



NOTICE OF MEETING

THE BAROSSA COUNCIL COMMUNITY ASSISTANCE SCHEME COMMITTEE MEETING
will be held on Wednesday 1 May 2019 in the Council Chamber,
43-51 Tanunda Road, Nuriootpa, commencing at 5.30pm

Martin McCarthy
CHIEF EXECUTIVE OFFICER
THE BAROSSA COUNCIL

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7. **Other Business**

8. **Next Meeting** – Wednesday 7 August 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 Wednesday 6 March 2019 commencing at 5.30pm

WELCOME

As the Chairperson, Cr John Angas, is unable to attend the meeting, members present nominated Mayor Lange as Chairperson for this meeting. Mayor Lange declared the meeting open at 5.30pm and welcomed all in attendance.

1. PRESENT

Mayor Bim Lange, Cr Kathryn Schilling, Cr Carla Wiese-Smith, Cr Ron Barrett, Rebecca Tappert (CASC Executive Officer), Annette Randall (CASC Administration Officer).

2. APOLOGIES

Cr John Angas, Cr Cathy Troup

3. CONFIRMATION OF PREVIOUS MINUTES

MOVED Cr Wiese-Smith that the Minutes of the Community Assistance Scheme Committee meeting held on 4 December 2018 as circulated, be confirmed as a true and correct record of the proceedings of that meeting.

Seconded Cr Schilling

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

5. CONSENSUS AGENDA

5.1 ITEMS FOR EXCLUSION FROM THE CONSENSUS AGENDA

Nil

5.2 RECEIPT OF CONSENSUS AGENDA

MOVED Cr Wiese-Smith that the items contained in the Consensus Agenda be received and that any recommendations contained therein be adopted.

Seconded Cr Barrett

CARRIED

6. DEBATE AGENDA

6.1 COMMUNITY GRANTS

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

Ms Tappert spoke to the report and answered questions from the members.

MOVED Cr Wiese-Smith 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

NOT CONFIRMED

(2) notes the Club's request to defer progress on the application until July 2019.
Seconded Cr Schilling

CARRIED

PURPOSE

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

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.

NOT CONFIRMED

6.1.1.2

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

Ms Tappert spoke to the report.

MOVED Cr Wiese-Smith 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.

Seconded Cr Schilling

CARRIED

PURPOSE

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

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

NOT CONFIRMED

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.

6.1.2 DEBATE AGENDA – APPROVED GRANTS NOT REQUIRED

6.1.2.1

TANUNDA LUTHERAN HOME INC

B3342

MOVED Cr Barrett 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.

Seconded Cr Schilling

CARRIED

PURPOSE

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

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

NOT CONFIRMED

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.

6.1.2.2

BAROSSA GAWLER & LIGHT ADVANCE CARE PLANNING GROUP

B3342

MOVED Cr Schilling 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.

Seconded Cr Barrett

CARRIED

NOT CONFIRMED

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.

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

NOT CONFIRMED

Plus: Community Grants not paid out (Refer Agenda items 8.1.2.1 & 8.1.2.2)	\$4,000
FUNDS REMAINING	\$15,825

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

6.2

UPDATED TERMS OF REFERENCE – COMMUNITY ASSISTANCE SCHEME COMMITTEE

B3342

Ms Tappert spoke to the report.

MOVED Cr Schilling 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.

Seconded Cr Wiese-Smith **CARRIED**

Clause 7.3 of the current 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"*. All four members present at the meeting voted in favour of the Motion, which constitutes a majority of the membership.

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.

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

NOT CONFIRMED

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.

7. OTHER BUSINESS

7.1

AD HOC REQUESTS FOR SUPPORT

B3342

Members discussed the matter with Ms Tappert and Ms Randall. As requests for support of this nature appear to be very few, it was agreed to keep the "status quo". There being no motion moved in relation to Agenda item 7.1 – *Ad Hoc Requests for Support*, the Chair proceeded to the next item.

PURPOSE

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

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

NOT CONFIRMED

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 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

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. NEXT MEETING

Wednesday 1 May 2019 commencing at 5.30pm.

9. CLOSE

There being no further business, Mayor Lange declared the meeting closed at 5.58pm.

