2018, recommended to Council that an additional Elected Member be appointed to the Committee, making a total of five Members. Subsequently, Council, at its 18 December 2018 meeting, appointed Cr Barrett and Cr Troup to the Committee.

5.1.3 **YOUTH GRANTS APPROVED – THIRD QUARTER 2018/2019**

The following Youth Grants were approved at the CASC Administration meeting held 14 February 2019:

Applicant	Activity	\$
Katie Koch	Participating in Raw Impact Barossa Crew 2019 in Cambodia	250
Eliza King	Participating in Raw Impact Barossa Crew 2019 in Cambodia	250
Bradley Butler	Representing South Australia in the Capital Triology Triathlon in Canberra	200
Koby Rosenzweig	Representing SA Country Basketball in the Southern Cross Challenge in Melbourne	200

5.1.4 **COMMUNITY GRANTS and YOUTH GRANTS 2018-19 BUDGET UPDATE**

	BUDGET 2018-2019 GRANTS APPROVED TO DATE FUNDS REMAINING	\$ (excl GST) \$25,500 <u>\$ 13,675</u> <u>\$11,825</u>
<u>1st Quarter</u> Youth Grants – <u>Approved</u> Community Grants - <u>Approved</u>	11 Applications 3 Applications Total 1st Qtr	\$ 2,350 <u>6,000</u> <u>\$ 8,350</u>
<u>2nd Quarter</u> Youth Grants- <u>Approved</u>	7 Applications	\$ 1,375

Community Grant - <u>Approved</u>	1 Application Total 2nd Qtr	\$ <u>3,000</u> \$ <u>4,375</u>
<u>3rd Quarter</u> Youth Grants- <u>Approved</u> Community Grant Application Community Grants <u>not paid</u>	4 Applications 1 Deferred to 1 May 2019 2 – refer Debate Agenda Total 3rd Qtr	\$ 900 - (\$4,000) <u>(\$ 3,100)</u>
Funds remaining at end of 3rd Quarter		\$15,825

5.1.5 SUMMARY OF HERITAGE GRANTS

Funding Type	No. of Applications	Funding Approved/ Requested
Heritage Grants	AMOUNT CARRIED FORWARD FROM DECEMBER 2018 MEETING	\$11,600.00
	Less BUDGET ALLOCATED 2018/2019	<u>\$10,750.00</u>
	FUNDS REMAINING 2018/2019	\$ 850.00

RECOMMENDATION:

That Reports for Information items 5.1.1 to 5.1.5 be received.

COMMUNITY ASSISTANCE SCHEME COMMITTEE

CORRESPONDENCE

6 MARCH 2019

5.2 CONSENSUS AGENDA - CORRESPONDENCE

5.2.1 JF HERBIG MEMORIAL FAMILY – 50TH GOLDEN JUBILEE HERBIG REUNION

The Community Assistance Scheme Committee, at its meeting held 5 December 2017, approved a Community Grant of \$500 to JF Herbig Memorial Family Inc, specifically to be used for a time capsule and celebration banner for its 50th Golden Jubilee Herbig Reunion event which was held in April 2018.

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..."* (Clause 4.4.1)

On 20 February 2019, the organization forwarded a financial statement with evidence of the expenditure on the time capsule and banner, but have not yet provided a written assessment of the project/event. The full acquittal will be presented to the next Community Assistance Scheme Committee meeting.

5.2.2 SIT DOWN SHUTUP AND WATCH GROUP

The Community Assistance Scheme Committee, at its Special meeting held 1 August 2018, approved a Community Grant of \$3,000 to the Sit Down Shutup and Watch group, specifically to be used for its Digital Workshops at the Sit Down Shutup and Watch Film and New Media Festival held at Angaston on 19-20 October 2018.

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..."* (Clause 4.4.1)

The group has submitted a Report on the event, but the financial statement with evidence of expenditure has not yet been received. The full acquittal will be presented to the next Community Assistance Scheme Committee meeting.

RECOMMENDATION:

That Correspondence items 5.2.1 and 5.2.2 be received.

COMMUNITY ASSISTANCE SCHEME COMMITTEE

EXECUTIVE OFFICER CASC - REPORTS

6 MARCH 2019

6.1.1 DEBATE AGENDA – NEW COMMUNITY GRANT APPLICATIONS

6.1.1.1

LIONS CLUB OF ANGASTON – PARK-FIT EQUIPMENT AT ANGAS RECREATION PARK

B3342

PURPOSE

To update the Community Assistance Scheme Committee on a Community Grant application from Lions Club of Angaston Inc.

