



MINUTES OF THE MEETING OF THE COMMUNITY ASSISTANCE SCHEME COMMITTEE

held on Wednesday 4 June 2014, commencing at 4pm
in the Large Meeting Room, 43-51 Tanunda Road, Nuriootpa

1.1 WELCOME

Cr Sloan declared the meeting open at 4:05pm

1.2 MEMBERS PRESENT

Chair Cr Bob Sloane, Mayor Hurn, Crs John Angas, Richard Miller, Bridgette Kies, Michael Seager, Mark Lague (Manager, Financial Services) and Naomi Graetz (Minutes)

1.3 LEAVE OF ABSENCE

Cr Scotty Milne

1.4 APOLOGIES

Cr David de Vries

Moved Mayor Hurn that the apology from Cr de Vries be noted
Seconded Cr Seager

CARRIED

1.5 MINUTES OF PREVIOUS COMMUNITY ASSISTANCE SCHEME MEETINGS

Moved Cr Angas that the minutes of the Community Assistance Scheme Committee meeting held on Tuesday 20 May 2014 at 12:30pm as amended:

Moved Cr Angas that the Springton Progress Association be granted a Community Assistance Grant of \$3000 towards the Springton Community Mural Project at the Oval Pavilion in Springton as *the application now complies with 1.15 of the Community Grants Guidelines.*

Seconded Cr Seager

CARRIED

be accepted as a true and correct record of the proceedings of that meeting.

Seconded Cr Kies

CARRIED

1.6 MATTERS ARISING FROM PREVIOUS MINUTES

Nil

2. CONSENSUS AGENDA

2.1 CORRESPONDENCE

2.1.1 GRUENBERG HOLY CROSS LUTHERAN CHURCH

Moved Cr Kies that the correspondence items 2.1.1 contained in the Consensus Agenda be received
Seconded Cr Seager **CARRIED**

2.2 COMMUNITY ASSISTANCE SCHEME COMMITTEE 2014/15 BUDGET

INTRODUCTION

Review of the Community/Youth Grants and Heritage Grants budget as already included Annual Budget and Business Plan 2014/15.

RECOMMENDATION:

MOVED Cr Angas that the budget for 2014/15 as included in the draft Annual Budget and Business Plan 2014/15 be endorsed:

Community Grants/ Youth Grants	-	\$25,000
Heritage Grants	-	\$10,915
Advertising	-	\$ 500
TOTAL	-	\$36,415

Seconded Cr Kies

CARRIED

COMMENT

As per 2.4 of the Terms of Reference, the Community Assistance Scheme Committee is required to prepare an annual submission to Council for the allocation of funds towards Community Assistance.

Following is a summary of the funding which has been granted over the past 5 years for information:

	Community/Youth Grants	Heritage Grants	TOTAL
2008/09	\$29,246	\$ 1,000	\$30,246
2009/10	\$26,475	\$ 5,800	\$35,275
2010/11	\$25,005	\$ 7,000	\$32,005
2011/12	\$21,900	\$ 4,820	\$26,720
2012/13	\$26,568	\$ 8,750	\$35,318
Average over 5 yrs	\$25,838	\$ 5,474	\$31,912

As the 2013-14 grant allocations is not complete the actuals costs have not been included.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

COUNCIL 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.

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

Budget figures to be considered by Committee then recommended to Council.

