

NOT CONFIRMED

MINUTES OF THE MEETING OF THE BAROSSA COUNCIL COMMUNITY ASSISTANCE SCHEME COMMITTEE held in the Local History Room at The Barossa Council, 43-51 Tanunda Road, Nuriootpa on Tuesday 3 November 2020 commencing at 9.31am

WELCOME

Cr Boothby declared the meeting open at 9.31am and welcomed all in attendance.

1. PRESENT

Cr Leonie Boothby, Mayor Bim Lange, Cr Carla Wiese-Smith, Cr Don Barrett, Cr Cathy Troup

INVITED STAFF MEMBERS

Rebecca Tappert (CASC Executive Officer), Sam Hosking (Heritage Advisor), Annette Randall (CASC Administration Officer), Marie Thom (Assistant to Manager Development Services), Joanne Seabrook (Manager Tourism Services) (10.18 – 10.33am)

2. APOLOGIES

Cr Kathryn Schilling

3. CONFIRMATION OF PREVIOUS MINUTES

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

Seconded Mayor Lange

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

5. CONSENSUS AGENDA

5.3.1 ITEMS FOR EXCLUSION FROM THE CONSENSUS AGENDA

Nil

5.3.2 RECEIPT OF CONSENSUS AGENDA

MOVED Cr Wiese-Smith that Reports for Information items 5.1.1 to 5.1.6 be received.

Seconded Mayor Lange

CARRIED

6. DEBATE AGENDA

Members agreed to bring forward Agenda items 6.2 and 6.3 to allow the Heritage Advisor to leave the meeting once the matters were considered.

6.2.1

HERITAGE GRANT APPLICATIONS 2020/2021

B6001

Members discussed the difficulty in distributing the \$10,100 (ex GST) budget between 12 grant applications (a total of \$60,000 in funding requests) and also Council's role in preserving the region's built heritage. Mr Hosking spoke to his comments on each application (Attachment 1 of the report) and answered questions from the Members.

MOVED Mayor Lange that the Community Assistance Scheme Committee:

- (1) Grant a Heritage Grant in the amount of \$3,000 for David Angel for the removal of existing roof and construction of a new roof to match original details and appearance for the property located at 218 Bethany Road Bethany.
- (2) Grant a Heritage Grant in the amount of \$3,000 for Zion Lutheran Church for repairs and replacement to stonework and re-pointing for the property located at 85 Murray Street Angaston.
- (3) Grant a Heritage Grant in the amount of \$3,000 for Angaston Uniting Church for the restoration of stained glass windows for the property located at 12-14 Sturt Street Angaston.
- (4) Grant a Heritage Grant in the amount of \$1,100 for Susan Nicolle for repair and repointing to stonewall on eastern side of house for the property located at 36 Williamstown Road Springton.
- (5) Directs officers to include an agenda item at a future Council Workshop regarding Heritage Grants, the budget amount and Council's role in heritage conservation.
- (6) Directs officers to advise the other 8 applicants that their applications have been unsuccessful and the reasons why.

Seconded Cr Wiese-Smith

CARRIED

INTRODUCTION

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

COMMENT

A summary of the applications together with comments made by Council's Heritage Advisor form [Attachment 1](#).

A full copy of the Heritage Grant Applications for the Committee's consideration form [Attachments 2 to 12](#).

Council at its special meeting on 21 July 2020 set a budget of \$10,100 for Heritage Grant Applications for the 2020/2021 financial year.

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

Attachments

- | | |
|----------------|---|
| Attachment 1: | Summary Table of Heritage Grant Applications |
| Attachment 2: | Angaston and Penrice Historical Society Grant Application |
| Attachment 3: | David Angel Grant Application |
| Attachment 4: | Shelley Cox Grant Application |
| Attachment 5: | Geraldine Walker Grant Application |
| Attachment 6: | Barossa Valley Machinery Preservation Society Inc Grant Application |
| Attachment 7: | Williamstown Church of Christ Grant Applicant |
| Attachment 8: | PM and MA Goers Grant Application |
| Attachment 9: | Jeanette Marshall Grant Application |
| Attachment 10: | Zion Lutheran Church Grant Application |
| Attachment 11: | Angaston Uniting Church Grant Application |
| Attachment 12: | Vicki March Grant Application |
| Attachment 13: | Susan Nicolle Grant Application |

COMMUNITY PLAN/CORPORATE PLAN/LEGISLATIVE REQUIREMENTS

Community Plan



Natural Environment and Built Heritage

Corporate Plan

Natural Environment and Built Heritage

- 1.1 Facilitate planned and appropriate development of our townships and district to maintain the character of townships and rural landscapes and to preserve properties and sites which have historic significance.
- 1.4 Facilitate innovative and sustainable preservation and use of built heritage.