Confirmed at Community Assistance Scheme Committee Meeting 1 May 2019

Date:.....

Chair:.....

COMMUNITY ASSISTANCE SCHEME COMMITTEE

REPORTS FOR INFORMATION

1 MAY 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	File Closed
16/8/2018	Jade Triplett	Y	Y	Y	N	Extension given P
16/11/2018	Chloe Seabrook	Y	Y	Y	N	P
	Jayde McGrath	Y	N	N	Y	- C
	Matthew Jacks	Y	N	N	Y	- C
	Kendra Petney	Y	Y	Y	Y	- C
	Amber Evers	Y	Y	Y	-	Y C
	Ashley Sonntag	Y	Y	Y	Y	- C
	Hayden Schiller	Y	Y	Y	Y	- C
18/2/2019	Katie Koch	Y	Y	Y	Y	- C
	Eliza King	Y	Y	Y	Y	- C
	Bradley Butler	Y	Y	Y	N	N P
	Koby Rosenzweig	Y	N	N	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 Report 6.1.3.1		C
6/6/2018	Barossa Reconciliation Group	Y	Y	Y	June 2019	N	N	P
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 Report 6.1.3.2		C
6/3/2019	Lions Club of Angaston	<i>Application withdrawn</i>				Refer Report 6.1.2.1		N
6/3/2019	Moculta District Historical Soc	<i>Request to defer until 7/8/2019</i>				Refer Report 5.2.2		P

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	Yes	C
	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	Yes	C

5.1.2 YOUTH GRANTS APPROVED – FOURTH QUARTER 2018/2019

The following Youth Grants were approved at the CASC Administration meeting held 12 April 2019:

Applicant	Activity	\$
Jessica Gobell	Participating in Raw Impact Barossa Crew 2019 in Cambodia	250
Amber Perry	Participating in Raw Impact Barossa Crew 2019 in Cambodia	250
Austin McDonald	Representing SA Country Basketball in the Australian Junior Basketball Cup	200
Mitchell McDonald	Representing SA Country Basketball in the Australian Junior Basketball Cup	200
Riley McDonald	Representing SA Country Basketball in the Australian Junior Basketball Cup	200
Finn Reed	Representing South Australia in the Australian Little Athletics Championships	200
Liam Tappert	Representing South Australia in the Australian Little Athletics Championships	200

5.1.3 COMMUNITY GRANTS and YOUTH GRANTS 2018-19 BUDGET UPDATE

	BUDGET 2018-2019	\$ (excl GST)
	GRANTS APPROVED TO DATE	\$25,500
	FUNDS REMAINING	<u>\$11,175</u>
		<u>\$14,325</u>
<u>1st Quarter</u> (Aug & Sept Mtgs)		
Youth Grants – <u>Approved</u>	11 Applications	\$ 2,350
Community Grants - <u>Approved</u>	3 Applications	<u>6,000</u>
	Total 1st Qtr	<u>\$ 8,350</u>
<u>2nd Quarter</u>		
Youth Grants- <u>Approved</u>	7 Applications	\$ 1,425
Community Grant - <u>Approved</u>	1 Application	<u>\$ 3,000</u>
	Total 2nd Qtr	<u>\$ 4,425</u>

<u>3rd Quarter</u> Youth Grants- <u>Approved</u> Community Grant Application Less: Community Grants <u>not</u> <u>accepted</u>	4 Applications 1 Deferred to 1 May 2019 Total 3rd Qtr	\$ 900 - (\$4,000) <u>(\$ 3,100)</u>
<u>4th Quarter</u> Youth Grants- <u>Approved</u> Requested: Community Grant Applications	7 Applications 2 Applications 1 Deferred to 7 Aug 2019 Total 4th Qtr	\$ 1,500 \$ 6,000 - - <u>\$ 7,500</u>
Funds remaining at end of 4th Quarter		\$ 8,325

5.1.4 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
	BUDGET ALLOCATED 2018/2019	\$ 10750.00
	Less Payments made 2018/2019	- \$ 2750.00
	Less Applications to be paid 2018/2019	- \$ 8000.00
	Carried forward funds remaining	<u>+ \$ 850.00</u>
	FUNDS REMAINING	\$ 850.00

5.1.5 UPDATED TERMS OF REFERENCE AND SELF-ASSESSMENT TOOL

CASC, at its meeting held 6 March 2019, resolved the following:

“**MOVED** Cr Schilling 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.