RECOMMENDATION

That the Community Assistance Scheme Committee:

- (1) notes the receipt of a Community Grant application from Lions Club of Angaston Inc, seeking funding towards its *Park-Fit Equipment on the Walking Trail at Angas Recreation Park* project; and
- (2) notes the Club's request to defer progress on the application until July 2019.

REPORT

Introduction

The Lions Club of Angaston was established over 30 years ago and has been involved in many projects in the local and wider community. As reported to the CASC at its 4 December 2018 meeting, an incomplete Community Grant application was received at the end of August 2018 from the Club, seeking \$3,000 funding for Park-Fit equipment at the Angas Recreation Park.

Discussion

Officers undertook a preliminary review of the application and requested further information from the Club. Some of the additional information was received in early December. In February, Officers contacted the Club who advised that their focus had been on other priorities such as drought relief and now flood relief projects and they wished to defer any progress on the Community Grant application until the new financial year.

Summary and Conclusion

Members to note the receipt of the Community Grant application from the Lions Club of Angaston and also their request to defer further progression of the application until July 2019.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

Policy

Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture



Health and Wellbeing

Corporate Plan

2.4 Foster volunteering opportunities that are responsive to the needs of the Community.
3.2 Ensure Council's parks, gardens and playgrounds are accessible, relevant, and safe and maintained to an agreed level of service.
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, resource and risk considerations will be documented when the Community Grant application is progressed and a final report is presented to the CASC.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

COMMUNITY ASSISTANCE SCHEME COMMITTEE

EXECUTIVE OFFICER CASC - REPORTS

6 MARCH 2019

6.1.1 DEBATE AGENDA – NEW COMMUNITY GRANT APPLICATIONS

6.1.1.2

MOCULTA DISTRICT HISTORY SOCIETY INC – CONSTRUCTION OF SHELTER SHED FOR LINKE STRIPPER B3342

PURPOSE

To inform the Community Assistance Scheme Committee of a Community Grant application from Moculta District History Society Inc.

RECOMMENDATION

That the Community Assistance Scheme Committee (CASC):

- (1) notes the receipt of a Community Grant application from the Moculta History Society Inc, seeking funding towards *Construction of a Shelter Shed for a locally built Linke Stripper* at the Moculta Recreation Park; and
- (2) approves the Society's request that consideration of the application be deferred to the 1 May 2019 CASC meeting to enable further information to be submitted.

REPORT

Background

The Moculta District History Society Inc (the Society) was established over 10 years ago to, amongst other objectives, "*encourage the preservation of local records, historical sites and relics*" and "*to hold, maintain and preserve such items as may be donated or loaned to the Society*". (Constitution of the Society)

Introduction

The Society has submitted a Community Grant application, seeking funding of \$3,000 towards the *Construction of a Shelter Shed for a locally built Linke Stripper* at the Moculta Recreation Park.

Discussion

Officers have undertaken a preliminary review of the application and have requested further information from the Society to ensure Council fully understands the project, as it is proposed to be constructed on community land. Officers are meeting with Society members on-site to discuss risk management issues and site options.

The Society has advised that it is unlikely it will have all of the information to hand for consideration at the March CASC meeting and has requested that the application be deferred until the 1 May 2019 meeting.

Summary and Conclusion

Members to note the receipt of the Community Grant application from the Moculta History Society Inc and that a full report will be presented for consideration to the 1 May 2019 meeting.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

Policy

Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture



Health and Wellbeing

Corporate Plan

2.2 Collect, maintain and make accessible our Aboriginal heritage, and the history and heritage of our community.
2.4 Foster volunteering opportunities that are responsive to the needs of the Community.
3.2 Ensure Council's parks, gardens and playgrounds are accessible, relevant, and safe and maintained to an agreed level of service.
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, resource and risk considerations will be documented when the Community Grant application is progressed and a final report is presented to the CASC.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

COMMUNITY ASSISTANCE SCHEME COMMITTEE

EXECUTIVE OFFICER CASC - REPORTS

6 MARCH 2019

6.1.2 DEBATE AGENDA – APPROVED GRANTS NOT REQUIRED

6.1.2.1

TANUNDA LUTHERAN HOME INC

B3342

PURPOSE

To inform the Community Assistance Scheme Committee that the Tanunda Lutheran Home Inc will not be utilising an approved Community Grant.

RECOMMENDATION

That the Community Assistance Scheme Committee (CASC) notes that the Tanunda Lutheran Home Inc is unable to proceed with its "Outsider Art SALA Exhibition 2019" project and will not be utilising the Community Grant approved at the 5 September 2018 CASC meeting.

