



The Barossa Council

NOTICE OF MEETING

Notice is hereby given that a SPECIAL meeting of the Community Assistance Scheme Committee will be held in the Council Committee Room, 43 – 51 Tanunda Road, Nuriootpa, on Tuesday 15 September 2015, commencing at 8am


Martin McCarthy
CHIEF EXECUTIVE OFFICER
THE BAROSSA COUNCIL

AGENDA

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5. NEXT MEETING

1st December 2015

6. CLOSURE

**MINUTES OF THE MEETING OF THE COMMUNITY ASSISTANCE
SCHEME OF THE BAROSSA COUNCIL**

**held in the Council Committee Room at The Barossa Council, 43-51
Tanunda Road, Nuriootpa on Thursday 4 June 2015 commencing at 4pm**

1. Welcome

Chair Mayor Bob Sloane welcomed everyone to the meeting and declared the meeting open at 16:02pm

1.2 Present

Cr Bob Sloane (Chair), Cr Mark Grossman, Cr Bim Lange, Mark Lague (Manager, Financial Services), Naomi Graetz (Minute Secretary)

1.3 Apologies for Absence

Nil

1.4 Confirmation of Previous Minutes

MOVED Cr Grossman that the minutes of the meeting held on 17 March 2015 as circulated be confirmed as a true and correct record of the proceedings of that meeting.

Seconded Cr Lange

CARRIED

1.5 Matters Arising from Previous Minutes

None

2.1 Correspondence

MOVED Cr Lange that correspondence items 2.1.1, 2.1.2, 2.1.3 and 2.1.4 be received and noted.

Seconded Cr Grossman

CARRIED

2.2 Community Assistance Scheme Policy and Process Review

MOVED Cr Lange that item 2.2 be received

Seconded Cr Grossman

CARRIED

3.1.1 Actions from Previous Meetings

C=COMPLETED

P=PENDING

N=NO ACTION

2014/2015 – (10/9/14) YOUTH GRANT APPLICATIONS	
Kariss Thomas – payment made – certificate to be presented	P
2014/2015 – (17/3/2015) YOUTH GRANT APPLICATIONS	
Jeremy Nobes – Successful letter sent – payment made - certificate presented	C
Katina Glouftsis – Successful letter sent – payment made - certificate to be presented	P
Kimberley Griffin – Successful letter sent – payment made - certificate presented	C
Opal Mader – Successful letter sent – payment made - certificate to be presented	P
Thomas Slape – Successful letter sent – payment made - certificate presented	C
James Darby – Successful letter sent – payment made – report received	C
Tamika Heath – Successful letter sent – payment made - certificate sent – report to be presented	P
2013/2014 – (4/6/14) COMMUNITY GRANT APPLICATIONS	
Barossa Valley Squash Rackets – Successful letter sent – payment made – Acquittal received	C
2013/2014 – (24/6/14 Council Meeting) – COMMUNITY GRANT APPLICATIONS	
Barossa Bid Team – Successful letter sent – payment made – Acquittal received	C
2014/2015 – (10/9/14) COMMUNITY GRANT APPLICATIONS	
Barossa Community Labyrinth – payment made – waiting on acquittal	P
Barossa Archery Club – payment made – acquittal received	C
2014/2015 – (2/12/14) COMMUNITY GRANT APPLICATIONS	
Nuriootpa Bowling Club – letter sent – waiting on invoice and acquittal – reminder letter sent	P
Angaston and Penrice Historical Society – letter sent – waiting on invoice and acquittal – reminder letter sent	P
2014/2015 (17/3/2015) COMMUNITY GRANT APPLICATIONS	
Abbeyfield Society District of Barossa Inc – letter sent – waiting on invoice and acquittal	P
Soroptimist International Society Barossa Valley – payment made – waiting on acquittal	P
2014/2015 – (2/12/14) HERITAGE GRANT APPLICATIONS	
James Ehrat – Successful letter sent	P
St John's Anglican Church – Successful letter sent	P
John and Fiona Lloyd – Successful letter sent	P
Nick Manser – Successful letter sent	P
William M Conley – Successful letter sent	P

3.1.2 Summary of Community/Youth Assistance Grants 2014/15

Funding Type	No. of Applications	Funding Approved/ Requested
September Youth Grants Community Grants	5 applications 2 applications September Total	\$1,100.00 <u>\$5,150.00</u> <u>\$6,250.00</u>
November (Council Meeting) Community Grants	1 Application November Total	<u>\$1,000</u> <u>\$1,000</u>
December Youth Grants Community Grants	6 Applications 2 Applications December Total	\$1,300.00 <u>\$4,000.00</u> <u>\$5,300.00</u>
March Youth Grants Community Grants	7 Applications 2 Applications March Total	\$1,500.00 <u>\$1,500.00</u> <u>\$3,000.00</u>
June Youth Grants Community Grants	12 Applications 2 Applications	\$2,550.00 <u>\$3,700.00</u> <u>\$6,250.00</u>
	BUDGET 2014-2015	\$25,000.00
	FUNDS REMAINING	\$9,450.00
	Grant funds remaining if June applications approved	\$3,200.00

3.1.3 Summary of Heritage Grants 2014/15
(considered annually in the December meetings)

Funding Type	No. of Applications	Funding Approved/ Requested
September Heritage Grants	Nil - Applications to be assessed in December	<u>\$0.00</u>
	September Total	\$0.00
December Heritage Grants	5 Applications	<u>\$9,300</u>
	December Total	\$9,300
March Heritage Grants	Nil - Applications to be assessed in December	<u>\$0.00</u>
	March Total	\$0.00
June Heritage Grants	Nil - Applications to be assessed in December	<u>\$0.00</u>
	March Total	\$0.00
	BUDGET 2014-15	\$10,915.00
	FUNDS REMAINING	\$1,615.00

MOVED Cr Lange that items 3.1.1, 3.1.2 and 3.1.3 be received and noted. Seconded Cr Grossman	CARRIED
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3.1.4 Youth Grant Applications

INTRODUCTION

Twelve Youth Grant applications were received since the last meeting for consideration by the Committee.

3.1.4.1

MOVED: Cr Grossman that Jordan Williamson be granted a Youth Grant of \$250 for representing RAWImpact in Cambodia in July 2015. Seconded Cr Lange	CARRIED
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3.1.4.2

MOVED: Cr Grossman that Isaac Feltus be granted a Youth Grant of \$200 for representing SA Country Basketball in the 2015 Southern Cross Challenge in Victoria in January 2015. Seconded Cr Lange	CARRIED
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3.1.4.3

MOVED: Cr Grossman that Rhys Cannizzaro be granted a Youth Grant of \$200 for representing SA Country Basketball in the 2015 Southern Cross Challenge in Victoria in January 2015. Seconded Cr Lange	CARRIED
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3.1.4.4

MOVED: Cr Grossman that Tiffany Koek be granted a Youth Grant of \$250 for representing Australian Inline Hockey Jr Women's U14 at the InLine Hockey Oceania Championships in April 2015.

Seconded Cr Lange

CARRIED

3.1.4.5

MOVED: Cr Grossman that Katelyn Young be granted a Youth Grant of \$200 for representing Lyndoch and District Little Athletics Centre in the Australian Junior Athletics Championship in Sydney ACT/SA in March 2015.

Seconded Cr Lange

CARRIED

3.1.4.6

MOVED: Cr Grossman that Abigayle Mader be granted a Youth Grant of \$200 for representing SA Country Basketball in the U18 Australian Junior Championships in Victoria in April 2015.