3. DEBATE AGENDA

3.1

ACTIONS FROM PREVIOUS MEETINGS

C=COMPLETED

P=PENDING

N=NO ACTION

2013/2014 – (5/3/13) YOUTH GRANT APPLICATIONS <ul style="list-style-type: none"> • Aaron Laverty – payment made – certificate to be presented 	P
2013/2014 – (3/9/13) YOUTH GRANT APPLICATIONS <ul style="list-style-type: none"> • Hudson Walsh – declined grant money – cheque cancelled – recognition of participation of event provided and accepted • 	C
2013/2014 – (3/12/13) – COMMUNITY GRANT APPLICATIONS <ul style="list-style-type: none"> • Williamstown Uniting Church – payment made – waiting for acquittal • Young Life Barossa – Letter sent requesting more information sent 6 March 2014 	P P
2013/2014 – (5/3/14) – COMMUNITY GRANT APPLICATIONS <ul style="list-style-type: none"> • Good Shepherd Lutheran School – Successful letter sent 6 March – Invoice Received – waiting for acquittal 	P
2013/2014 – (20/5/14) – COMMUNITY GRANT APPLICATIONS <ul style="list-style-type: none"> • Springton Progress Association – Successful letter sent 21 May 2014 – waiting for invoice and acquittal 	P
2013/2014 – (3/12/13) – HERITAGE GRANT APPLICATIONS <ul style="list-style-type: none"> • Ronald Brown on behalf of Maverick Wines – Payment Made • Luhrs Cottage Preservation Society – Payment Made • Heidi Helbig – Successful letter sent 	C C P

3.2

SUMMARY OF COMMUNITY ASSISTANCE SCHEME GRANTS 2013/2014

Funding Type	No. of Applications	Funding Approved/ Requested
September		
Youth Grants	4 Applications	\$800.00
	-1 Application***	-\$200
Community Grants	3 applications	\$5,480.00
Donations – direct from Council	Tanunda RSL Sub-Branch – Australian Living Treasures Initiative	<u>\$400.00</u>
	September Total	\$6,480.00
December		
Youth Grants	2 Applications	\$450.00
Community Grants	1 Applications	<u>\$3,000.00</u>
	December Total	\$3,450.00
March		
Youth Grants	2 Applications	\$450.00
Community Grants	1 Application	<u>\$500.00</u>
	March Total	\$950.00
April		
Community Grants	0 Applications	\$0.00
	April Total	\$0.00
May		
Community Grants	1 Application	<u>\$3,000.00</u>
	May Total	\$3,000.00
June		
Youth Grants	8 Applications	\$1,950.00
Community Grants	2 Applications	<u>\$6,000.00</u>
	June Total	\$7,950.00
	BUDGET 2013-14	\$25,000.00
	FUNDS REMAINING	\$11,120.00
	Grant funds remaining if June applications approved	\$3,170.00

***Hudson Walsh (Youth Grant Recipient as per minutes of meeting 3 September 2014) has declined the \$200 grant and wished to have only achievements recognised.

Moved Cr Kies that items 3.1 and 3.2 be received
Seconded Cr Miller

CARRIED

3.3

SUMMARY OF HERITAGE GRANTS 2013/2014

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	<u>\$0.00</u> \$0.00
December Heritage Grants	7 Applications (6 approved) December Total	<u>\$9,000</u> \$9,000
March Heritage Grants	Nil - Applications assessed in December March Total	<u>\$0.00</u> \$0.00
April Heritage Grants	Nil - Applications assessed in December April Total	<u>\$0.00</u> \$0.00
May Heritage Grants	Nil - Applications assessed in December May Total	<u>\$0.00</u> \$0.00
June Heritage Grants	Nil - Applications assessed in December June Total	<u>\$0.00</u> \$0.00
	BUDGET 2013-14	\$10,350.00
	TOTAL FUNDS ALLOCATED 2013-14	\$9,000
	Funds remaining	\$1,350

Moved Mayor Hurn that item 3.3 be received
Seconded Cr Seager

CARRIED

**3.4
YOUTH GRANT APPLICATIONS**


INTRODUCTION

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

**3.4.1
BRANDON NANKIVELL**

The following cover sheet was tabled for member's information:

THE BAROSSA COUNCIL
YOUTH GRANT APPLICATION FORM



Related Policy/Process	TBCPOC4450 – Community Assistance Scheme Policy	Form Number:	TBCFOR4461
Form Owner:	Director Corporate and Community Services	Last Revised Date:	21-6-2011
Document Control:	Manager Financial Services	TRIM Reference:	13/37290
Date Approved:	3 September 2013	Next Review Date:	June 2014