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

Council's allocated budget for 2020/2021 is \$10100.00, which can be allocated towards this years heritage grants.

6.3

HERITAGE ADVISOR'S REPORT

B1938

Mr Hosking spoke to his report and answered questions from the Members.

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

Seconded Cr Barrett

CARRIED

PURPOSE

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

REPORT

The below table shows a summary of the activities undertaken during the period 1 October 2019 to 30 September 2020 by Mr Sam Hosking, Council's Heritage Advisor, whom attends Council one day per fortnight.

Heritage Advisory Task	Total Number
Visits to Council	19
Development Applications for Review	139
On-site Inspections	69
Meetings, telephone conversations with owners, applicants, designers, community groups or members of the public and Communications with Council Staff about Development Applications, pre-lodgement advice and projects	68
Heritage Grant Applications - assessments and inspections	17

Mr Hosking will be in attendance at this meeting to discuss any matters arising but can be contacted by email, sam@hoskingwillis.com.au if further information is sought.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil.

COMMUNITY PLAN/CORPORATE PLAN/LEGISLATIVE REQUIREMENTS

Community Plan



Natural Environment and Built Heritage

Corporate Plan

Natural Environment and Built Heritage

- 1.1 Facilitate planned and appropriate development of our townships and district to maintain the character of townships and rural landscapes and to preserve properties and sites which have historic significance.
- 1.4 Facilitate innovative and sustainable preservation and use of built heritage.

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

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

Mr Hosking and Ms Thom left the meeting at 10.18am.

Ms Seabrook joined the meeting at 10.18am.

6.1 COMMUNITY GRANTS

6.1.1 NEW APPLICATIONS

Nil

6.1.2 APPLICATIONS DEFERRED FROM PREVIOUS MEETINGS

6.1.2.1

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

B3342

Members noted that the Eden Valley Tourism and Promotional Group had not yet met with Council's Manager Tourism Services (Ms Seabrook) or Barossa Grape and Wine Association to discuss the project. Ms Seabrook answered questions from the Members.

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

- (1) acknowledges and supports the Eden Valley Tourism and Promotional Group Inc desire to upgrade its website and actions undertaken to date;
- (2) requires further consultation and communication between the Group and Tourism Barossa, Barossa Grape and Wine Association, Mount Pleasant Progress Association Inc and Council's Tourism Services team at the Barossa Visitor Centre regarding their proposed project: "*Eden Valley Wine Region Tourism Website*" and promotion of the sub region and the potential opportunity and linkage with other neighbouring sub-regions and provide a report of the meetings to the Community Assistance Scheme Committee.

Seconded Cr Troup

CARRIED

PURPOSE

To further consider the 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 1*](#)).

REPORT

Background

The Community Grant application submitted by the Eden Valley Tourism and Promotional Group for funding towards its new website project, was considered by the Community Assistance Scheme Committee (CASC) at its 5 August 2020 meeting. CASC resolved the following:

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 (EVTGP) 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

Introduction

A copy of the report and supporting documentation considered at the 5 August 2020 meeting is provided at Attachment 1.

Discussion

The Group was advised that CASC deferred its decision on their Community Grant application, pending the receipt of further information, following suggested consultation with Tourism Barossa and Barossa Grape and Wine Association (Attachment 2). A copy of their email response is provided at Attachment 3.

The Group advised that Jess Greatwich from Tourism Barossa, attended their committee meeting on 21 September 2020 and that it was *"an excellent session with a lot of positive sharing of information both ways. We have agreed to work closely together as much as we can"*.

However, the Group believes that an upgrade of their current website is still critically important, even though Tourism Barossa will provide a greater presence on its website, as there will still be links out to individual providers; having an up-to-date site is key. If the partnership proceeds swiftly enough, the Group suggests that future stages of their website project may not be required.

