

NOT CONFIRMED

**MINUTES OF THE MEETING
OF THE BAROSSA COUNCIL COMMUNITY ASSISTANCE SCHEME COMMITTEE
held in the Council Chamber at The Barossa Council, 43-51 Tanunda Road, Nuriootpa
on Wednesday 5 August 2020 commencing at 5.30pm**

WELCOME

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

1. PRESENT

Cr Leonie Boothby (Deputy Mayor), Mayor Bim Lange, Cr Kathryn Schilling, Cr Cathy Troup, Cr Carla Wiese-Smith, Cr Don Barrett, Rebecca Tappert (CASC Executive Officer), Annette Randall (CASC Administration Officer).

2. APOLOGIES

Nil

3. CONFIRMATION OF PREVIOUS MINUTES

MOVED Mayor Lange that the Minutes of the Community Assistance Scheme Committee meeting held on 5 February 2020 as circulated, be confirmed as a true and correct record of the proceedings of that meeting.

Seconded Cr Troup

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

5. CONSENSUS AGENDA

5.2 ITEMS FOR EXCLUSION FROM THE CONSENSUS AGENDA

Nil

6.2 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 Schilling

CARRIED

6. DEBATE AGENDA

6.1 COMMUNITY GRANTS

6.1.1 NEW APPLICATIONS

6.1.1.1

EDEN VALLEY TOURISM AND PROMOTIONAL GROUP INC – EDEN VALLEY WINE REGION TOURISM WEBSITE

B3342

MOVED Cr Wiese-Smith that the Community Assistance Scheme Committee defers a decision on the Community Grant Application submitted by the Eden Valley Tourism and Promotional Group Inc (EVTPG) for funding towards its project, *Eden Valley Wine Region Tourism Website*, pending further information following consultation between EVTPG and Tourism Barossa and Barossa Grape and Wine Association (BGWA) regarding its project and how Eden Valley currently fits into Tourism Barossa and BGWA strategy and promotion.

Seconded Cr Troup

CARRIED

NOT CONFIRMED

PURPOSE

To consider a Community Grant Application from Eden Valley Tourism and Promotional Group Inc, (the Group) seeking \$6,300 (ex GST) towards their *Eden Valley Wine Region Tourism Website* project ([Attachment 2](#)).

REPORT

Background

The Eden Valley Tourism and Promotional Group became incorporated in 2009. Their Constitution states that "*The Chief Objects of The Association are to improve services, maintain the heritage of Eden Valley and promote the interests of its community from a social, economic, environmental and recreational perspective.*" They state numerous small goals have been achieved including the development of the Eden Valley Lookout, the Sculpture Project depicting the town's local history, and Eden Valley float for the biennial Vintage Festival Parade.

Introduction

The Group is seeking funding to overhaul their aged website and replace it with a modern, user-friendly upgrade to promote Eden Valley specifically and the whole geographic indicator area generally, as a part of the greater Barossa region. They hope to build brand awareness, promote tourism activity and bring people and therefore revenue, to the region. The Group engages with community members and local businesses to highlight their activities and events through their facebook page, website and newsletter.

Discussion

The Group states that the Eden Valley Wine Region encompasses 1,500+ people and approximately 35 small business operators. It has conducted extensive surveys of over 40 local wineries, cellar doors and eateries, 21 suppliers of accommodation, 12 art and cultural venues and 12 function hire venues, with 91% of responses saying they would actively support the website by taking advantage of its membership options, and over 50% of them already committing what financial package they would buy. (Letters of support are provided in [Attachment 2](#).)

In March 2020, the Group applied for funding through the Foundation of Rural and Regional Renewal Small Vital Grants, but were not successful. Subsequently, the Group decided to divide the project into discrete stages to increase the opportunities for funding. Stage 1, for which this Community Grant application is seeking funding of \$6,300, is as follows:

	\$ ex GST
BASE Website Design and Development	\$ 8,870
Hosting Fee	\$ 300
SSL Certificate	\$ 130
TOTAL	\$ 9,300

Future stages are "add-on" components which they hope to achieve through other funding grants, such as ANZ Seeds of Renewal.

(The Group has provided a quote and project proposal from Stellar Digital. It is not included in [Attachment 2](#) as it is marked Commercial in Confidence information.)