Seconded Cr Lange

CARRIED

3.1.4.7

MOVED: Cr Grossman that Mason Graetz be granted a Youth Grant of \$200 for representing SA Country Basketball at the Australian Junior Country Basketball Cup in January 2015.

Seconded Cr Lange

CARRIED

3.1.4.8

MOVED: Cr Grossman that Katherine Bomm be granted a Youth Grant of \$200 for being a representative at the 2015 National UN Youth Conference in Tasmania in July 2015.

Seconded Cr Lange

CARRIED

3.1.4.9

MOVED: Cr Grossman that Shannon Smith be granted a Youth Grant of \$250 for representing RAWImpact in Cambodia in July 2015.

Seconded Cr Lange

CARRIED

3.1.4.10

MOVED: Cr Grossman that Aidan Schenk be granted a Youth Grant of \$200 for representing South Australian Little Athletics in the Australian Little Athletics Championships in Perth in April 2015.

Seconded Cr Lange

CARRIED

3.1.4.11

MOVED: Cr Grossman that Kyesha Christensen be granted a Youth Grant of \$200 for representing South Australia in the AFL U18 Youth Girls National Championships in WA in May 2015.

Seconded Cr Lange

CARRIED

3.1.4.12

MOVED: Cr Grossman that Courtney Jensen be granted a Youth Grant of \$200 for representing South Australia in the AFL U18 Youth Girls National Championships in WA in May 2015.

Seconded Cr Lange

CARRIED

COMMENT

12 Youth Grant applications had been received since the last meeting:

1. Jordan Williamson for representing RAWImpact in Cambodia in July 2015.
2. Isaac Feltus for representing SA Country Basketball in the 2015 Southern Cross Challenge in Victoria in January 2015.
3. Rhys Cannizzaro for representing SA Country Basketball in the 2015 Southern Cross Challenge in Victoria in January 2015.
4. Tiffany Koek for representing Australian Inline Hockey Jr Women's U14 at the InLine Hockey Oceania Championships in April 2015.
5. Katelyn Young for representing Lyndoch and District Little Athletics Centre in the Australian Junior Athletics Championship in Sydney ACT/SA in March 2015.
6. Abigayle Mader for representing SA Country Basketball in the U18 – Australian Junior Championships in Victoria in April 2015.
7. Mason Graetz for representing SA Country Basketball at the Australian Junior Country Basketball Cup in January 2015.
8. Katherine Bomm for being a representative at the 2015 National UN Youth Conference in Tasmania in July 2015.
9. Shannon Smith for representing RAWImpact in Cambodia in July 2015
10. Aiden Schenk for representing South Australian Little Athletics in the Australian Little Athletics Championships in Perth in April
11. Kyesha Christensen for representing South Australia in the AFL U18 Youth Girls National Championships in WA in May 2015.
12. Courtney Jensen for representing South Australia in the AFL U18 Youth Girls National Championships in WA in May 2015.

A copy of the applications were *attached* to the agenda.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Strategic Plan :

1.2 Youth: We are committed to the effective delivery of programs and services encouraging the development and Wellbeing of youth in our community.

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

The adopted budget for the Community Assistance Scheme Community Assistance Grants and Youth Grants for 2014-15 is \$25,000 and a further \$10,915 for Heritage Grants.

3.1.5 Community Grant Applications

INTRODUCTION

Two Community Assistance Grant applications were received since the last meeting for consideration by the Committee.

3.1.5.1

MOVED Cr Lange that the Nuriootpa Futures Association be granted a Community Assistance Grant of \$700 for Coulthards Legacy; A history of Coulthard's Community House in DVD format.

Seconded Cr Grossman

CARRIED

3.1.5.2

MOVED Cr Grossman that further information is sought from Barossa Grape & Wine Association on what cash holdings are earmarked for, due to clause 1.15 in the Community Grant Guidelines, for a Community Assistance Grant of \$3000 towards the Andrew Matthews presentation on "Happiness" to be considered.

Seconded Cr Lange

CARRIED

COMMENT

Two new Community Assistance Grant applications have been received since the last meeting:

1. Nuriootpa Futures Association for a Community Assistance Grant of \$700 for Coulthards Legacy; A history of Coulthard's Community House in DVD format
2. Barossa Grape & Wine Association for a Community Assistance Grant of \$3,000 for the Andrew Matthews presentation on "Happiness"

A copy of the applications were *attached* to the agenda.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Strategic Plan :

1.5 Culture: We are committed to the protection and promotion of our local heritage, and the fostering and promotion of art and culture in our region.

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

The adopted budget for the Community Assistance Scheme Community Assistance Grants and Youth Grants for 2014-15 is \$25,000 and a further \$10,915 for Heritage Grants.

3.1.6 Heritage Advisor's Report

INTRODUCTION

A list of activities carried out by Council's Heritage Advisor was attached to the agenda.

MOVED Cr Grossman that the Heritage Advisor's Reports be received and noted

Seconded Cr Lange

CARRIED

COMMENT

The attachment showed a summary of the activities undertaken between February, March and April 2015 by Mr Sam Hosking, Council's Heritage Advisor.

Mr Hosking works for Council one day a fortnight and a summary of time spent was attached to this report.

Mr Hosking was not 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.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

COUNCIL STRATEGIC PLAN:

3.1 Character & Heritage: We will ensure the appropriate preservation of the character and heritage of our townships and rural areas.

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

No financial risk management considerations.

4.1 Meeting Dates

First Thursday in September 2015, March 2016, June 2016

First Tuesday in December 2015 (Heritage Grants)

5. Next Meeting

Community Assistance Scheme Committee meeting on Thursday 3 September 2015 at 4pm.

6. Closure

Cr Bob Sloane (Chair) declared the meeting closed at 4:34pm

Confirmed at Community Assistance Scheme Meeting 3 September 2015

Date:..... Chair:.....

COMMUNITY ASSISTANCE SCHEME COMMITTEE

CORRESPONDENCE

15 SEPTEMBER 2015

CONSENSUS AGENDA

2.1

CORRESPONDENCE

2.1.1

SOROPTIMIST INTERNATIONAL BAROSSA VALLEY

Acquittal statement for the International Women's Day Breakfast held in Nuriootpa on

6 March 2015 as approved at the Community Assistance Scheme Meeting on 17 March 2015.

A hard copy will be available at the meeting for perusal.

2.1.2

BAROSSA COMMUNITY LABYRINTH

Acquittal statement for the Community Labyrinth Project Stage 1 as approved at the Community Assistance Scheme Meeting on 10 September 2014.

A hard copy will be available at the meeting for perusal.

2.1.3

BAROSSA GRAPE AND WINE ASSOCIATION

Email from Barossa Grape and Wine Association withdrawing Community Grant Application presented at Community Assistance Scheme Meeting on the 4th June 2015 after CASC requested more information on what Cash and Investments are earmarked for.

A hard copy will be available at the meeting for perusal.

2.1.4

MASON GRAETZ

Report for Youth Grant funding for representing SA in the AFL Annual National Carnival in WA in May 2015 as approved at Community Assistance Scheme A *hard copy will be available at the meeting for perusal.*

2.1.5

KYESHA CHRISTENSEN

Report for Youth Grant funding for representing SA Country Basketball in the Australian Junior Country Basketball Cup in Victoria in January 2015 as approved at Community Assistance Scheme Meeting on 4 June 2015.

A hard copy will be available at the meeting for perusal.

RECOMMENDATION:

That correspondence items 2.1.1, 2.1.2, 2.1.3, 2.1.4 and 2.1.5 be received.