Seconded Cr Wiese-Smith

CARRIED”

Council adopted the updated CASC Terms of Reference (TOR) and associated Committee Self-Assessment tool template at its 19 March 2019 meeting. The updated TOR has been posted to the website. Officers suggest that the annual Committee Self-Assessment be distributed to members in October each year so that responses may be reported to the November CASC meeting, prior to the annual appointment of a new Deputy Mayor.

RECOMMENDATION:

That Reports for Information items 5.1.1 to 5.1.5 be received.

COMMUNITY ASSISTANCE SCHEME COMMITTEE

CORRESPONDENCE

1 MAY 2019

5.2 CONSENSUS AGENDA - CORRESPONDENCE

5.2.1 2019 COMMUNITY DISABILITY EXPO COMMITTEE

Letter received from the 2019 Community Disability Expo Committee, seeking Council support of the 2019 Expo (Attachment 1). Also a copy of the Mayor's response (Attachment 2).

5.2.2 MOCULTA DISTRICT HISTORICAL SOCIETY INC

Further to Agenda item 6.1.1.2 of the 6 March 2019 CASC meeting, officers have met with representatives from the Moculta District Historical Society in relation to their proposed project, Shelter Shed for Linke Stripper. Investigations into the best location and risk management considerations are continuing; therefore it has been agreed to defer assessment of their Community Grant Application until the 7 August 2019 meeting (refer Attachment 1).

RECOMMENDATION:

That Correspondence items 5.2.1 and 5.2.2 be received and noted.

COMMUNITY ASSISTANCE SCHEME COMMITTEE

EXECUTIVE OFFICER CASC - REPORTS

1 MAY 2019

6.1.1 DEBATE AGENDA – COMMUNITY GRANT APPLICATIONS

6.1.1.1

ANGASTON & PENRICE HISTORICAL SOCIETY INC – CREATION OF ‘ANGASTON HERITAGE’ BRAND AND CULTURAL HERITAGE EXPERIENCES

B3342

PURPOSE

To consider a Community Grant Application from the Angaston & Penrice Historical Society Inc, seeking \$3,000 towards its project: “*Creation of ‘Angaston Heritage’ Brand and Cultural Heritage Experiences*”.

RECOMMENDATION

That the Community Assistance Scheme Committee approves/declines a Community Grant of \$..... (excl GST) to the Angaston & Penrice Historical Society Inc towards its “*Creation of ‘Angaston Heritage’ Brand and Cultural Heritage Experiences*” project.

REPORT

Background

The Angaston & Penrice Historical Society Inc (APHS) was formed in 1997 with the objective of promoting interest in the history and heritage of the Barossa’s Angaston and Penrice area.

Introduction

APHS owns and manages the Angaston Blacksmith Shop and Museum and will soon be opening the Angaston History Centre, located next door to the Blacksmith. This is to be operated as a family history centre and exhibition space with public access and be a home for the Society. (Angaston Heritage Business Plan 22/3/2019)

Discussion

The APHS has developed a Business Plan for this project (refer Attachment 3). Goal 1 in its Business Plan is to ‘Create a suite of cultural heritage experiences’ and Goal 2 is to ‘Create an ‘Angaston Heritage’ brand to use for all collateral and promotion. The APHS aims to promote the history of the region by utilising a coordinated and consistent marketing strategy under the unified banner of ‘Angaston History’.

Total expenditure for the project was estimated at \$10,727 which includes \$5,000 for development of an App which highlights local historical experiences (similar to Port Adelaide Historical Society).

Since lodgement of the Application, the APHS has advised that the App requires more research and planning than has been done to date and realistically, may not be completed within the next 12 months. They have subsequently submitted an amended

budget page, deleting \$5,000 from the estimated expenditure and also estimated income ("Group Funds").