FOR OFFICE USE ONLY
Received by Council on _____ Application No. _____

Date of Application: _____

1. APPLICANT DETAILS

Name: Brandon Nankivell Date of Birth: 13/04/1995
Residential Address: 24 Hoffmann Avenue, TANVUNDA, SA, 5352
Postal Address: SAME AS ABOVE

Contact Phone No. Mobile: 0488336307 Home: (08) 8563 0724 (preferred)
Email: brandonnankivell@hotmail.com

Representing (name of State/National Body) AUS Unicycle Society
Are you full time employed? Yes No
Do you have commercial sponsorship? Yes No
Details of the event for which sponsorship is sought: UNICON XV (CANADA, MONTREAL)
World Unicycling Championships
Date/place of the event: July 30 - August 10
What is the value of the out-of-pocket expenses for the applicant? \$4,000
Copy of the Declaration attached? Yes No → Handed in already
Copy of the event itinerary attached? Yes No → Handed in already
Parent/Guardian Name: Derek A Nankivell
Signature: [Signature] Date: Thursday 29 May 2014

Page 1 of 2

Form: Youth Grant Application Form
This electronic copy is the approved version and is stored in Council's Record Management System (TRIM).
Printed copies are considered uncontrolled. Before using a printed copy please verify that it is the current version.
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MOVED Cr Angas that Brandon Nankivell be granted a Youth Grant of \$250 for representing The Australian Unicycle Society in the Unicon 17 World Unicycle Championships in Canada in July/August 2014.

Seconded Cr Kies

CARRIED

3.4.2

TIRRYN NANKIVELL

MOVED Cr Angas that Tirryn Nankivell be granted a Youth Grant of \$250 for representing The Australian Unicycle Society in the Unicon 17 World Unicycle Championships in Canada in July/August 2014

Seconded Cr Kies

CARRIED

3.4.3

BREANNA FAYE

MOVED Cr Angas that Breanna Fay be granted a Youth Grant of \$250 for representing RAWImpact Australia Pty Ltd in Cambodia as a team leader in the "RAWBarossa" team mission event in July 2014.

Seconded Cr Kies

CARRIED

3.4.4

CHLOE FAYE

MOVED Cr Angas that Chloe Fay be granted a Youth Grant of \$250 for representing RAWImpact Australia Pty Ltd in Cambodia as a volunteer in the "RAWBarossa" team mission event in July 2014.

Seconded Cr Kies

CARRIED

3.4.5

MADISON HAMPEL

MOVED Cr Angas that Madison Hampel be granted a Youth Grant of \$250 for representing RAWImpact Australia Pty Ltd in Cambodia as a volunteer in the "RAWBarossa" team mission event in July 2014.

Seconded Cr Kies

CARRIED

3.4.6

CHELSEA ALEXANDER

MOVED Cr Angas that Chelsea Alexander be granted a Youth Grant of \$250 for representing RAWImpact Australia Pty Ltd in Cambodia as a volunteer in the "RAWBarossa" team mission event in July 2014.

Seconded Cr Kies

CARRIED

3.4.7

HAYDN TRIGG

MOVED Cr Angas that Haydn Trigg be granted a Youth Grant of \$250 for representing Trinity BaCoNeers in the FIRST World First Championships in USA in April 2014.

Seconded Cr Kies

CARRIED

3.4.8

KARISS THOMAS

MOVED Cr Angas that Kariss Thomas be granted a Youth Grant of \$200 for representing BYTE (Back Yard Theatre Ensemble) in Melbourne in April 2014.