COMMUNITY ASSISTANCE SCHEME COMMITTEE

REPORTS

15 SEPTEMBER 2015

DEBATE AGENDA

3.1

REPORTS

3.1.1

ACTIONS FROM PREVIOUS MEETINGS

C=COMPLETED

P=PENDING

N=NO ACTION

2014/2015 – (10/9/14) YOUTH GRANT APPLICATIONS	
Kariss Thomas – payment made – certificate to be presented	P
2014/2015 – (17/3/2015) YOUTH GRANT APPLICATIONS	
Katina Glouftsis – Successful letter sent – payment made - certificate to be presented	P
Opal Mader – Successful letter sent – payment made - certificate presented	C
Tamika Heath – Successful letter sent – payment made - certificate to be presented	P
2014/2015 – (4/6/2015) YOUTH GRANT APPLICATIONS	
Jordan Williamson – Successful letter sent – payment made - certificate presented	C
Isaac Feltus – Successful letter sent – payment made - certificate presented	C
Rhys Cannizzaro – Successful letter sent – payment made - certificate presented	C
Tiffany Koek – Successful letter sent – payment made - certificate presented	C
Katelyn Young– Successful letter sent – payment made - certificate presented	C
Abigayle Mader – Successful letter sent – payment made - certificate presented	C

Mason Graetz – Successful letter sent – payment made – report received - certificate sent	C
Katherine Bomm – Successful letter sent – payment made - certificate presented	C
Shannon Smith – Successful letter sent – payment made - certificate presented	C
Aidan Schenk – Successful letter sent – payment made - certificate presented	C
Kyesha Christensen – Successful letter sent – payment made – report received certificate sent	C
Courtney Jensen – Successful letter sent – payment made - certificate presented	C
2014/2015 – (10/9/14) COMMUNITY GRANT APPLICATIONS	
Barossa Community Labyrinth – payment made – acquittal received	C
2014/2015 – (2/12/14) COMMUNITY GRANT APPLICATIONS	
Nuriootpa Bowling Club – letter sent – payment made – waiting on acquittal	P
Angaston and Penrice Historical Society – letter sent – payment made - waiting on acquittal	P
2014/2015 (17/3/2015) COMMUNITY GRANT APPLICATIONS	
Abbeyfield Society District of Barossa Inc – letter sent – payment made – waiting on acquittal	P
Soroptimist International Society Barossa Valley – payment made – acquittal received	C
2014/2015 – (4/6/2015) COMMUNITY GRANT APPLICATIONS	
Nuriootpa Futures Association - letter sent – payment made - waiting on acquittal	P
Barossa Grape & Wine – letter received withdrawing application	C
2014/2015 – (2/12/14) HERITAGE GRANT APPLICATIONS	

James Ehrat – Successful letter sent (\$2000.00 paid 18/8/2015)	C
St John’s Anglican Church – Successful letter sent (\$300 paid 11/3/2015)	C
John and Fiona Lloyd – Successful letter sent (\$1000 paid 4/3/2015)	C
Nick Manser – Successful letter sent (\$4000 paid 17/6/2015)	C
William M Conley – Successful letter sent	P

3.1.2

SUMMARY OF COMMUNITY ASSISTANCE SCHEME GRANTS 2014/2015

Funding Type	No. of Applications	Funding Approved/ Requested
September Youth Grants Community Grants	5 applications 2 applications September Total	\$1,100.00 <u>\$5,150.00</u> <u>\$6,250.00</u>
November (Council Meeting) Community Grants	1 Application November Total	<u>\$1,000</u> <u>\$1,000</u>
December Youth Grants Community Grants	6 Applications 2 Applications December Total	\$1,300.00 <u>\$4,000.00</u> <u>\$5,300.00</u>
March Youth Grants Community Grants	7 Applications 2 Applications March Total	\$1,500.00 <u>\$1,500.00</u> <u>\$3,000.00</u>
June Youth Grants Community Grants	12 Applications 1 Application	\$2,550.00 <u>\$700</u> <u>\$3,250.00</u>
	TOTAL	\$18,800.00
	BUDGET 2014-2015	\$25,000.00
	FUNDS NOT REQUIRED	\$6,200.00

3.1.3

SUMMARY OF HERITAGE GRANTS 2014/2015

Considered annually in the December meetings

Funding Type	No. of Applications	Funding Approved/ Requested
September Heritage Grants	Nil - Applications to be assessed in December	<u>\$0.00</u> \$0.00
	September Total	
December Heritage Grants	5 Applications	<u>\$9,300</u> \$9,300
	December Total	
March Heritage Grants	Nil - Applications to be assessed in December	<u>\$0.00</u> \$0.00
	March Total	
June Heritage Grants	Nil - Applications to be assessed in December	<u>\$0.00</u> \$0.00
	March Total	
	BUDGET 2014-15	\$10,915.00
	FUNDS NOT REQUIRED	\$1,615.00

RECOMMENDATION:

That items 3.1.1, 3.1.2 and 3.1.3 be received.

COMMUNITY ASSISTANCE SCHEME COMMITTEE

REPORTS

15 SEPTEMBER 2015

3.1.4

SUMMARY OF COMMUNITY ASSISTANCE SCHEME GRANTS 2015/2016

Funding Type	No. of Applications	Funding Approved/ Requested
September Youth Grants Community Grants	12 applications 3 applications September Total	 \$2,500.00 <u>\$9,000.00</u> <u>\$11,500.00</u>
	TOTAL	\$11,500.00
	BUDGET 2015-2016	\$25,000.00
	FUNDS REMAINING IF SEPTEMBER GRANTS APPROVED	\$13,500.00

3.1.5

SUMMARY OF HERITAGE GRANTS 2015/2016

Considered annually in the December meetings

Funding Type	No. of Applications	Funding Approved/ Requested
September Heritage Grants	Nil - Applications to be assessed in December September Total	 \$0.00 <u>\$0.00</u>
	BUDGET 2015-16	\$10,000.00
	FUNDS REMAINING	\$10,000.00

RECOMMENDATION:

That items 3.1.4 and 3.1.5 be received.

COMMUNITY ASSISTANCE SCHEME COMMITTEE

REPORTS

15 SEPTEMBER 2015

3.1.6

YOUTH GRANT APPLICATIONS

INTRODUCTION

12 Youth Grant applications have been received since the last meeting for consideration by the Committee.

3.1.6.1

ANGELICA KELLY

RECOMMENDATION:

That Angelica Kennedy be granted / declined a Youth Grant of \$250 for representing RAWImpact in Cambodia in July 2015.

3.1.6.2

TIRRYN NANKIVELL

RECOMMENDATION:

That Tirryn Nankivell be granted / declined a Youth Grant of \$250 for representing Australia in the EUC Extreme Unicycling Championships in Hungary in July 2015.

3.1.6.3

STEF CZANIK

RECOMMENDATION:

That Stef Csanik be granted / declined a Youth Grant of \$200 for representing SA in the World Sport Rugby Carnival in Queensland in July 2015.

3.1.6.4

TIFFANY KOEK

RECOMMENDATION:

That Tiffany Koek be granted / declined a Youth Grant of \$200 for representing SA in the Inline Hockey National Championships in Queensland in October 2015.

3.1.6.5

JESSICA KOEK

RECOMMENDATION:

That Jessica Koek be granted / declined a Youth Grant of \$200 for representing SA in the Inline Hockey National Championships in Queensland in October 2015.

3.1.6.6

SOFIE KRAFT

RECOMMENDATION:

That Sofie Kraft be granted / declined a Youth Grant of \$200 for representing SA in the 2015 Australian Moto-Trials in NSW in August 2015.