The Group hopes that once the first stage is implemented, it will make attracting future funding for further modules easier to secure. This is the reason they are requesting a larger Community Grant from Council. They feel the project is so important for the development of tourism in the area and also why they have committed half of their current cash reserves to the project. It is their highest priority.

Stated income for the project is:

	\$ ex GST
Group Funds	\$ 1,000

NOT CONFIRMED

Fundraising	\$ 2,000
Requested Community Grant	\$ 6,300
TOTAL	\$ 9,300

They state that the project could proceed if only partial funding is received from Council, but significant additional fundraising would need to occur. For a community the size of Eden Valley, the website rebuild is a significant project.

Various Council Officers have provided comment on the Application and proposal (*Attachment 1*).

Summary and Conclusion

Officers are generally supportive of the website project, provided it aligns with Barossa branding and barossa.com. Council's Manager Tourism Services is supportive of the overall concept to help promote the sub-region, and encourages the Group to consult and communicate with the Barossa Visitor Centre team to avoid duplication of resources and to develop a more strategic approach to promotion and how they can link in with Barossa.com, regional visitor guide, social media and other key regional resources.

Officers have some concern about consistency of approach by Council, in that requests from other organisations for funding through the New Initiatives process were not approved, due to no New Initiatives accepted in the 2020/21 financial year.

The Hosting Fee (\$300) and SSL Certificate (\$130) may be considered operational/admin costs which are not supported under the Community Grant Guidelines.

CASC has delegation to approve Community Grants up to \$3,000 (ex GST). This Application is requesting \$6,300 (ex GST). The Application, together with a report and the CASC recommendation will be presented to the next Council Meeting for decision.

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



Infrastructure



Business and Employment

Corporate Plan

2.3 Support and promote community involvement and networks and provide opportunities for participation in local decision making.

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

2.6 Provide, promote and support community arts and cultural events, programs, attractions and services.

5.3 Support Barossa regional branding in our tourism activities and product.

5.5 Contribute to tourism industry capacity building through the facilitation of tourism infrastructure development, including eco and recreational 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

NOT CONFIRMED

Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

The adopted Budget for the Community Grants and Youth Grants for 2020/21 is \$25,500 (excl GST).

TOTAL CURRENT FUNDS AVAILABLE		\$25,500
<u>August 2020:</u> Requested Community Grants	3 Applications	<u>\$ 23,592</u> (ex GST)
FUNDS REMAINING IF APPLICATIONS GRANTED		\$ 1,908

Note: The CASC, at its meeting held 7 August 2019, provided in-principle support for the Southern Barossa Alliance Inc (SBA) – *Development of Sustainable Wildlife Rescue Service in Barossa Valley* project concept, but deferred consideration of a Community Grant pending completion of several tasks in the SBA Project Plan. The SBA were seeking \$3,000 ex GST. Refer to the update report in item 5.1.6 of the Consensus Agenda.

Risk Management

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

Various Officers have reviewed the Grant Application and proposal.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

6.1.1.2

PARKRUN INC – ESTABLISHMENT OF WEEKLY PARKRUN EVENT AT SOUTH PARA RESERVOIR B3342

MOVED Cr Wiese-Smith that the Community Assistance Scheme Committee approves a Community Grant of \$3,000 (ex GST) to Parkrun Inc towards establishment of a free weekly parkrun event at South Para Reservoir near Williamstown, subject to Parkrun Inc receiving written approval from SA Water for use of the property.

Seconded Cr Schilling

CARRIED

PURPOSE

To consider a Community Grant Application from Parkrun Inc, seeking \$3,000 (ex GST) towards establishment of a parkrun event at South Para Reservoir, near Williamstown (*Attachment 2*).

REPORT

Background

Parkrun is a not-for-profit organisation which provides free weekly, timed, volunteer led 5km walk/run to communities across the world. In 2017, Council supported the establishment of the Nuriootpa parkrun at Coulthard Reserve, Nuriootpa.

Discussion

This project will establish a new parkrun event at South Para Reservoir near Williamstown. It will be a free, weekly 5km walking/running/volunteering event, held every Saturday morning on an ongoing basis (with no additional funding required). The idea for the project came from the community and it will be delivered by local volunteers, supported by parkrun Australia. It is anticipated that the start date for the proposed new event will be late 2020, subject to Covid-19 restrictions.