Seconded Cr Kies

CARRIED

COMMENT

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

1. Brandon Nankivell for representing The Australian Unicycle Society in the Unicon 17 World Unicycle Championships in Canada in July/August 2014.
2. Tirryn Nankivell for representing The Australian Unicycle Society in the Unicon 17 World Unicycle Championships in Canada in July/August 2014.
3. Breanna Fay for representing RAWImpact Australia Pty Ltd in Cambodia as a team leader in the "RAWBarossa" team mission event in July 2014
4. Chloe Fay for representing RAWImpact Australia Pty Ltd in Cambodia as a volunteer in the "RAWBarossa" team mission event in July 2014.
5. Madison Hampel for representing RAWImpact Australia Pty Ltd in Cambodia as a volunteer in the "RAWBarossa" team mission event in July 2014.
6. Chelsea Alexander for representing RAWImpact Australia Pty Ltd in Cambodia as a volunteer in the "RAWBarossa" team mission event in July 2014.
7. Haydn Trigg for representing Trinity BaCoNeers in the FIRST World First Championships in USA in April 2014.
8. Kariss Thomas for representing BYTE (Back Yard Theatre Ensemble) in Melbourne in April 2014.

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

Council has allocated \$25,000 in the 2013-14 Budget towards the Community Assistance Scheme Community Grants and Youth Grants.

3.5

COMMUNITY GRANT APPLICATIONS

INTRODUCTION

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

3.5.1

BAROSSA VALLEY SQUASH RACKETS

MOVED Mayor Hurn that the Barossa Valley Squash Rackets be granted a Community Assistance Grant of \$1,000 for the 2014 Australian Open Racquetball Championships in March 2014.

Seconded Cr Miller

CARRIED

3.5.2

LYNDOCH RED CROSS

MOVED Cr Kies that the Lyndoch Red Cross be granted a Community Assistance Grant of \$1,000 for the Lyndoch Branch 75th Anniversary Celebrations in September 2014.

Seconded Cr Angas

CARRIED

COMMENT

Two Community Assistance Grant applications have been received since the last meeting. A full copy of the applications is attached together with a summary and comments.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

COUNCIL 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 2013-14 is \$25,000.

3.6

COMMUNITY ASSISTANCE GRANT GUIDELINES AND APPLICATION FORMS REVIEW

INTRODUCTION

The Community Assistance Scheme Grant guideline and application form review.

MOVED Cr Seager that the Community Assistance Scheme guidelines and application forms for Community and Youth Grants be adopted with the proposed changes included.

Seconded Cr Miller

CARRIED

COMMENT

The Community Assistance Scheme administers three types of grants. The Community Grants, Youth Grants and Heritage Grants.

The guidelines for these grants are required to be reviewed annually. The updated Youth and Community Grant guidelines and application forms will be presented to the September meeting of the Committee and updated on the Web.

Youth Grant Guidelines

Current Clause:

2.3 *Successful applicants will be invited to the next Council Meeting for the presentation of a certificate and cheque from Council for their achievements. A photo may be taken of the presentation for inclusion in the local papers.*

Should the time and date of the Council meeting not suit the applicant, the certificate and cheque will be posted and on completion of the event, the applicant will be required to provide a summary of the event in writing to the Committee.

Replacement Clause:

2.3 *Successful applicants will be invited to the next Council Meeting for the presentation of a certificate ~~and cheque~~ from Council for their achievements. A photo may be taken of the presentation for inclusion in the local papers.*

Should the time and date of the Council meeting not suit the applicant, the certificate ~~and cheque~~ will be posted and on completion of the event, the applicant ~~will be~~ is required to provide a summary of the event in writing to the Committee.

Youth Grant Application Form (Declaration Form)

Current Wording

Has been selected to compete in:

Replacement Wording:

Has been selected to ~~compete~~ participate in:

Community Grant Guidelines

Current Clause:

- 1.3 *The Grants are not designed to replace financial assistance for projects where there is a more appropriate funding source. On this basis, organisations which are aligned to and/or affiliated with bodies funded from Federal and State Government (including schools and other educational institutions) sources are ineligible to apply for funding amounts greater than \$500; applications over this amount will not be considered by the Community Assistance Scheme Committee.*

Replacement Clause:

- 1.3 *The Grants are not designed to replace financial assistance for projects where there is a more appropriate funding source. On this basis, organisations which are aligned to and/or affiliated with bodies funded from Federal and State Government (including schools and other educational institutions) sources, **and can draw funds towards this application from these bodies**, are ineligible to apply for funding amounts greater than \$500; applications over this amount will not be considered by the Community Assistance Scheme Committee.*

If funds are unable to be drawn from these aligned and/or affiliated bodies, documentation must be provided stating that these funds are unable to be accessed.