3.1.6.7

HAYDON AHRENS

RECOMMENDATION:

That Haydon Ahrens be granted / declined a Youth Grant of \$200 for representing SA in the 2015 Australian Moto-Trials in NSW in August 2015.

3.1.6.8

AIDAN SCHENK

RECOMMENDATION:

That Aidan Schenk be granted / declined a Youth Grant of \$200 for representing SA in the 2015 Australian Under 13 Boys Hockey Championships in NT in September and October 2015.

3.1.6.9

LIAM WARNEST

RECOMMENDATION:

That Liam Warnest be granted / declined a Youth Grant of \$200 for representing SA in the 2015 Australian Moto-Trials in NSW in August 2015.

3.1.6.10

TATE MANNING

RECOMMENDATION:

That Tate Manning be granted / declined a Youth Grant of \$200 for representing SA in the School Sports Australia 12 and under Rugby League Championships in NT in August 2015.

3.1.6.11

TAMIKA HEATH

RECOMMENDATION:

That Tamika Heath be granted / declined a Youth Grant of \$200 for representing SA in the AASCF National Cheerleading Championships in Victoria in November 2015.

3.1.6.12

KATE BAILEY

RECOMMENDATION:

That Kate Bailey be granted / declined a Youth Grant of \$200 for representing SA in the 2015 National Interschool Equestrian Championships in NSW in September and October 2015.

COMMENT

12 Youth Grant applications have been received since the last meeting:

1. Angelica Kennedy for representing RAWImpact in Cambodia in July 2015.
2. Tirryn Nankivell for representing Australia in the EUC Extreme Unicycling Championships in Hungary in July 2015
3. Stef Csanik for representing SA in the World Sport Rugby Carnival in Queensland in July 2015
4. Tiffany Koek for representing SA in the Inline Hockey National Championships in Queensland in October 2015
5. Jessica Koek for representing SA in the Inline Hockey National Championships in Queensland in October 2015
6. Sofie Kraft for representing SA in the 2015 Australian Moto-Trials in NSW in August 2015.
7. Haydon Ahrens for representing SA in the 2015 Australian Moto-Trials in NSW in August 2015
8. Aidan Schenk for representing SA in the 2015 Australian Under 13 Boys Hockey Championships in NT in September and October 2015
9. Liam Warnest for representing SA in the 2015 Australian Moto-Trials in NSW in August 2015.
10. Tate Manning for representing SA in the School Sports Australia 12 and under Rugby League Championships in NT in August 2015.
11. Tamika Heath for representing SA in the AASCF National Cheerleading Championships in Victoria in November 2015.
12. Kate Bailey for representing SA in the 2015 National Interschool Equestrian Championships in NSW in September and October 2015.

A copy of the applications is attached.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN**COUNCIL STRATEGIC PLAN**

1.2 Youth: We are committed to the effective delivery of programs and services encouraging the development and Wellbeing of youth in our community.

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

The adopted budget for the Community Assistance Scheme Community Assistance Grants and Youth Grants for 2015-16 is \$25,000 and a further \$10,000 and \$8,190 carried forward from 2014-15 for Heritage grant allocations not claimed

COMMUNITY ASSISTANCE SCHEME COMMITTEE

REPORTS

15 SEPTEMBER 2015

3.1.7

COMMUNITY GRANT APPLICATIONS

INTRODUCTION

Three Community Assistance Grant applications have been received since the last meeting for consideration by the Committee.

3.1.7.1

NURIOOTPA UNITING CHURCH

RECOMMENDATION:

That the Nuriootpa Uniting Church be granted / declined a Community Assistance Grant of \$3,000 for Upgrade of Rooms in 'House of Hope'.

3.1.7.2

WILLIAMSTOWN AMATEUR PLAYERS

RECOMMENDATION:

That the Williamstown Amateur Players Inc. be granted / declined a Community Assistance Grant of \$3,000 for stage lighting.

3.1.7.3

THE BAROSSA GERMAN LANGUAGE ASSOCIATION

RECOMMENDATION:

That The Barossa German Language Association be granted / declined a Community Assistance Grant of \$3,000 for Barossa Spielgruppe/German Playgroup.

COMMENT

Three new Community Assistance Grant applications have been received since the last meeting:

1. The Nuriootpa Uniting Church for a Community Assistance Grant of \$3,000 for Upgrade of Rooms in 'House of Hope'
2. The Williamstown Amateur Players Inc. for a Community Assistance Grant of \$3,000 for stage lighting
3. The Barossa German Language Association for a Community Assistance Grant of \$3,000 for Barossa Spielgruppe/German

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Strategic Plan:

1.5 Culture: We are committed to the protection and promotion of our local heritage, and the fostering and promotion of art and culture in our region.

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

The adopted budget for the Community Assistance Scheme Community Assistance Grants and Youth Grants for 2015-16 is \$25,000 and a further \$10,000 and \$8,190 carried forward from 2014-15 for Heritage grant allocations not claimed

THE BAROSSA COUNCIL

COMMUNITY ASSISTANCE SCHEME COMMITTEE

15 SEPTEMBER 2015

DEBATE AGENDA

3.1.8 HERITAGE ADVISOR'S REPORT (B1938)

INTRODUCTION

A list of activities carried out by Council's Heritage Advisor is *attached*.

RECOMMENDATION

That the Heritage Advisor's reports be received and noted.

COMMENT

The attachment shows a summary of the activities undertaken between May, June and July 2015 by Mr Sam Hosking, Council's Heritage Advisor.

Mr Hosking works for Council one day a fortnight and a summary of time spent is *attached* to this report.

Mr Hosking will not 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.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

COUNCIL STRATEGIC PLAN:

3.1 Character & Heritage: We will ensure the appropriate preservation of the character and heritage of our townships and rural areas.

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

No financial risk management considerations.

Heritage Advisory Service: Barossa Council
 May Activity Statement 2015

Place / Address	Listing Type	Issue	DA No	Hrs
Barossa Council: Tuesday 5th May, 2015				
6-8 Washington Street, Angaston	LHP	Meeting on site to discuss heritage grant funding for new roof and replacement verandah		0.75
56 Murray Street, Angaston	SHP	Telephone discussion with architect about potential additions and alterations to existing building. Provision of email advice		0.25
Eden Valley Lutheran Church		Telephone discussion with property manager about heritage grant for re-roofing work to tower.		0.25
7 Sturt Street, Angaston	Angaston Residential HCA2	Site inspection for provision of pre-lodgement advice for proposed addition to existing shed		0.25
20A Park Road Angaston	Angaston Residential HCA2	Site inspection for proposed new dwelling, carport and deck	960/220/2015	0.25
18 Elizabeth Street, Tanunda	Tanunda HCPA2	Review of amendment to application for proposed shed	960/758/2014	0.25
The Vet Clinic, 24 Murray Street Angaston	Angaston Town Centre HCA1	Site inspection, for proposed change of use from retail to consulting rooms	960/197/2015	0.25
118 Murray Street, Tanunda	Tanunda HCPA2	Site inspection for proposed new attached verandah	960/207/2015	0.25
33 MacDonnell Street Tanunda	Adjacent Tanunda HCPA2	Site inspection for provision of pre-lodgement advice for forwarding to owner		0.25
Various		Meeting with JBG Architects to review projects in Tanunda and Angaston and provide advice		1.0
		Liaison with Council staff		0.25
Barossa Council: Tuesday 19th May, 2015				
Farm complex, Krondorf Road, Krondorf	LHP	Site inspection to review expenditure of grant funds		0.75
12 Schilling Street, Angaston	Angaston Residential HCA2	Site inspection and meeting with owner to discuss conservation works, grant funding and possible sub-division and development of site		1.0
Shannon Mausoleum	SHP	Meeting with Mausoleum committee to member to review development application and provide advice		0.5
Mitre 10, Nuriootpa	Adjacent LHP's	Site inspection and review of application and Heritage Impact Statement for proposed new hardware store complex	960/241/2015	1.25
475 Eden Valley Road, Angaston	SHP	Review of application and provision of advice for verandah and deck prior to referral to State Heritage Branch	960/252/2015	0.5
8 Moculta Road, Angaston	Angaston Residential HCA2	Site inspection, review of application and provision of comment for proposed new retaining wall	960/216/2015	0.5