REPORT

Background

The Community Assistance Scheme Committee (CASC), at its meeting held 5 September 2018, resolved the following:

MOVED Cr Milne that the Community Assistance Scheme Committee notes the following in relation to the Community Grant Application from Tanunda Lutheran Home Inc for its "Outsider Art SALA Exhibition 2019" project:

1. A formal application for a \$5,000 Step Up Grant to Country Arts SA has been lodged, seeking funding to engage the services of two Barossa artists and one Art Therapist; the outcome will not be known until late November/early December 2018.
2. TLH has agreed to contribute a cash amount of \$750 plus in-kind (should the Step Up Grant be successful)
3. Amount requested from Council reduced to \$1,000 (for supply of materials)

Seconded Cr Angas

CARRIED

MOVED Cr Milne that the Community Assistance Scheme Committee approves a Community Grant of \$1,000 (excl GST) to Tanunda Lutheran Home (TLH) for its "Outsider Art SALA Exhibition 2019" project, specifically for purchase of materials, subject to the TLH Step Up Grant Application to Country Arts SA being successful.

Seconded Cr Grossman

CARRIED

Discussion

Officers advised the Tanunda Lutheran Home (TLH) of CASC's decision regarding its Community Grant application. The TLH art therapist subsequently advised in January 2019, that the application for a "Step Up" grant through Country Arts SA was unsuccessful (refer attached); therefore Council's Community Grant will not be utilized at this point in time. She has indicated that she will continue to seek other funding sources later in the year.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment: Email from Tanunda Lutheran Home art therapist

Policy

Community Assistance Scheme Policy

Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture



Health and Wellbeing

Corporate Plan

2.4 Foster volunteering opportunities that are responsive to the needs of the Community.

4.4 Provide support and advocacy on aged and disability services including ensuring arrangements for Barossa Leisure Options services post NDIS implementation.

Legislative Requirements

Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

The adopted Budget for the Community Grants and Youth Grants for 2018/19 is \$25,500 (excl GST). The reversal of the approved Grant has been reflected in the table below.

	\$ (excl GST)
BUDGET 2018-2019	\$25,500
GRANTS APPROVED TO DATE	<u>\$ 13,675</u>
	\$11,825
Plus: Community Grants not paid out (Refer Agenda items 8.1.2.1 & 8.1.2.2)	<u>\$4,000</u>
FUNDS REMAINING	<u>\$15,825</u>

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

COMMUNITY ASSISTANCE SCHEME COMMITTEE

EXECUTIVE OFFICER CASC - REPORTS

6 MARCH 2019

6.1.2 DEBATE AGENDA – APPROVED GRANTS NOT REQUIRED

6.1.2.2

BAROSSA GAWLER & LIGHT ADVANCE CARE PLANNING GROUP

B3342

PURPOSE

To inform the Community Assistance Scheme Committee that the Barossa Gawler & Light Advance Care Planning Group (the Group) has declined an approved Community Grant.

RECOMMENDATION

That the Community Assistance Scheme Committee (CASC) notes that the Barossa Gawler & Light Advance Care Planning Group has declined the Community Grant approved at the 4 December 2018 CASC meeting towards its "Advance Care Directives Assist, Barossa" project, as it has been successful in its Grants SA application for the same project.

REPORT

Background

The Community Assistance Scheme Committee, at its meeting held 4 December 2018, resolved the following:

MOVED Mayor Lange that the Community Assistance Scheme Committee:

- (1) approves a Community Grant of up to \$3,000 (excl GST) to Barossa Gawler & Light Advance Care Planning Reference Group towards its "Advance Care Directives Assist, Barossa" project, subject to quotes being provided for the items of expenditure;
- (2) requests that the IT equipment trolley, projector screen, portable microphone and speakers become the property of The Barossa Council in the event that the Reference Group is dissolved.

Seconded Cr Schilling

CARRIED

Discussion

Officers advised the Group of its successful Community Grant application (subject to receipt of quotes). The Group has subsequently corresponded with officers, indicating that it will respectfully decline the Grant as it has been successful in its Grants SA application for the same project.

A formal letter declining the Community Grant has been received and is attached for information.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment: Letter from the Barossa Gawler & Light Advance Care Planning Group

Policy

Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture



Health and Wellbeing

Corporate Plan

2.4 Foster volunteering opportunities that are responsive to the needs of the Community.
4.4 Provide support and advocacy on aged and disability services including ensuring arrangements for Barossa Leisure Options services post NDIS implementation.