7. BUDGET AND FUNDING	
PROJECT INCOME (Group's Contribution to Project)	
Group Funds	\$ 7,727.00 2,727.00 <i>NP</i>
Fundraising Activities	\$
Donations	\$
In Kind (provide details)	\$
Other (provide details)	\$
Total Group's Contribution	\$ 7,727.00 2,727.00 <i>NP</i>
Council Assistance Requested	\$ 3,000.00
TOTAL PROJECT INCOME	\$ 10,727.00 5,727.00 <i>NP</i>
PROJECT EXPENDITURE (Please provide an itemised list of expenses for the project)	
BRAND IDENTITY	\$ 650.00
BANNERS (x3)	\$ 327.00
A-FRAME SIGNS (x2)	\$ 350.00
PRINTING ALLOWANCE (^{POSTCARDS,} BROCHURES, ETC)	\$ 1,000.00
EXTERNAL SIGNAGE FOR BUILDINGS	\$ 1,400.00
VIDEO IMAGES ALLOWANCE	\$ 2,000.00
DEVELOPMENT OF APP	\$ 5,000.00
TOTAL PROJECT EXPENDITURE	\$ 10,727.00 5,727.00 <i>NP</i>

APHS states that grant funding is required to enable the establishment of the project. No other funding sources have been investigated.

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 is provided in Attachment 2 and supporting documentation in Attachment 3.

Summary and Conclusion

Officers support the project. Noted that a letter of support has been received from the Angaston Community and Business Alliance.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

- Attachment 1: Community Grant Application Summary Sheet
- Attachment 2: Community Grant Application
- Attachment 3: 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.
- 2.1 Initiate and support activities which encourage participation and pride in the Barossa Council area.
- 2.2 Collect, maintain and make accessible our Aboriginal heritage, and the history and heritage of our community.
- 5.4 Participate in initiatives, or advocate for, investment in creative industries and cultural tourism.

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		\$14,325
<u>March 2019:</u> Requested Community Grants	2 Applications	<u>\$ 6,000</u>
FUNDS REMAINING IF APPLICATION GRANTED		\$ 8,325

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy. The APHS has consulted with the Angaston Community and Business Alliance and other local organisations, who support and commend the initiative (refer letters of support in Attachment 3).

COMMUNITY ASSISTANCE SCHEME COMMITTEE

EXECUTIVE OFFICER CASC - REPORTS

1 MAY 2019

6.1.1 DEBATE AGENDA – COMMUNITY GRANT APPLICATIONS

6.1.1.2

SOUTHERN BAROSSA ALLIANCE INC – DEVELOPMENT OF SUSTAINABLE WILDLIFE RESCUE SERVICE IN BAROSSA VALLEY

B3342

PURPOSE

To advise of a Community Grant Application from Southern Barossa Alliance Inc (SBA), seeking \$3,000 towards its project: "*Development of Sustainable Wildlife Rescue Service in Barossa Valley*".

RECOMMENDATION 1

That the Community Assistance Scheme Committee (CASC) defers its decision on the Community Grant Application submitted by Southern Barossa Alliance Inc for funding towards its "*Development of Sustainable Wildlife Rescue Service in Barossa Valley*", until the next CASC meeting and pending the clarification of project budget information.

OR

RECOMMENDATION 2

That the Community Assistance Scheme Committee approves/declines a Community Grant of \$..... (excl GST) to Southern Barossa Alliance Inc towards its project: "*Development of Sustainable Wildlife Rescue Service in Barossa Valley*", specifically for

REPORT

Introduction

SBA is an official body representing business and community within the Southern Barossa Region. The aims and objectives of the organisation are to promote business and community development and community spirit enhancement in the Southern Barossa and surrounding regions.

SBA are proposing to facilitate the continuation of a sustainable wildlife rescue service in the Barossa.

The following clauses are contained in SBA's Mission Statement:

"3.2.4 We provide a forum for discussion, project development and advocacy for local Business and Community organisations and individuals for matters relating to:

.....e. Community Assistance..... j. Environment.....k. Grants and Funding Assistance

n. Matters of Community grievance, concern or opportunity within the Southern Barossa".

"3.2.15 We are an official body that is recognised for the preservation and promotion of natural, cultural and commercial resources of the Southern Barossa".