NOT CONFIRMED

As parkrun is a not-for-profit organisation, each new event is responsible for sourcing its own start up funds of \$7,500. The cash and investment holdings of parkrun Australia are held in reserve to cover the ongoing costs of the 402 parkrun events currently established in Australia.

The start up and establishment costs (\$5,500 ex GST) fund essential equipment, licences, IT infrastructure and insurance and the remaining \$2,000 is required for a defibrillator (mandatory at all Australian events). (Refer quote in Attachment 2.) A Community Grant of \$3,000 ex GST would finance portion of the start-up and establishment costs. Additional funding is being sourced for the remaining \$4,500.

Parkrun expect that the project will benefit the Williamstown and surrounding community by promoting community physical activity participation for people of all abilities and removing traditional barriers to physical activity participation.

Various Council Officers have provided comment on the Application and proposal (Attachment 1).

Summary and Conclusion

Officers support the proposed new parkrun event. The Manager Community Projects provided a formal letter to the Williamstown community group, supporting the application for a parkrun event at Williamstown.

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.

4.1 Deliver and promote health and wellbeing initiatives in line with the Public Health Plan.

4.6 Support the growth and sustainability of sporting, recreational and community clubs and organisations through provision of shared infrastructure, grants and opportunities to shape future use and development.

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

Legislative Requirements

Local Government Act 1999

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

The adopted Budget for the Community Grants and Youth Grants for 2020/21 is \$25,500 (excl GST).

TOTAL CURRENT FUNDS AVAILABLE		\$25,500
<u>August 2020:</u> Requested Community Grants	3 Applications	<u>\$ 23,592</u> (ex GST)

NOT CONFIRMED

FUNDS REMAINING IF APPLICATIONS GRANTED

\$ 1,908

Note: The CASC, at its meeting held 7 August 2019, provided in-principle support for the Southern Barossa Alliance Inc (SBA) – *Development of Sustainable Wildlife Rescue Service in Barossa Valley* project concept, but deferred consideration of a Community Grant pending completion of several tasks in the SBA Project Plan. The SBA were seeking \$3,000 ex GST. Refer to the update report in item 5.1.6 of the Consensus Agenda.

Risk Management

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

Various Officers have reviewed the Grant Application and proposal.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

6.1.1.3

MT MCKENZIE HALL INC – COMMUNITY FIRE FIGHTING TANK

B3342

MOVED Mayor Lange that the Community Assistance Scheme Committee:

- 1) supports in principle, the Mt McKenzie Hall Inc *Community Fire Fighting Tank* project;
- 2) defers a decision on the Community Grant Application submitted by Mt McKenzie Hall Inc for funding towards its *Community Fire Fighting Tank*, project, pending further information on the following:
 - access to water to fill the tank (ie where will the water come from)
 - whole of life costs of the project
 - how ongoing costs will be funded

Seconded Cr Barrett

CARRIED

PURPOSE

To consider a Community Grant Application from Mt McKenzie Hall Inc, (the Group) seeking \$15,722 (incl GST) towards their *Community Fire Fighting Tank* project (Attachment 2).

REPORT

Background

Mt McKenzie is a small semi rural community, half way between Angaston and Eden Valley. The Mt McKenzie Hall property has been owned by the local Community for 94 years and is managed by Mt McKenzie Hall Inc. Objectives of the organisation include provision of "facilities for all people who identify with the Mount McKenzie community to interact with each other and share ideas" and "at all times be operated for the benefit of community members". (From Rules of the Mount McKenzie Hall Incorporated)

Introduction

The Group's planned major capital expense for 2020 was the installation of a fire fighting water tank. This project can now no longer be funded by the Group due to cancellation of all community fundraising events in response to the COVID-19 pandemic. (In 2019, the Group's fundraising exceeded \$15,000 which was used to upgrade the Hall facilities.)

Discussion

The Mt McKenzie Hall is one of the last remaining community managed halls in the region. There are 36 properties in the near area of the Hall and an estimated 400 residents in the wider area. There is

NOT CONFIRMED

no mains water connected at Mt McKenzie and also no communal water infrastructure. The Group unanimously agreed that the purchase of a 160kl fire fighting tank would come from funds raised during 2020. The proposed asset would help both the CFS and farm fighting units to protect the local area.