Current Clause:

- 1.15 *Where the groups/clubs/organisations cash holdings exceed the amount being applied for, it is in your best interest to provide information on what the cash holdings are earmarked for to assist in the assessment of the application.*

Replacement Clause:

- 1.15 *Where the groups/clubs/organisations cash holdings exceed the amount being applied for, ~~it is in your best interest to provide~~ **information must be provided** on what the cash holdings are earmarked for to assist in the assessment of the application.*

Current Clause:

- 2.2 *Funds are made available on condition that written assessment of the project, including a financial statement (pro-forma copies of the acquittal statement will be provided to successful applicants), be forwarded to The Barossa Council on completion of the project or expenditure of funds.*

Replacement Clause:

- 2.2 *Funds are made available on condition that written assessment of the project, including a financial statement (pro-forma copies of the acquittal statement will be provided to successful applicants), be forwarded to The Barossa Council on completion of the project ~~or expenditure of funds~~ **which is to be within 12 months of the grant being approved.***

Community Grant Application Form

Current Wording:

(Please read Community Grant Guidelines before completing this form)

Replacement Wording:

(Please read Community Grant Guidelines ~~before completing this form~~ and complete all sections of this form)

Current Wording:

5. ABOUT YOUR ORGANISATION

Is your organisation associated with or does it receive funds from a licensed facility?

(See Community Grant Guidelines 1.15) Yes No

If Yes – please detail _____

Is any form of Government funding received by your organisation?

(See Community Grant Guideline 1.3) Yes No

If yes – you are ineligible to apply for a Community Assistance Grant over \$500.

Has your organisation received assistance from The Barossa Council in the past 3 years?

(This includes cash or in-kind (e.g. Road closures, venue hire, etc)

(See Community Grant Guideline 1.6) Yes No

If Yes – please detail _____

Additional cash holdings information – if required (see Community Grant Guideline 1.15)

Replacement Wording:

5. ABOUT YOUR ORGANISATION

Is your organisation associated with or does it receive funds from a licensed facility?

(See Community Grant Guidelines 1.1~~5~~⁶) Yes No

If Yes – please detail _____

Is any form of Government funding received by your organisation?

~~(See Community Grant Guideline 1.3)~~ Yes No

If yes - please detail as you may be ineligible to apply for a Community Assistance Grant over \$500

(See Community Grant Guideline 1.3)

Has your organisation received assistance from The Barossa Council in the past 3 years?

(This includes cash or in-kind (e.g. Road closures, venue hire, etc)

(See Community Grant Guideline 1.6) Yes No

If Yes – please detail _____

CASH AND INVESTMENTS

~~Additional cash holdings information—if required~~

Please provide information on what the cash and investment holdings are earmarked for to assist in the assessment of this application.

(see Community Grant Guideline 1.15)

Current Wording:

7. REQUIRED SUPPORTING DOCUMENTATION

This application must be signed by two current senior office holders of the organisation. I.e. President, Treasurer, Secretary.

Replacement Wording:

~~7~~8. REQUIRED SUPPORTING DOCUMENTATION

All sections must be completed before your application will be assessed.

This application must be signed by two current senior office holders of the organisation. I.e. President, Treasurer, Secretary.

Additional Change:

Page 6 (7. Required supporting documentation) to be made Page 5 (8. Budget and Funding appendix 1)

Page 5 (8. Budget and Funding appendix 1) to be made Page 6 (7. Required supporting documentation)

This is to ensure that the Budget and Funding appendix is before the signatures on the application form.

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 2013-14 is \$25,000 and a further \$10,000 for Heritage Grants.

MEETING CLOSED: 4:25pm