Their Application states that the Group conducted surveys of over 80 businesses/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. (Membership levels include Basic (free); Level 2 contributing \$150 per business per annum, and Level 3 contributing \$300 per annum to utilise the website for promotion of their wine and tourism ventures.

Officers' view is that a contribution by Council to support the development of a website platform to benefit any sub-region should allow for inclusive membership of any local business. The Basic membership level would ideally provide this representation.

As reported to the last CASC meeting, Stage 1 of the project, for which the Group are 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

Stated income for the project is:

	\$ ex GST
Group Funds	\$ 1,000
Fundraising	\$ 2,000
Requested Community Grant	\$ 6,300
TOTAL	\$ 9,300

Summary and Conclusion

The Group was encouraged to meet with Council's Manager Tourism Services and Barossa Grape and Wine Association; it appears this is still to be undertaken.

The Manager Tourism Services has discussed the Group's project with Tourism Barossa; they agreed that this sub region has great potential and can understand the need for a good website. However, they feel the Group could also be assisted in other ways:

- strategic planning and capacity building for their sub-region
- an understanding on their key brand messaging
- improved cohesion between local groups

- opportunity for shared digital infrastructure across multiple sub-regions eg one website backend solution with frontend capabilities for multiple towns.

Officers are generally supportive of the website project, provided it aligns with Barossa brand guidelines and barossa.com. Council's Manager Tourism Services is supportive of the overall concept to help promote the sub-region on the basis that Council's Tourism Services team, along with key stakeholders, Tourism Barossa and Barossa Grape and Wine, are consulted throughout the duration of the project. She has not been approached by the Group to date, despite this recommendation being made. She encourages the Group to communicate with the Barossa Visitor Centre team to avoid duplication of resources and to develop a more strategic approach to their promotion and how they can link in better with the Visitor Centre, Barossa.com, regional visitor guide, social media and other key regional resources.

Officers also recommend that the group liaise with the Mount Pleasant Progress Association Incorporated for any opportunity to partner to achieve similar outcomes. The Mount Pleasant group are also keen to have an outdoor kiosk / website development for Mount Pleasant. There may be an opportunity to share development and hosting costs for the two townships, even if the front end customer facing experience is separate and unique to each town.

The strategic intent of this deliverable also links to the endorsed Tourism Recovery – Barossa Sub-regions and Townships Project as tabled at the 20 October 2020 Council meeting. (Council approved funding of up to \$20,000 ex GST, subject to committed funding of \$13,000 ex GST from Tourism Barossa.)

As reported to the last CASC meeting, 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 being 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 and CASC recommendations will be reported to the next Council Meeting.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

- Attachment 1: Report, Community Grant Application and supporting documentation
- Attachment 2: Letter to Eden Valley Tourism & Promotional Group Inc
- Attachment 3: Response from Eden Valley Tourism & Promotional Group Inc

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

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).

	BUDGET 2020-2021	\$ (excl GST)
	GRANTS APPROVED TO DATE	\$25,500
	FUNDS REMAINING	\$ 5,980
		\$19,520
<u>November 2020</u>	2 Applications – Projects will be funded from current Operating Budgets – refer report 5.1.3	
New Community Grants		
Community Grants – Decision Pending	<ul style="list-style-type: none"> • Eden Valley Tourism & Promotional Group Inc • Mt McKenzie Hall Inc 	\$ 6,300 \$14,292 \$20,592

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.

Ms Seabrook left the meeting at 10.33am.

6.1.2.2

MT MCKENZIE HALL INC – COMMUNITY FIRE FIGHTING TANK

B3342

Members discussed Council's role in this project.

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

- 1) supports in principle, the Mt McKenzie Hall Inc "Community Fire Fighting Tank" project;
- 2) recommends that Council approve \$3,000 (ex GST) from the Community Grants budget and \$11,292 (ex GST) from the Community Assets budget for the Mt McKenzie Hall Inc "Community Fire Fighting Tank" project, subject to Planning and Building approvals being granted;
- 3) recommends that payment of the Grant be made to Mt McKenzie Hall Inc on confirmation of Planning and Building approvals and the project being fully funded.

Seconded Cr Barrett

CARRIED

PURPOSE

To further consider the Community Grant Application from Mt McKenzie Hall Inc, (the Group) seeking \$15,722 (incl GST) towards their *Community Fire Fighting Tank* project (Attachment 1).