10 Gransbury Court, Angaston	Angaston Residential HCA2	Review of application and provision of comment for proposed detached dwelling with garage and alfresco UMR	960/242/2015	0.75
Kent Farm, Springton Road, Mt Pleasant	SHP	Discussion with owner about amendments to materials for conservation works and heritage funding issue		0.5
		Preparation of monthly reports		1.0
		Liaison with Council staff		0.25

CHP: Contributory Heritage Place
 SHP: State Heritage Place
 LHP: Local Heritage Place
 HCA: Historic Conservation Area
 HCPA: Historic Character Policy Area

Heritage Advisory Service: Barossa Council
June Activity Statement 2015

Place / Address	Listing Type	Issue	DA No	Hrs
Barossa Council: Tuesday 2nd June, 2015				
8 Moculta Road, Angaston	Angaston Residential HCA2	Provision of comment for proposed new retaining wall	960/216/2015	0.5
10 Gransbury Court, Angaston	Angaston Residential HCA2	Provision of comment for proposed detached dwelling with garage and alfresco UMR	960/242/2015	0.75
Kent Farm, Springton Road, Mt Pleasant	SHP	Prepare grant completion report and authorise payment of funds		0.5
28 Dean Street, Angaston	Angaston Residential HCA2	Site inspection, review of application and provision of comment for proposed new detached dwelling	960/248/2015	1.0
226 Krondorf Road, Krondorf	Krondorf HCA	Site inspection, review of application and provision of comment for proposed alterations and additions to detached dwelling	960/247/2015	1.0
Grandstand, Tanunda Oval	LHP	Discussion with Council facilities manager about installation of new handrails to existing grandstand steps and balustrade		0.25
25 Bilyara Road, Tanunda	Tanunda HCPA2	Site inspection, review of application and provision of comment for proposed detached guest house and outbuilding (garage)	960/218/2015	0.75
		Liaison with Council staff		0.25
Barossa Council: Tuesday 16th June, 2015				
17 Murray Street, Tanunda	Tanunda HCPA2	Site inspection and meeting to discuss necessary conservation works to original green house		1.0
20 Old Kapunda Road, Nuriootpa		Discussion with owners about potential heritage listing of their property. Research into comments made about their property in earlier heritage surveys		1.0
Goldin Farms	SHP	Telephone discussion about conservation works		0.5
Shannon Mausoleum	SHP	Review of application prior to Council forwarding to State Heritage Branch	960/301/2015	0.5
26 North Street, Angaston	Angaston Residential HCA2	Site inspection, review of application and provision of comment to planner for proposed verandah	960/291/2015	0.75
45-47 MacDonnell Street, Tanunda	LHP	Site inspection, review of application and provision of comment for proposed change of use from function room to accommodation	960/280/2015	1.0
Allotment 99, Elizabeth Street, Tanunda (Tanunda Oval)	LHP	Site inspection, review of application and provision of comment for proposed addition to front of RSL meeting rooms	960/289/2015	0.75
27 Sturt Street, Angaston	Angaston Residential HCA2	Site inspection, review of application and provision of comment for proposed attached verandah		0.5

7 Sturt Street, Angaston	Angaston Residential HCA2	Review of application and provision of comment for proposed verandah		0.25
		Liaison with Council staff		0.25

CHP: Contributory Heritage Place
 SHP: State Heritage Place
 LHP: Local Heritage Place
 HCA: Historic Conservation Area
 HCPA: Historic Character Policy Area

Heritage Advisory Service: Barossa Council
 July Activity Statement 2015

Place / Address	Listing Type	Issue	DA No	Hrs
Barossa Council: Tuesday 7th July, 2015				
226 Krondorf Road, Krondorf	LHP	Review of approval and provision of additional comment to planner about roof design	960/247/2015	0.5
31 Murray Street, Tanunda	Angaston Residential HCA2	Provision of comment for proposed Store to rear of property	960/322/2015	0.75
Lot 100, Tanunda Road, Tanunda	LHP	Site inspection, review of application and provision of comment for proposed verandah, deck, internal alterations, and outdoor seating area	960/358/2015	1.0
Golding Farms (Lindsay Park Homestead)	SHP	Site inspection, review of application and provision of comment for proposed new detached dwelling	960/248/2015	1.0
226 Krondorf Road, Krondorf	Krondorf HCA	Site inspection to inspect roof and trees adjacent house. Provision of advice and background information.		1.0
56 Murray Street, Angaston	SHP	Meeting with new owners to discuss possible development of property and alteration of existing Hall to residential property		1.0
12 Schilling Street, Angaston	Angaston Residential HCA2	Liaison with planner and preparation of email outlining heritage restrictions for demolition and subdivision.		0.25
		Liaison with Council staff		0.5
Barossa Council: Tuesday 21st July, 2015				
		No visit this fortnight		

- CHP: Contributory Heritage Place
- SHP: State Heritage Place
- LHP: Local Heritage Place
- HCA: Historic Conservation Area
- HCPA: Historic Character Policy Area

COMMUNITY ASSISTANCE SCHEME COMMITTEE

REPORTS

15 SEPTEMBER 2015

3.1.9

COMMUNITY ASSISTANCE SCHEME ANNUAL REPORT

INTRODUCTION

An annual report on the grants funded under the Community Assistance Scheme must be presented to the Committee.

RECOMMENDATION

That the report be noted.

COMMENTS

Clause 4.9.1 of the Community Assistance Scheme Policy states that an annual report on the grants funded under the Community Assistance Scheme will be prepared and presented to this Committee.

Following shows the grants funding approved during the 2014/2015 financial year:

Youth Grants

200.00	Zakeray Heintz-Unger
250.00	Tiffany Koek
250.00	Kariss Thomas
200.00	James Fowler
200.00	Jeremy Nobes
200.00	Aidan Schenk
200.00	Kimberley Griffin
200.00	Isaac Feltus
200.00	Rhys Cannizzaro
250.00	Maddison Furlong
250.00	Tayla Pudney
200.00	Jeremy Nobes
250.00	Katina Glouftsis
250.00	Kimberley Griffin
200.00	Opal Mader
200.00	Thomas Slape
200.00	James Darby
200.00	Tamika Heath
250.00	Jordan Williamson
200.00	Isaac Feltus
200.00	Rhys Cannizzaro
250.00	Tiffany Koek
200.00	Katelyn Young
200.00	Abigayle Mader

Youth Grants Cont'd

200.00 Mason Graetz
200.00 Katherine Bomm
250.00 Shannon Smith
200.00 Aidan Schenk
200.00 Kyesha Christensen
200.00 Courtney Jensen

\$6,450.00 TOTAL 30 YOUTH GRANTS

Community Grants

3000.00 Barossa Community Labyrinth
2150.00 Barossa Archery Club
1000.00 North Rhine Saint Peters Evangelical Lutheran Church Keyneton
1000.00 Nuriootpa Bowling Club
3,000.00 Angaston and Penrice Historical Society
500.00 Abbeyfield Society District of Barossa
1,000.00 Soroptimist International Society Barossa Valley
700.00 Nuriootpa Futures Association

\$12,350.00 TOTAL 8 COMMUNITY ASSISTANCE GRANTS

Heritage Grants

2000.00 James Ehrat
300.00 St Johns Anglican Church
1000.00 John and Fiona Lloyd
4000.00 Nick Manser
2,000.00 William Conley

9,300.00 TOTAL 5 HERITAGE GRANTS

28,100.00 TOTAL COMMUNITY ASSISTANCE SCHEME GRANTS FOR 2014/2015

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Strategic Plan:

1.2 Youth: We are committed to the effective delivery of programs and services encouraging the development and Wellbeing of youth in our community.