The Group has sourced quotes from local trades and businesses (refer [Attachment 2](#)) and provided the following costs:

	\$ (inc GST)
Heritage 160kl tank	13,550
Quarry materials	753
Civil site works and prep	2,000
Materials, 100mm water delivery	200
Fire pump and electrical installation	719
TOTAL	\$17,222

The Group has indicated it can provide \$1,500 of its own funds toward the project.

They understand that the application is for a substantial sum of money and if Council cannot grant the full amount, request that consideration be given for the cost of the supply and installation of the tank. The Group would then concentrate future community fundraising to raise the shortfall after Covid-19 restrictions are lifted. They have not sought other funding sources at this point. The Chair of Mt McKenzie Hall Inc has stated that their application is "critical for our local community".

Various Council Officers have provided comment on the Application and proposal ([Attachment 1](#)). Planning and building approval will be required and, as the site is local heritage listed, any application will be required to be reviewed by Council's Heritage advisor.

Summary and Conclusion

Officers have briefly investigated other funding sources for this project, given the scale of funding sought. CASC could be used to leverage other funding applications (grants, etc). It is suggested that the Group enquire with Primary Industries and Regions SA (PIRSA) or investigate the Building Better Regions Fund round 5 that may come out at the end of the year. It is understood that there are currently no Emergency Services Grants out, but this may change coming into summer. Council's drought support funding program has already been resolved by Council.

Officers recommend that any Community Grant payment be subject to Planning and Building approvals being granted prior to 30 June 2021 and the project being fully funded.

Officers have some concern about consistency of approach by Council, in that the request may be considered a New Initiative. Requests from other organisations for funding through the New Initiatives process were not approved, due to no New Initiatives in the 2020/21 financial year.

CASC has delegation to approve Community Grants up to \$3,000 (excl GST). This Application is requesting \$14,292 ex GST (ie \$15,722 inc GST). The Application, together with a report and the CASC recommendation will be presented to the next Council Meeting for decision.

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

NOT CONFIRMED



Health and Wellbeing

Corporate Plan

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

2.10 Collaborate with key emergency management stakeholders and provide support for community safety initiatives.

4.14 Plan for public health and security risks associated with climatic changes.

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

Financial

The adopted Budget for the Community Grants and Youth Grants for 2020/21 is \$25,500 (excl GST).

TOTAL CURRENT FUNDS AVAILABLE		\$25,500
<u>August 2020:</u> Requested Community Grants	3 Applications	<u>\$ 23,592</u> (ex GST)
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Note: The CASC, at its meeting held 7 August 2019, provided in-principle support for the Southern Barossa Alliance Inc (SBA) – *Development of Sustainable Wildlife Rescue Service in Barossa Valley* project concept, but deferred consideration of a Community Grant pending completion of several tasks in the SBA Project Plan. The SBA were seeking \$3,000 ex GST. Refer to the update report in item 5.1.6 of the Consensus Agenda.

Risk Management

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

Various Officers have reviewed the Grant Application and proposal.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

6.1.2 GRANT ACQUITTALS

6.1.2.1

CARERS AND DISABILITY LINK INC – ACCEPTANCE AND COMMITMENT THERAPY TRAINING FOR BAROSSA CARERS

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 *Acceptance and Commitment Therapy Training for Barossa Carers* project.

Seconded Cr Troup

CARRIED

PURPOSE

To consider the acquittal documentation in relation to the Community Grant awarded to Carers and Disability Link Inc towards its *Acceptance and Commitment Therapy Training for Barossa Carers* project.

REPORT

NOT CONFIRMED

Background

The Community Assistance Scheme Committee (CASC), at its meeting held 7 August 2019, approved a Community Grant of \$2,000 to Carers and Disability Link Inc towards its *Acceptance and Commitment Therapy Training for Barossa Carers* project.

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. The Acquittal requests copies of receipts/invoices, but a copy of Account Transactions has been provided in lieu.

Noted that the Account Transactions total \$1,961.36 and there was an internal cost allocation for the remainder of the Grant expenditure.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments

Attachment 1: Project report, Grant Acquittal Statement and evidence of expenditure (P20/27787)

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.

6.1.2.1

BAROSSA ARCHERY CLUB INC – SHED FOR ARCHERY ROAD B3342

Mayor Lange advised that he is not the Michael Lange, Secretary of the Barossa Archery Club, who has authored correspondence received.