Legislative Requirements

Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

The adopted Budget for the Community Grants and Youth Grants for 2018/19 is \$25,500 (excl GST). The reversal of the approved Grant has been reflected in the table below.

	\$ (excl GST)
BUDGET 2018-2019	\$25,500
GRANTS APPROVED TO DATE	<u>\$ 13,675</u>
	\$11,825
Plus: Community Grants not paid out (Refer Agenda items 8.1.2.1 & 8.1.2.2)	<u>\$4,000</u>
FUNDS REMAINING	<u>\$15,825</u>

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

COMMUNITY ASSISTANCE SCHEME COMMITTEE

EXECUTIVE OFFICER CASC - REPORTS

6 MARCH 2019

6. DEBATE AGENDA

6.2

UPDATED TERMS OF REFERENCE – COMMUNITY ASSISTANCE SCHEME COMMITTEE B3342

PURPOSE

To approve the draft updated Terms of Reference for the Community Assistance Scheme Committee and the associated Self-Assessment tool template, for adoption by Council.

RECOMMENDATION

That the Community Assistance Scheme Committee (CASC) approve the draft updated Terms of Reference for the CASC and the associated Self-Assessment tool template, and recommend adoption by Council.

REPORT

Background

The Community Assistance Scheme Committee (CASC) was established on 21 June 2011 to manage Community Grants, Youth Grants and Heritage Grants in accordance with the Objectives set out in its Terms of Reference and Community Assistance Scheme Policy and Guidelines. The Terms of Reference was last updated in December 2016 to reflect the delegation given to CASC Administration to assess Youth Grant applications and the change in officers providing administrative assistance to the CASC. The new Council adopted those Terms of Reference at the 26 November 2018 Council Meeting.

Discussion

The Governance Advisor has been reviewing the various Terms of Reference for Council committees, and has incorporated a new clause regarding annual "self-assessment", which was a Recommendation from the 2017 Auditor-General's Report: *"Examination of governance arrangements in local government"*. Self-evaluation is considered good practice and not only encourages continuous improvement, but also helps to ensure the committee is fulfilling its objectives and intended purpose.

The draft documents have also been reviewed by officers administering the various grants and the CASC Administration group, who have suggested additional updates to clarify current processes.

The draft updated Terms of Reference with track changes and comments is provided in Attachment 1 and the Self-Assessment tool template in Attachment 2.

Summary and Conclusion

Clause 7.3 of the CASC Terms of Reference states that *"a recommendation by the Committee to the Council to amend the Terms of Reference must be made by majority of*

all Committee members". If approved, the draft documents will be presented to the 19 March 2019 Council meeting for adoption.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

- Attachment 1: Draft updated Terms of Reference for the Community Assistance Scheme Committee
- Attachment 2: Committee Self-Assessment tool template

Policy

Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



How We Work – Good Governance

Corporate Plan

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

Council's adoption of committee Terms of Reference and annual self-assessment by Council committees are risk management tools.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

COMMUNITY ASSISTANCE SCHEME COMMITTEE

EXECUTIVE OFFICER CASC - REPORTS

6 MARCH 2019

7. OTHER BUSINESS

7.1

AD HOC REQUESTS FOR SUPPORT

B3342

PURPOSE

To confirm the process for Council's approach to ad hoc requests for donations and "lower value" support to community groups.

RECOMMENDATION

That the Community Assistance Scheme Committee confirms the current Policy that all requests for donations or support from Council requires completion of a Community Grant application.

REPORT

Background

Officers have recently received a request from a local Show Society enquiring whether Council could donate 200 items for its Show Bag.

Discussion

The Community Assistance Scheme Policy states:

- 2.4 All other requests for Council funding/assistance that are outside of the Community Assistance Scheme scope and Guidelines will be assessed by the CASC in the first instance. The Application, together with a report and the CASC recommendation will be presented to the next Council Meeting for decision.

There is currently no alternative process for approval of requests for "small" donations to local community groups. In the case of events on community land, Council offers promotion and display of flyers as 'assistance' to the event (plus administration, assessing, reviewing risk, licences, etc) and often waiving of the hire fee.

Summary and Conclusion

The current process for all requests for funding or assistance is for the applicant to complete a Community Grant Application form and provide the required supporting documentation. Officers are seeking Members' comment and direction to ensure a streamlined approach to how these ad hoc requests for "lower value" support are assessed.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

Policy

Community Assistance Scheme Policy

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



How We Work – Good Governance

Corporate Plan

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 and Community Grant Guidelines is a risk management tool.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.