Discussion

Rose Brooks, the independent volunteer provider of the current "Barossa Wildlife Rescue" operation at her private residence in Lyndoch, is unable to fund the service into the future. Rose has funded the wildlife rescue operations and volunteer recruitment for over ten years. Information regarding her work is available on the "Barossa Wildlife Rescue" facebook page.

The SBA are seeking seed funding so that the wildlife rescue service can continue while they establish the service as a not-for-profit charity with external donation based funding. They state that the seed funding will assist the first six months of operations.

Project budget information was not completed in the Community Grant Application. However, their application states that *"seed funding will assist operations including registration, insurance, feed and transport plus marketing to establish a sustainable donation/sponsorship funding base"*. Officers requested information to substantiate the costs for these expenses. Information was provided, but requires further clarification. At the time of writing this report, information has not yet been received. An update will be provided at the Community Assistance Scheme Committee meeting if available.

A copy of the Community Grant Application, including supporting documentation, is provided in Attachment 1. The Community Grant Application Summary sheet with officers' review and comments, is on hold pending clarification of information (refer Attachment 2).

Compliance with Community Assistance Scheme Policy and Guidelines

Clause 4.1.2:

Accordingly, Council provides financial assistance through its Community Assistance Scheme to individuals, community groups and not-for-profit organisations to support the provision of projects, programs and services which respond to identified community needs, help develop strong local communities and which are in accordance with Council's Community Plan.

Clause 4.1.5

While Council has a role in supporting groups and individuals providing benefit to the community, groups and individuals should not seek to be maintained or substantially developed through Council funding.

Clause 3.9 (Guidelines)

Financial assistance will not be approved for ongoing administrative expenses or operational costs.

It is noted that the majority of SBA funds are held in trust for member Community organisations, as is required under its Constitution.

Summary and Conclusion

Officers agree that the project is a worthwhile cause but also have mixed opinions as to Council's funding priorities and core business. Officers consider that a Committee

decision cannot be made regarding this application until all queries have been clarified. An update will be provided to members at the Committee meeting.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

- Attachment 1: Community Grant Application and supporting documentation
- Attachment 2: Request – clarification of information

Policy

- Community Assistance Scheme Policy
- Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Natural Environment and Built Heritage
 1.2 Support native ecosystems through a planned management approach
 (Council’s role is Provider/Regulator; Advocate; Facilitator/Partner)



Community and Culture
 2.4 Encourage and support volunteering in the community.
 (Council’s role is Provider/Regulator; Advocate)

Corporate Plan

Community and Culture

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

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		\$14,325
March 2019: Requested Community Grants	2 Applications	<u>\$ 6,000</u>
FUNDS REMAINING IF APPLICATION GRANTED		\$ 8,325

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

COMMUNITY ASSISTANCE SCHEME COMMITTEE

EXECUTIVE OFFICER CASC - REPORTS

1 MAY 2019

6.1.2 DEBATE AGENDA – GRANT APPLICATIONS WITHDRAWN

6.1.2.1

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

B3342

PURPOSE

To advise the Community Assistance Scheme Committee that the Lions Club of Angaston Inc has withdrawn its Community Grant Application.

RECOMMENDATION

That the Community Assistance Scheme Committee notes the withdrawal of the Community Grant Application from the Lions Club of Angaston, for funding towards its *Park-Fit Equipment on the Walking Trail at Angas Recreation Park* project.

REPORT

Introduction

As reported to the CASC at its 4 December 2018 and 6 March 2019 meetings, an incomplete Community Grant application was received at the end of August 2018 from the Lions Club of Angaston Inc (the Club), seeking \$3,000 funding for Park-Fit equipment at the Angas Recreation Park. Also reported to the 6 March 2019 meeting, and noted in the Minutes, the Club requested that progress on the Application be deferred until July 2019.

Discussion

Subsequent to the March CASC meeting, the Club forwarded letters from several user groups of the Angas Recreation Park, in support of its proposed project.