REPORT

Background

The Community Grant application submitted by Mt McKenzie Hall for funding towards a community fire fighting tank, was considered by the Community Assistance Scheme Committee (CASC) at its 5 August 2020 meeting. CASC resolved the following:

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

Introduction

A copy of the report and supporting documentation considered at the 5 August 2020 meeting is provided at Attachment 1.

Discussion

The Group was advised that the CASC deferred its decision on their Community Grant application, pending further information (Attachment 2). A copy of their response is provided at Attachment 3, and summarised below.

Water Collection:

Water to fill the 160kl tank will come from rainfall. At the time of installation, 10% of the water capacity will need to be placed to ensure the liner settles and there is sufficient weight to the structure. Eden Valley CFS has agreed to deliver water for this purpose.

Whole of Life Costing:

Heritage water tanks have a 20 year conditional warranty. The Group do not anticipate any significant direct expenses relating to the tank over the service life of a minimum of 20 years. Regular housekeeping and preventative maintenance will ensure that the tank is fit for purpose for the long term. Their proposed preventative maintenance plan and annual cost assumptions are included in Attachment 3. The tank and pump will be covered under the Community Hall's insurance.

Tank Access:

For water security purposes, the ball valve at the tank will be locked with a CFS supplied universal lock. All CFS appliances in SA have a key to unlock the valve. Mt McKenzie Hall personnel will not have to manage tank access. There will be ample space for various vehicle configurations to access water, ranging from the CFS bulk water truck, local appliances and farm fire fighters of varying design and size.

The second option for water access will be via an electric start fighter/water transfer pump located next to the proposed fire tank. The pump will be securely mounted and caged during the fire season. Access to the unit will be unrestricted during declared catastrophic fire days.

As reported to the last CASC meeting, the Group has sourced quotes from local trades and businesses 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.

The Group appreciates 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. 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".

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 briefly investigated other potential funding sources for this project, given the scale of funding sought, and advised the Group.

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: Report, Community Grant Application and supporting documentation

Attachment 2: Letter to Mt McKenzie Hall Inc

Attachment 3: Response from Mt McKenzie Hall Inc

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.

2.10 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).

	BUDGET 2020-2021	\$ (excl GST) \$25,500
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	GRANTS APPROVED TO DATE	<u>\$ 5,980</u>
	FUNDS REMAINING	<u>\$19,520</u>
<u>November 2020</u> New Community Grants	2 Applications – Projects will be funded from current Operating Budgets – refer report 5.1.3	
Community Grants – Decision Pending	<ul style="list-style-type: none"> Eden Valley Tourism & Promotional Group Inc Mt McKenzie Hall Inc 	\$ 6,300 <u>\$14,292</u> \$20,592

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.

6.1.3 REQUEST FOR EXTENSION OF TIME

6.1.3.1

MOCULTA DISTRICT HISTORY SOCIETY INC – REQUEST FOR EXTENSION OF TIME

B3342

MOVED Mayor Lange that the Community Assistance Scheme Committee approves an extension of time to 30 April 2021 to Moculta District History Society Inc to complete their project: *Freestanding Shelter to house a locally built Linke Stripper*.

Seconded Cr Troup

CARRIED

PURPOSE

To consider a request from Moculta District History Society Inc for an extension of time to complete their project: *Freestanding Shelter to house a locally built Linke Stripper*.

REPORT

Background

The Community Assistance Scheme Committee, at its 5 November 2019 meeting, approved a Community Grant of \$3,000 to Moculta History Society Inc (MDHS) towards their project: *Freestanding Shelter to house a locally built Linke Stripper*.

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 MDHS for an extension of time to complete their project. Pool fencing for the shelter has been purchased but not yet installed and information signs require manufacture and installation. They expect the project to be finalised in four to six months.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments

Attachment 1: Request for extension of time to complete project (P20/79694)

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.

7. OTHER BUSINESS

7.1 COMMITTEE SELF-ASSESSMENT

A summary report was provided to Members who discussed various comments and suggestions. A copy will be forwarded to the Chief Executive Officer as per the Committee Terms of Reference.

8. NEXT MEETING

Wednesday 3 February 2021, commencing 5.30pm

9. CLOSE

There being no further business, Cr Boothby declared the meeting closed at 10.50am.

Confirmed at Community Assistance Scheme Committee Meeting 3 February 2021

Date:.....

Chair:.....