

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 1 May 2019 commencing at 5.30pm**

WELCOME

Cr Angas declared the meeting open at 5.30pm and welcomed all in attendance.

1. PRESENT

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

2. APOLOGIES

Cr Cathy Troup

3. CONFIRMATION OF PREVIOUS MINUTES

MOVED Cr Schilling that the Minutes of the Community Assistance Scheme Committee meeting held on 6 March 2019 as circulated, be confirmed as a true and correct record of the proceedings of that meeting, subject to correction of Cr Barrett's name on Page 1 from Cr Ron Barrett to Cr Don Barrett.

Seconded Mayor Lange

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 Schilling that Reports for Information items 5.1.1 to 5.1.5 be received.

Seconded Mayor Lange

CARRIED

MOVED Cr Wiese-Smith that Correspondence items 5.2.1 and 5.2.2 be received and noted.

Seconded Mayor Lange

CARRIED

6. DEBATE AGENDA

6.1 COMMUNITY GRANTS

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

MOVED Cr Schilling that the Community Assistance Scheme Committee approves a Community Grant of \$3,000 (excl GST) to the Angaston & Penrice Historical Society Inc

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towards its "Creation of 'Angaston Heritage' Brand and Cultural Heritage Experiences" project.

Seconded Cr Barrett

CARRIED

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".

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 NB
Fundraising Activities	\$	2,727.00
Donations	\$	
In Kind (provide details)	\$	
Other (provide details)	\$	
Total Group's Contribution	\$	7,727.00 2,727.00 NB
Council Assistance Requested	\$	3,000.00
TOTAL PROJECT INCOME	\$	10,727.00 5,727.00 NB

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)	\$	1000.00
EXTERNAL SIGNAGE FOR BUILDINGS	\$	1400.00
VIDEO+ IMAGES ALLOWANCE	\$	2000.00
DEVELOPMENT OF APP	\$	5000.00
TOTAL PROJECT EXPENDITURE	\$	10,727.00 5,727.00 NB

NOT CONFIRMED

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
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. 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](#)).

NOT CONFIRMED

6.1.1.2

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

B3342

Members appreciate the valuable service provided by Rose Brooks and her passion for wildlife rescue and rehabilitation. However, in regards to the proposed project, further information is sought relating to the proposed management structure, succession, governance and sustainability of the suggested not-for-profit charity group that will run the operations in the future.

MOVED Mayor Lange 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 clarification of the project in regard to management structure, succession and governance information.

Seconded Cr Wiese-Smith

CARRIED

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*".

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 Assistancen. 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.

NOT CONFIRMED

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).

NOT CONFIRMED

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.

6.1.2 DEBATE AGENDA – GRANT APPLICATIONS WITHDRAWN

6.1.2.1

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

B3342

MOVED Cr Barrett 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.

Seconded Cr Wiese-Smith

CARRIED

PURPOSE

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

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

NOT CONFIRMED

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.

6.1.3 DEBATE AGENDA – GRANT ACQUITTALS

6.1.3.1

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

B3342

MOVED Mayor Lange 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.

Seconded Cr Schiling

CARRIED

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.

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

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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.

6.1.3.2

SIT DOWN SHUTUP AND WATCH – FILM AND NEW MEDIA FESTIVAL

B3342

MOVED Cr Schilling 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.

Seconded Mayor Lange

CARRIED

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.

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.

NOT CONFIRMED

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

NOT CONFIRMED

Community Consultation is not required under legislation or Council Policy.

7. OTHER BUSINESS

7.1

PROMOTION – COMMUNITY ASSISTANCE SCHEME

Ms Tappert sought Members' feedback regarding proposed use of portion of the remaining Community Grant and Youth Grant Budget 2018/19 for promotion of the Scheme and "selling the good stories" in relation to Council's contribution to community projects and assistance to youth. Communications Officers are assisting with a draft plan of activities to be conducted prior to 30 June 2019. The Members agreed in principle to the proposal.

Ms Randall sought Member's feedback regarding the invitation of Community Grant recipients to attend Council meetings to report on the success of their community projects as part of the acquittal process. The Members agreed in principle to the suggestion.

8. NEXT MEETING

Wednesday 7 August 2019 commencing at 5.45pm.

9. CLOSE

There being no further business, Cr Angas declared the meeting closed at 6.00pm.

Confirmed at Community Assistance Scheme Committee Meeting 7 August 2019

Date:.....

Chair:.....