NOT CONFIRMED

MOVED Cr Wiese-Smith that the Community Assistance Scheme Committee receives and approves the Acquittal documentation in relation to the Community Grant of \$2,000 awarded to Barossa Archery Club Inc towards its *Shed for Archery Road* project.

Seconded Cr Troup

CARRIED

PURPOSE

To consider the acquittal documentation in relation to the Community Grant awarded to Barossa Archery Club Inc towards its *Shed for Archery Road* project.

REPORT

Background

The Community Assistance Scheme Committee (CASC), at its meeting held 7 August 2019, resolved the following:

MOVED Cr Schilling that the Community Assistance Scheme Committee:

- 1) supports in principle, the Barossa Archery Club Inc "Shed for Archery Road, Tanunda" project;
- 2) approves a Community Grant of \$2,000 (excl GST) towards the Barossa Archery Club Inc "Shed for Archery Road, Tanunda" project, subject to Development Approval and all conditions of Development Consent being addressed.

Seconded Cr Wiese-Smith

CARRIED

Introduction

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

Discussion

The Barossa Archery Club Inc provided its Grant Acquittal Statement at the end of April 2020, advising that Club had received Council approval and had progressed with the project. The grounds had been cleared and levelled and the shed base laid, prepared and compacted. Progress stopped when Club activities were halted due to Covid-19 restrictions. They advised that the next stage, when they reopen, was to pour the shed footing, lay the retaining walls and then commence installation of the shed.

The Community Grant assisted with surveyor, engineering, certification and cement costs. Copies of invoices are included with the Acquittal Statement in Attachment 1. The Club has paid for the shed and development approval fees.

The Club has subsequently advised that progress has resumed since restrictions have lifted. They have purchased the materials and installed the retaining wall required to support the foundation. The next phase is for concrete footing and floor, which they are currently fundraising for.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments

Attachment 1: Grant Acquittal Statement and evidence of expenditure (P20/38131); emails dated 28 April and 28 July 2020, advising project status (P20/50770)

Policy

Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



How We Work – Good Governance

NOT CONFIRMED

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.

6.1.2.3

WILLIAMSTOWN SENIOR CITIZENS CLUB INC – REPLACEMENT OF OBSOLETE AIR CONDITIONING

UNITS

B3342

MOVED Cr Wiese-Smith that the Community Assistance Scheme Committee receives and approves the Acquittal documentation in relation to the Community Grant of \$4,863 (ex GST) awarded to Williamstown Senior Citizens Club Inc for replacement of obsolete air conditioning units in the Senior Citizens/RSL Hall at Williamstown.

Seconded Cr Barrett

CARRIED

PURPOSE

To consider the acquittal documentation in relation to the Community Grant awarded to Williamstown Senior Citizens Club Inc for replacement of obsolete air conditioning units in the Senior Citizens/RSL Hall at Williamstown.

REPORT

Background

Council, at its meeting held 19 May 2020, approved a Community Grant of \$4,863 (ex GST) to Williamstown Senior Citizens Club Inc for replacement of obsolete air conditioning units in the Senior Citizens/RSL Hall at Williamstown. (The meeting scheduled for the Community Assistance Scheme Committee on 6 May 2020 was cancelled in response to COVID-19 restrictions. The Business Continuity Management Group determined that the items for consideration be presented to full Council to avoid additional meetings during this time.)

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 Grant Acquittal Statement, copy of invoice and report is provided in *Attachment 1*. Council paid the invoice direct to the supplier; an officer has therefore signed the Acquittal Statement, certifying that the funds provided by the Community Assistance Scheme were used for the purpose for which they were approved.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments

Attachment 1: Grant Acquittal Statement, Invoice and Report (P20/50830)

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

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 REQUEST FOR EXTENSION OF TIME – GRANT ACQUITTAL

6.1.3.1

ANGASTON & PENRICE HISTORICAL SOCIETY INC – REQUEST FOR EXTENSION OF TIME

B3342

MOVED Cr Schilling that the Community Assistance Scheme Committee approves an extension of time to 31 December 2020 to the Angaston & Penrice Historical Society Inc to complete their project: *Creation of Angaston Heritage Brand and Cultural Heritage Experience*.

Seconded Cr Troup

CARRIED

PURPOSE

To consider a request from the Angaston & Penrice Historical Society Inc for an extension of time to complete their project: *Creation of Angaston Heritage Brand and Cultural Heritage Experience*.