1.5 Culture: We are committed to the protection and promotion of our local heritage, and the fostering and promotion of art and culture in our region.

3.1 Character & Heritage: We will ensure the appropriate preservation of the character and heritage of our townships and rural areas.

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

The adopted budget for the Community Assistance Scheme Community Assistance Grants and Youth Grants for 2015-16 is \$25,000 and a further \$10,000 and \$8,190 carried forward from 2014-15 for Heritage grant allocations not claimed

COMMUNITY ASSISTANCE SCHEME COMMITTEE

REPORTS

15 SEPTEMBER 2015

3.1.10

COMMUNITY ASSISTANCE SCHEME POLICY REVIEW

INTRODUCTION

The Community Assistance Scheme Policy review.

RECOMMENDATION

That the Community Assistance Scheme Policy including all attachments be recommended to Council for adoption.

COMMENT

The Community Assistance Scheme Policy was due for review on 1 June 2015.

The reviewed Policy is attached in the new format. The proposed amendments are as follows:

Current Clause:

- 1.1 *The purpose of this policy is to outline the general principles for The Barossa Council's assessment and approval of application under the Community Assistance Scheme.*

Replacement Clause:

- 1.1 *The purpose of this Policy is to outline the general principles for The Barossa Council's ("Council's") assessment and approval of funding applications under the Community Assistance Scheme.*

Current Clause:

- 1.2 The policy aims to ensure that such grants are administered in a consistent, responsible, transparent and equitable manner.

Replacement Clause:

- 1.2 The Policy aims to ensure that such community grants are administered in a consistent, responsible, transparent and equitable manner.

Current Clause:

- 2.1 *This policy applies to The Barossa Council ("Council"), its Elected Members, Committees and its employees.*

Replacement Clause:

- 2.1 This Policy applies to Council's Elected Members, committees and its employees.

Current Clause:

2.2 This policy applies to all applications made under Community Assistance Scheme.

Replacement Clause:

2.2 This policy applies to all grant funding applications made under the Community Assistance Scheme and includes Community, Youth and Heritage Grants.

Additional Clauses:

2.3 This Policy is administered under established Guidelines for the assessment of applications for each funding area and limited to Council budget provisions in the following areas:

- Youth Grants are provided to youth who are excelling in their field of endeavor for amounts of \$200 and \$250 depending on their representation level and will be considered and approved by the Community Assistance Scheme Committee (CASC).
- Community Grants are provided for non-profit groups, clubs and organisations within the Council district, towards projects and activities which contribute to the development of the community within the Council area in line with Council's Strategic Plan, applications for amounts up to and including \$3,000 will be considered and approved by CASC;
- Heritage Grants are provided to the owner(s) of a property which is of Local Heritage significance or a contributory place as listed within The Barossa Council authorized Development Plan. Financial incentives may be provided for maintenance improvement works, which exceed the owner(s) funding capability and will be considered and approved by CASC.

2.4 All other requests for Council funding/assistance that are outside of the community assistance scope and guidelines will be forwarded to the CEO of Council for consideration. The request will be assigned to a case officer to who will coordinate the request, instigating the due diligence process (completing a "Community Infrastructure or Budget Request Proposal Form").

2.5 Requests for Community Loans and/or Council to be a Guarantor are considered and assessed under the Treasury Management Policy.

Current Clause:

3. Definitions	
The Barossa Council's Community Assistance Scheme	Consists of three funding areas: Heritage Grants, Community Grants and Youth Grants
Grant	A sum of money given to organisations or individuals for a specific purpose directed at achieving goals and objectives consistent with Council's strategic direction. The recipient is selected on merit against a strict set of criteria and, depending on the level of funding, is subject to entering a written agreement with Council that outlines accountability requirements.

Replacement Clause:

3. Definitions	
The Barossa Council's Community Assistance Scheme	Covers three funding areas: Heritage Grants, Community Grants and Youth Grants
CASC	Community Assistance Scheme Committee
Grant	A sum of money given to organisations or individuals for a specific purpose directed at achieving goals and objectives consistent with Council's Strategic Plan.
Community Loans	A sum of money loaned to incorporated associations for a specific purpose directed at achieving goals and objectives consistent with Council's Strategic Plan. This may include request for Council to be Guarantor
Case Officer	A Council Staff member who is appointed to ensure quality and satisfactory completion of projects undertaken on Council Assets

Current Clauses:

- 4.1. Council is committed to working in partnership with its community to encourage a wide range of quality recreational, cultural, heritage and social initiatives that make a positive contribution to the Barossa community.
- 4.2. 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 Strategic Plan.

- 4.3 Council recognises that it is accountable to the community for the management and disbursement of its funds and that this must be done in a manner that optimises the benefits to the community. This process must be and must be seen to be responsible, transparent and equitable.
- 4.4 Council also recognises that the community groups and individuals in receipt of Council funds have a responsibility to use those funds for the purposes for which they were given.
- 4.5 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.
- 4.6 To assist the application assessment process Council has delegated its powers under Section 41 of the *Local Government Act 1999* to its Community Assistance Scheme Committee (CASC).

Replacement Clauses:

- 4.1.1 Council is committed to working in partnership with its community to encourage a wide range of quality recreational, cultural, heritage and social initiatives that make a positive contribution to the Barossa community.
- 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 Strategic Plan.
- 4.1.3 Council recognises that it is accountable to the community for the management and disbursement of its funds and that this must be done in a manner that optimises the benefits to the community. This process must be and must be seen to be responsible, transparent and equitable.
- 4.1.4 Council also recognises that the community groups and individuals in receipt of Council funds have a responsibility to use those funds for the purposes for which they were given.
- 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.
- 4.1.6 To assist the application assessment process Council has delegated its powers under Section 41 of the *Local Government Act 1999* to its Community Assistance Scheme Committee (CASC).

Current Clause:

- 4.7.1 All community requests for Heritage, Community and/or Youth Grants must be made on the appropriate application form and will then be considered by the CASC in accordance with adopted guidelines.

Replacement Clause:

- 4.2.1 All community requests for Heritage, Community and/or Youth Grants must be made on the appropriate application form and will then be considered by the CASC in accordance with adopted guidelines.

Current Clause:

- 4.7.2 Applications for monies in excess of the amounts detailed in the guidelines must still be completed on the appropriate application form and will be referred directly to Council for consideration

Replacement Clause:

- 4.2.2 For any Community Grant applications that meet all other requirements with the exception of the Community Grant Guideline clause - 1.1, these applications will be considered by the Community Assistance Scheme Committee but only approved to a maximum of \$500. Any subsequent requests (relating to this application) to Council above this amount will not be re-considered.

Current Clauses:

- 4.7.3 CASC will assess all applications with consideration of risk management principles and potential legal implications.
- 4.7.4 Council and CASC administer grant funding. Individual officers and other Council Committees do not have authority to administer grant funding.