As stated in its Application, the Club finances and fund raising efforts will dictate the type of fitness equipment and the number of pieces that might be installed this year and in future years: *“Perhaps only one piece will [be] able to be installed this year, so an ongoing project for years ahead.”* Officers contacted the Club to discuss its proposed project in light of the current Angaston Railway Station project (part of The Big Project), for which government funding has been received.

The Club decided to withdraw its Application for the Park-Fit equipment at Angas Recreation Park and considered that a contribution to the Railway Station project at this point in time would provide greater community benefit.

Summary and Conclusion

Members to note the withdrawal of the Community Grant Application from the Lions Club of Angaston.

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

No financial, resource or risk considerations.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

COMMUNITY ASSISTANCE SCHEME COMMITTEE

EXECUTIVE OFFICER CASC - REPORTS

1 MAY 2019

6.1.3 DEBATE AGENDA – GRANT ACQUITTALS

6.1.3.1

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

B3342

PURPOSE

To consider the acquittal documentation in relation to the Community Grant awarded to JF Herbig Memorial Family Inc towards its *50th Golden Jubilee Herbig Reunion* event.

RECOMMENDATION

That the Community Assistance Scheme Committee receives and approves the Acquittal documentation in relation to the Community Grant of \$500 awarded to JF Herbig Memorial Family Inc towards a time capsule and celebration banner for its *50th Golden Jubilee Herbig Reunion* event which was held in April 2018.

REPORT

Background

The Community Assistance Scheme Committee (CASC), 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.

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. A copy of the original budget is provided in Attachment 2 for comparison.

The event made a profit of \$1,507. This was not expected at the time of the group's Community Grant application, prior to the event. The Vice-President states that the association would not have had enough funds available to procure the Banner and Time Capsule prior to the event. The profits will be used to cover future association costs including Public Liability Insurance, Emergency Services Levy, general upkeep and maintenance of the Herbig Tree surroundings and association running costs.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments

- Attachment 1: Project report, Grant Acquittal Statement and evidence of expenditure.
- Attachment 2: Original event budget (stated in 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

1 MAY 2019

6.1.3 DEBATE AGENDA – GRANT ACQUITTALS

6.1.3.2

SIT DOWN SHUTUP AND WATCH – FILM AND NEW MEDIA FESTIVAL

B3342

PURPOSE

To consider the acquittal documentation in relation to the Community Grant awarded to Sit Down Shutup and Watch towards its Film and New Media Festival.

RECOMMENDATION

That the Community Assistance Scheme Committee receives and approves the Acquittal documentation in relation to the Community Grant of \$3,000 awarded to the Sit Down Shutup and Watch group towards its Digital Workshops at the Sit Down Shutup and Watch Film and New Media Festival held at Angaston in October 2018.

REPORT

Background

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 (SDSW) group, specifically to be used for its Digital Workshops at the Sit Down Shutup and Watch Film and New Media Festival (the Festival) held at Angaston on 19-20 October 2018.

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 Community Grant Guidelines states that ".....an acquittal statement must be completed, advising of all actual Expenditure and Revenue for the project. Copies of receipts/invoices etc and photos if relevant, are required for the specific expenditure on which the Grant was used."

Discussion

A report on the Festival is provided in Attachment 1. Acquittal documents are provided in Attachment 2.

The SDSW group has provided a breakdown of Expenditure and Revenue for the Digital Workshops only. However, the Guidelines require details for the entire 'project' in the Acquittal Statement. A copy of the estimated Expenditure and Revenue provided in the Grant Application (prior to the event) is provided in Attachment 3 for information.)

Officers took into consideration the size of the event and subsequently requested only a summary of the financials in order to ascertain whether the organisation made a profit or a loss on the 'project' for which funding was granted. The contact person for the SDSW

group advised that *"though really fabulous artistically, the Festival made an overall loss"*. She is happy to provide further details if required.

The auspice body, Tutti Arts Inc, has signed the Acquittal Statement, certifying that the funds provided by The Barossa Council under the Community Assistance Scheme have been applied to the purpose for which they were approved.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments

- Attachment 1: Report on the Festival
- Attachment 2: Grant Acquittal Statement and evidence of expenditure
- Attachment 3: Copy of estimated Expenditure and Revenue for the Festival (pre-event)

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.