REPORT

Background

The Community Assistance Scheme Committee, at its 1 May 2019 meeting, approved a Community Grant of \$3,000 to the Angaston & Penrice Historical Society Inc towards their project: *Creation of Angaston Heritage Brand and Cultural Heritage Experience*.

Introduction

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

Discussion

A request has been received from Angaston & Penrice Historical Society Inc for an extension of time to complete their project, as the majority of the Grant is not yet expended. They intend to use most

NOT CONFIRMED

of it for a short video and the remainder for additional printed material. They expect the funds to be expended by the end of 2020.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments

Attachment 1: Request for extension of time to complete project (P20/49421)

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.

LATE ITEM 6.1.4 – PENDING COMMUNITY GRANT APPLICATION

6.1.4.1

SOUTHERN BAROSSA ALLIANCE INC – DEVELOPMENT OF SUSTAINABLE WILDLIFE RESCUE SERVICE IN BAROSSA VALLEY **B3342**

MOVED Cr Schilling that the Community Assistance Scheme Committee approves a Community Grant of \$2,980 (excl GST) to Southern Barossa Alliance Inc towards its "*Development of Sustainable Wildlife Rescue Service in Barossa Valley*" project.

Seconded Cr Troup

CARRIED

PURPOSE

To consider the further information and updated Community Grant Application provided by Southern Barossa Alliance Inc (SBA) towards its project: "*Development of Sustainable Wildlife Rescue Service in Barossa Valley*".

REPORT

Introduction

Southern Barossa Alliance Inc submitted a Community Grant application in March 2019 to support the transition of the informal Barossa Wildlife Rescue volunteer group to "a sustainable, incorporated, not-for-profit, charitable body providing a wildlife rescue service in the Barossa Valley".

NOT CONFIRMED

The Community Assistance Scheme Committee (CASC), at its meeting held 1 May 2019, resolved the following:

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

An excerpt from the Minutes is provided in [Attachment 1](#).

The CASC, at its meeting held 7 August 2019, resolved the following:

MOVED Mayor Lange that the Community Assistance Scheme Committee;

- (1) acknowledge and commend the work of Barossa Wildlife Rescue;
- (2) provide in-principle support for Southern Barossa Alliance Inc (SBA) project concept to auspice the transition of Barossa Wildlife Rescue to a sustainable, incorporated, not-for-profit, charitable group providing wildlife rescue service in the Barossa Valley;
- (3) defer consideration of a Community Grant pending completion of the following Tasks in the SBA Project Plan (Ref: 19/67795):
 - Task 1: SBA/Barossa Wildlife Rescue Auspice Agreement
 - Task 4: Risk Assessment and Risk Management Plan for Wildlife Rescue Operations
 - Task 5: Stakeholder Engagement Workshop with Barossa Wildlife Rescue volunteers, Native Animal Network SA Inc, Fauna Rescue Inc and The Barossa Council
 - Task 6: A report on options for sustainable operations of the Wildlife Rescue Service

Seconded Cr Wiese-Smith

CARRIED

An excerpt from the Minutes is provided in [Attachment 2](#).

An update report was provided to the 5 February 2020 CASC meeting ([Attachment 3](#)) where:

"Members noted the Progress Report from SBA, received by Council on 5 February 2020. Ms Tappert commended SBA on the substantial progress it has made in leading the project and achieving tasks in their Project Plan. Officers will liaise with the SBA to ascertain if any changes are required to their initial Community Grant Application so that it may be considered again at the 6 May 2020 CASC meeting." (Excerpt from Minutes of meeting.)

Discussion

Since the last update report provided to the 5 February 2020 CASC meeting, Officers have liaised with SBA to ascertain if any changes were required to their initial Community Grant application so that it might be considered again at the next CASC meeting.

SBA have provided a further update report (received 31 July 2020), which outlines the completion of the required tasks and amended project expenditure items ([Attachment 4](#)).

A summary of their activities (mapped to their Project Plan) follows:

- BWR has continued to provide a wildlife rescue service in the Barossa and surrounding districts throughout the COVID Crisis at the historical rescue rate level.
- A SBA/Barossa Wildlife Rescue Auspicing Agreement was signed in February 2020 (Completion Task 1).
- Stakeholder Engagement Workshop held on 17 December 2019 with 15 people attending including 10 Carers, Anne Pashley from Native Animal Network SA and Melaney Crawford from the Fauna Permits Unit National Parks and Wildlife Service South Australia. Mel provided a training session for the 10 carers who attended on the updated Fauna Permit requirements and Ann

NOT CONFIRMED

briefed on the limited capacity of Native Animal Network SA to support fauna rescue in the Barossa. (Completion Task 5).