Replacement Clauses:

- 4.2.3 CASC will assess all applications with consideration of risk management principles and potential legal implications.
- 4.2.4 Council and CASC administer grant funding. Individual officers and other Council Committees do not have authority to administer grant funding.

Additional Clauses:

- 4.2.5 Should an acquittal not be received within 12 months of the monies being awarded, further monies will not be available to the applicant in the future.
- 4.2.6 Applications requiring further information must submit required documentation within twelve months of their first application; otherwise a new application will need to be submitted.
- 4.2.7 A Case Officer shall be appointed by the relevant Director for projects on Council Property. The Case Officer is selected dependent on the type of project for which grant funds are sought e.g. Arts, Building, Planning, Engineering. The Case Officer shall provide reporting on the quality, safety and other relevant aspects of the project for consideration by the Community Assistance Scheme Committee.

Current Clause:

- 4.8.1 To ensure an accountable and transparent assessment process is maintained, Elected Members and Council Officers assessing grant applications are required to act in accordance with their respective Codes of Conduct.

Replacement Clause:

Clause Removed

Current Clause:

- 4.8.2 Anyone having a conflict of interest should not debate, be involved with any discussions, or vote on any matter relating to the specific applicant.

Replacement Clause:

- 4.3.1 Subject to clause 4.3.2, during the Grant application assessment process, anyone having a conflict of interest should not debate, be involved with any discussions, or vote on any matter relating to the specific applicant.

Current Clause:

- 4.8.3 Where the CASC decides to accept and manage such a conflict, the decision-making process and the strategies for managing the conflict must be recorded in the Minutes.

Replacement Clause:

- 4.3.2 However, where the CASC or Council decides to accept and manage such a conflict, the decision-making process and the strategies for managing the conflict must be recorded in the Minutes.

Current Clause:

- 4.9.1 An annual report on the Grants funded under the Community Assistance Scheme will be prepared and provided to the Community Assistance Scheme Committee and posted on Council's website.

Replacement Clause:

- 4.4.1 An annual report on the Grants funded under the Community Assistance Scheme will be prepared and provided to the CASC and Council and posted on Council's website.

Current Clause:

- 4.9.2 This Policy is supported by a detailed set of processes that are consistent with Council's broader aspirations for its community and good governance principles. Each separate Council Grant and Loan program will adhere to the following key processes:

1. documented guidelines with clearly defined criteria
2. application form
3. assessment process
4. formal agreement process and
5. accountability requirements, where appropriate.

Replacement Clause:

- 4.4.2 This Policy is supported by a detailed set of processes that are consistent with Council's broader aspirations for its community and good governance principles. Each separate Council Grant and Loan program will adhere to the following key processes:

1. documented guidelines with clearly defined criteria
2. application form
3. assessment process
4. formal agreement process and
5. accountability requirements, where appropriate.

Current Clause:

- 4.10 Information about Council's Community Assistance Scheme will be made available on Council's website and in local newspapers throughout the year and in its newsletters.

Replacement Clause:

- 4.5 Information about Council's Community Assistance Scheme will be made available on Council's website, Facebook page, and in local newspapers throughout the year and in its newsletters.

Current Clauses:

- 4.11.1 All applicants must be informed of the outcome of their application in writing and offered the opportunity to discuss the application process.
- 4.11.2 In accordance with Council's Internal Review of Council Decision Policy, applicants have the opportunity to request, in writing, an internal review of the decision by Council or the CASC, if not satisfied with the selection process. The applicant will be notified of the outcome in writing.

Replacement Clauses:

- 4.6.1 All applicants must be informed of the outcome of their application in writing and offered the opportunity to discuss the application process.
- 4.6.2 In accordance with Council's Internal Review of Council Decision Policy, applicants have the opportunity to request, in writing, an internal review of the decision by Council or the CASC, if not satisfied with the selection process. The applicant will be notified of the outcome in writing.

Current Clause:

- 4.12.1 This Policy is available for inspection free of charge at Council's Principal Office at 43-51 Tanunda Road, Nuriootpa SA 5355, during ordinary business hours and on the Council's website at www.barossa.sa.gov.au
- 4.12.2 Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

Replacement Clause:

Removed

Current Clause:

5. Supporting Documentation
<ul style="list-style-type: none">• Community Assistance Scheme Committee Terms of Reference• Community Grant Guidelines and Application Forms• Community Grant Administration process flowchart• Youth Grant Guidelines and Application Forms• Youth Grant Administration process flowchart• Heritage Grant Guidelines and Application Forms• Applying under the Community Assistance Scheme Flowchart (Appendix 1)

Replacement Clause:

5. Supporting Documentation
<ul style="list-style-type: none">• Community Assistance Scheme Committee Terms of Reference• Administering the Community Assistance Scheme Process• Applying for Grant Funding (Community Assistance Scheme) (Flowchart)• Community Grant Process (Flowchart)

- Youth Grant Process (Flowchart)
- Heritage Grant Process (Flowchart)
- Community Grant Guidelines and Application Forms
- Youth Grant Guidelines and Application Forms
- Heritage Grant Guidelines and Application Forms

Current Clause:

6.	Related Policies
	<ul style="list-style-type: none"> • The Barossa Council’s Code of Conduct for Elected Members and Committee Members • The Barossa Council’s Code of Conduct for Employees • The Barossa Council’s Caretaker Policy • The Barossa Council’s Internal Review of Council Decision Policy • The Barossa Council’s Schedule of Fees and Charges

Replacement Clause:

6.	Related Policies
	<ul style="list-style-type: none"> • Code of Conduct for Elected Members • Code of Conduct for Employees • Caretaker Policy • Internal Review of Council Decision Policy • Treasury Management Policy

Current Clause:

7.	References
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Replacement Clause:

Removed

Current Clause:

8.	Review
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This Policy shall be reviewed by the Council, in consultation with the relevant stakeholders, every three (3) years or more frequently if legislation or Council needs change.

Replacement Clause:

7.	Review
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This Policy shall be reviewed by the Council in consultation with the relevant stakeholders, within four years or more frequently if legislation or Council needs change.

Current Clause:

9. Further Information

This policy is available for inspection at the Council offices at 43-51 Tanunda Road, Nuriootpa and all Council branches, during ordinary business hours. It is also available for inspection, download or printing, free of charge, from Council's web site: www.barossa.sa.gov.au.

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council, PO Box 867, Nuriootpa SA 5355.

Replacement Clause:

8. Further Information

This policy is available on Council's website www.barossa.sa.gov.au. It can also be viewed electronically at Council's principal office at 43-51 Tanunda Road, Nuriootpa and all Council branches, during ordinary business hours. A copy of this Policy can be obtained at those venues upon a payment of a fixed fee.

Any complaint in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer, PO Box 867, Nuriootpa SA 5355.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

Strategic Plan:

1.2 Youth: We are committed to the effective delivery of programs and services encouraging the development and Wellbeing of youth in our community.

1.5 Culture: We are committed to the protection and promotion of our local heritage, and the fostering and promotion of art and culture in our region.

3.1 Character & Heritage: We will ensure the appropriate preservation of the character and heritage of our townships and rural areas.

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

The adopted budget for the Community Assistance Scheme Community Assistance Grants and Youth Grants for 2015-16 is \$25,000 and a further \$10,000 and \$8,190 carried forward from 2014-15 for Heritage grant allocations not claimed

THE BAROSSA COUNCIL

COMMUNITY ASSISTANCE SCHEME POLICY



Strategic Plan Outcome:	<p>1.2 Youth: We are committed to the effective delivery of programs and services encouraging the development and Wellbeing of youth in our community.</p> <p>1.5 Culture: We are committed to the protection and promotion of our local heritage, and the fostering and promotion of art and culture in our region.</p> <p>3.1 Character & Heritage: We will ensure the appropriate preservation of the character and heritage of our townships and rural areas.</p>	Document Code:	Tbcpoc4450
Policy Owner:	Manager Financial Services	Last Revised Date:	16/10/2012
Document Control:	CASC Administration Officer	TRIM Reference:	15/19294
Date Approved:		Next Review Date:	1/6/2019

1.	Purpose
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- 1.1 The purpose of this Policy is to outline the general principles for The Barossa Council's ("Council's") assessment and approval of funding applications under the Community Assistance Scheme.
- 1.2 The Policy aims to ensure that such community grants are administered in a consistent, responsible, transparent and equitable manner.

2.	Scope
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- 2.1 This Policy applies to Council's Elected Members, committees and its employees.
- 2.2 This policy applies to all grant funding applications made under the Community Assistance Scheme and includes Community, Youth and Heritage Grants.

- 2.3 This Policy is administered under established Guidelines for the assessment of applications for each funding area and limited to Council budget provisions in the following areas:
- Youth Grants are provided to youth who are excelling in their field of endeavor for amounts of \$200 and \$250 depending on their representation level and will be considered and approved by the Community Assistance Scheme Committee (CASC).
 - Community Grants are provided for non-profit groups, clubs and organisations within the Council district, towards projects and activities which contribute to the development of the community within the Council area in line with Council's Strategic Plan, applications for amounts up to and including \$3,000 will be considered and approved by CASC;
 - Heritage Grants are provided to the owner(s) of a property which is of Local Heritage significance or a contributory place as listed within The Barossa Council authorized Development Plan. Financial incentives may be provided for maintenance improvement works, which exceed the owner(s) funding capability and will be considered and approved by CASC.
- 2.4 All other requests for Council funding/assistance that are outside of the community assistance scope and guidelines will be forwarded to the CEO of Council for consideration. The request will be assigned to a case officer to who will coordinate the request, instigating the due diligence process (completing a "Community Infrastructure or Budget Request Proposal Form").
- 2.5 Requests for Community Loans and/or Council to be a Guarantor are considered and assessed under the Treasury Management Policy.

3. Definitions	
The Barossa Council's Community Assistance Scheme	Covers three funding areas: Heritage Grants, Community Grants and Youth Grants
CASC	Community Assistance Scheme Committee
Grant	A sum of money given to organisations or individuals for a specific purpose directed at achieving goals and objectives consistent with Council's Strategic Plan.
Community Loans	A sum of money loaned to incorporated associations for a specific purpose directed at achieving goals and objectives consistent with Council's Strategic Plan. This may include request for Council to be Guarantor
Case Officer	A Council Staff member who is appointed to ensure quality and satisfactory completion of projects undertaken on Council Assets

4. Policy Statement	
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- 4.1 Principles
- 4.1.1 Council is committed to working in partnership with its community to encourage a wide range of quality recreational, cultural, heritage and social initiatives that make a positive contribution to the Barossa community.

- 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 Strategic Plan.
- 4.1.3 Council recognises that it is accountable to the community for the management and disbursement of its funds and that this must be done in a manner that optimises the benefits to the community. This process must be and must be seen to be responsible, transparent and equitable.
- 4.1.4 Council also recognises that the community groups and individuals in receipt of Council funds have a responsibility to use those funds for the purposes for which they were given.
- 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.
- 4.1.6 To assist the application assessment process Council has delegated its powers under Section 41 of the *Local Government Act 1999* to its Community Assistance Scheme Committee (CASC).

4.2 **Determination of Applications**

- 4.2.1 All community requests for Heritage, Community and/or Youth Grants must be made on the appropriate application form and will then be considered by the CASC in accordance with adopted guidelines.
- 4.2.2 For any Community Grant applications that meet all other requirements with the exception of the Community Grant Guideline clause - 1.1, these applications will be considered by the Community Assistance Scheme Committee but only approved to a maximum of \$500. Any subsequent requests (relating to this application) to Council above this amount will not be re-considered.
- 4.2.3 CASC will assess all applications with consideration of risk management principles and potential legal implications.
- 4.2.4 Council and CASC administer grant funding. Individual officers and other Council Committees do not have authority to administer grant funding.
- 4.2.5 Should an acquittal not be received within 12 months of the monies being awarded, further monies will not be available to the applicant in the future.

- 4.2.6 Applications requiring further information must submit required documentation within twelve months of their first application, otherwise a new application will need to be submitted.
- 4.2.7 A Case Officer shall be appointed by the relevant Director for projects on Council Property. The Case Officer is selected dependent on the type of project for which grant funds are sought eg Arts, Building, Planning, Engineering. The Case Officer shall provide reporting on the quality, safety and other relevant aspects of the project for consideration by the Community Assistance Scheme Committee.

4.3 Conflict of Interest Provisions

- 4.3.1 Subject to clause 4.3.2, during the Grant application assessment process, anyone having a conflict of interest should not debate, be involved with any discussions, or vote on any matter relating to the specific applicant.
- 4.3.2 However, where the CASC or Council decides to accept and manage such a conflict, the decision-making process and the strategies for managing the conflict must be recorded in the Minutes.

4.4 Minimum Required Processes

- 4.4.1 An annual report on the Grants funded under the Community Assistance Scheme will be prepared and provided to the CASC and Council and posted on Council's website.
- 4.4.2 This Policy is supported by a detailed set of processes that are consistent with Council's broader aspirations for its community and good governance principles. Each separate Council Grant and Loan program will adhere to the following key processes:
1. documented guidelines with clearly defined criteria
 2. application form
 3. assessment process
 4. formal agreement process and
 5. accountability requirements, where appropriate.

4.5 Information and Referral

Information about Council's Community Assistance Scheme will be made available on Council's website, Facebook page, and in local newspapers throughout the year and in its newsletters.

4.6 Grievance process

- 4.6.1 All applicants must be informed of the outcome of their application in writing and offered the opportunity to discuss the application process.

4.6.2 In accordance with Council's Internal Review of Council Decision Policy, applicants have the opportunity to request, in writing, an internal review of the decision by Council or the CASC, if not satisfied with the selection process. The applicant will be notified of the outcome in writing.

5. Supporting Documentation

- Community Assistance Scheme Committee Terms of Reference
- Administering the Community Assistance Scheme Process
- Applying for Grant Funding (Community Assistance Scheme) (Flowchart)
- Community Grant Process (Flowchart)
- Youth Grant Process (Flowchart)
- Heritage Grant Process (Flowchart)
- Community Grant Guidelines and Application Forms
- Youth Grant Guidelines and Application Forms
- Heritage Grant Guidelines and Application Forms

6. Related Policies

- Code of Conduct for Elected Members
- Code of Conduct for Employees
- Caretaker Policy
- Internal Review of Council Decision Policy
- Treasury Management Policy

7. Review

This Policy shall be reviewed by the Council in consultation with the relevant stakeholders, within four years or more frequently if legislation or Council needs change.

8. Further Information

This policy is available on Council's website www.barossa.sa.gov.au. It can also be viewed electronically at Council's principal office at 43-51 Tanunda Road, Nuriootpa and all Council branches, during ordinary business hours. A copy of this Policy can be obtained at those venues upon a payment of a fixed fee.

Any complaint in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer, PO Box 867, Nuriootpa SA 5355.

SIGNED:

Mayor

DATED: ____/____/____