- A Barossa Wildlife Rescue Group Sub-Committee of the SBA was formed in February 2020, with finance and governance support provided by the SBA. The sub-committee has been very active in ensuring the BWR operations continue safely during the COVID-19 crisis.
- An initial Risk Assessment has been drafted and is progressing rescue and care policies and procedures for the animal types being rescued and cared for. They are engaging Wildcare Australia Inc to establish a collaborative arrangement to enable BWR to utilise their Safety Management Manual and to provide mentoring support if required. (Task 4).
- Report prepared on the sustainable operations of the Wildlife Rescue Service. Draft constitution completed on 30 July 2020, which included the mandatory requirements for registration as a charity (Task 6).
- Agreement negotiated with Barossa Fresh Foodland in Nuriootpa and She's Apples for the weekly donation of second grade fruit and vegetables.
- A Flight Cage was donated to BWR and installed by a Pernod Ricard Staff Community Service Working Bee.
- Cooperages 1912 is scheduled to conduct an aviary maintenance and weed removal Staff Community Service day in mid-August 2020.
- The Sub-committee has postponed its planned sponsorship drive due to the impact of COVID-19 on local businesses.

SBA has amended its project expenditure details due to the uncertainty of the ongoing impact of COVID-19 to ensure the security of the supply of the core animal food supplies (hay, pellets, milk supplements and vet supplies) during the transition period:

- a. Delete the requirement for the pre-release bird flight cage.
- b. Reduce the Volunteer Rescue and Care Training to \$200 to cover a cooperative alliance with Australia Wildcare to gain access to wildlife rescue and care policies and procedures and mentoring.
- c. Add the requirement for 3 months of animal food supplies at a cost of \$1,500.
- d. Reduce the marketing effort due to impact of COVID-19 on local economy to \$100.

The updated Community Grant application requests funding for the following:

• Public Liability Insurance (SBA)	\$ 80
• Safe Rescue Equipment – netting, poles, bags, cages:	\$ 900
• First Aid/Medicine kit	\$ 200
• Access to Wildcare Policies and procedures	\$ 200
• Marketing, Membership/ Sponsorship Website	\$ 100
• Security of Transition Animal Food Supplies	<u>\$1,500</u>
<u>Total Expenditure</u>	<u>\$2,980</u>

A copy of the updated Application is provided in [Attachment 5](#).

Noted that Rose Brooks recently retired from her employment and although involved full time with the BWR, is unable to sustain her previous level of funding support. SBA state that "COVID-19 has resulted in significant losses in income in our community a subsequent decrease in donations".

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. There are some concerns with ongoing sustainability of the service; however, the proposed constitution will address management of funds and property and winding up provisions. The BWR has listed fundraising and succession strategies in its 'Options for Sustainable Operations of Barossa Wildlife Rescue' report ([Attachment 4](#)).

NOT CONFIRMED

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

- Attachment 1: Excerpt from CASC Minutes 1 May 2019
- Attachment 2: Excerpt from CASC Minutes 7 August 2019
- Attachment 3: Update report on the project – 5 February 2020
- Attachment 4: Update report on the project – July 2020
- Attachment 5: Updated Community Grant Application form

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 2020/21 is \$25,500 (excl GST).

		\$ EX GST
TOTAL CURRENT FUNDS AVAILABLE		\$25,500
<u>August 2020:</u> Requested Community Grants	3 Applications: <ul style="list-style-type: none">• Eden Valley Tourism & Promotional Group• Parkrun Inc• Mt McKenzie Hall Inc	\$6,300 \$3,000 \$14,292
Deferred Application from SBA – Barossa Wildlife Rescue		\$2,980
TOTAL REQUESTED		\$26,572
		Exceeds Budget by \$1,072

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

7. OTHER BUSINESS

Nil

8. NEXT MEETING

Tuesday 3 November 2020

9. CLOSE

Cr Boothby declared the meeting closed at 6.19pm

NOT CONFIRMED

Confirmed at Community Assistance Scheme Committee Meeting 3 November 2020

Date:.....

Chair:.....