

**MINUTES OF THE MEETING  
OF THE BAROSSA COUNCIL COMMUNITY ASSISTANCE SCHEME COMMITTEE  
held in the Committee Room at The Barossa Council, 43-51 Tanunda Road, Nuriootpa  
on Wednesday 7 March 2018 commencing at 4.30pm**

**WELCOME**

Cr Lange welcomed everyone and declared the meeting open at 4.30pm.

**1. PRESENT**

Cr Bim Lange, Mayor Bob Sloane, Cr Scotty Milne, Rebecca Tappert (CASC Executive Officer), Annette Randall (CASC Administration Officer), Louis Monteduro (Senior Manager, Development Services) (4.42pm)

**2. APOLOGIES**

Cr Mark Grossman  
Cr John Angas

**3. CONFIRMATION OF PREVIOUS MINUTES**

<p><b>MOVED</b> Mayor Sloane that the minutes of the meeting held on 5 December 2017 as circulated, be confirmed as a true and correct record of the proceedings of that meeting, noting a typo at the bottom of page 4: "masonry" should read "mason". <b>Seconded</b> Cr Milne <span style="float:right"><b>CARRIED</b></span></p>
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**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

**5. CONSENSUS AGENDA**

**6.1 ITEMS FOR EXCLUSION FROM THE CONSENSUS AGENDA**

Cr Milne - Agenda item 5.1.1 – Actions from Previous Meetings – Heritage Grants

**6.2 RECEIPT OF CONSENSUS AGENDA**

<p><b>MOVED</b> Mayor Sloane that the items contained in the Consensus Agenda with the exception of item 5.1.1 Actions from Previous Meetings – Heritage Grants, be received and that any recommendations contained therein be adopted. <b>Seconded</b> Cr Milne <span style="float:right"><b>CARRIED</b></span></p>
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**5.1.1 ACTIONS FROM PREVIOUS MEETINGS**

**HERITAGE GRANTS**

Ms Randall advised the meeting that, in the Heritage Grants table, the Expiry Date for the Grant to Zion Lutheran Church Angaston 16/50863 should read "Extension to 30/6/18".

<p><b>MOVED</b> Cr Milne that item 5.1.1 Actions from Previous Meetings – Heritage Grants, be received subject to amending the Expiry Date for the Grant to Zion Lutheran Church Angaston 16/50863 to read "Extension to 30/6/18". <b>Seconded</b> Mayor Sloane <span style="float:right"><b>CARRIED</b></span></p>
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**7. DEBATE AGENDA**

**7.1.1.1**

**BAROSSA RAMS RUGBY CLUB – ESTABLISHMENT OF BAROSSA RAMS WOMEN'S RUGBY TEAM  
B3342**

<b>MOVED</b> Cr Milne that:	
(1)	The Community Assistance Scheme Committee considers that the Office of Recreation and Sport's Active Club's program is a more appropriate source of funding for the Barossa Rams Rugby Club (the Club) project: "Establishment of a Barossa Rams Women's Rugby Team" and encourages the Club to submit an application to that program; and
(2)	consideration of the Community Grant Application from the Club be deferred pending the outcome of the Club's application to the above funding program.
<b>Seconded</b> Mayor Sloane	<b>CARRIED</b>

**PURPOSE**

To consider a Community Grant Application from Barossa Rams Rugby Club Incorporated (the Club) for the establishment of a Barossa Rams Women's Rugby Team.

**REPORT**

Background  
 The Barossa Rams Rugby Club has been established for 40 years, has 145 members and is based at the Lyndoch Recreation Park. The Club fields teams in all Junior grades from Under 7's through to Under 18's and has two senior men's teams.

Introduction  
 The Club is aiming to establish a women's team to participate in the 2018 competition.

Discussion  
 Rugby Union is a growing sport in South Australia and women's participation is one of the leading growth statistics in the State and around the Country. The Club states that "by adding a women's team, not only will we be helping grow Women's Rugby and enable participation locally, but also provide a future team for our current junior female players." They also state that "Other clubs that have added women's teams have reported a positive impact on club culture, and we expect the same result - to improve on our already renowned positive and family friendly culture".

The estimated total expenditure to establish the team is \$5,151.92. The Club has estimated that it can contribute \$2,151.92 and is therefore seeking a Community Grant of \$3,000 to cover the costs.

ESTIMATED PROJECT EXPENDITURE:

Women's jerseys (Quote includes shorts and socks; Jerseys = \$1,500 ex GST)	3,153.22
Cones	35.90
4 x hit shields	500.00
2 x tackle bags	758.00
1 x tackle ring	345.00
10 x agility poles	145.00
First Aid Kit	145.00
12 x drink bottles	70.80
<b>TOTAL</b>	<b>\$5,151.92</b>

The Community Grant Application has been reviewed by Officers and their comments are provided in the Application Summary Sheet (Attachment 1). A copy of the Application and supporting documentation, is provided in Attachment 2.

Further comments for consideration below:

Comments	Community Grant Guidelines
Noted that the Club runs a bar and canteen on training nights and game days.	3.1.5 Preference will be given to those applicants who do not have access to revenue from income generation through

	<i>their normal activity, such as bar or canteen facilities.</i>
The Club does not have audited accounts but has provided a Balance Sheet, Profit and Loss statement and a clarification as to what the cash holdings are earmarked for ( <u>Attachment 3</u> ). The initial Application was incorrect in stating that the cash and investment holdings were earmarked for funding the women's jerseys and equipment; this should have read " earmarked for Futures fund in preparation for un-budgeted expenses related to moving to Tanunda site".* *Refer The Big Project – Southern Barossa Hub Feasibility Study	<i>3.1.4 Where the cash holdings of the group / club / organisation exceed the amount being applied for, information must be provided on what the cash holdings are earmarked for to assist in the assessment of the application or why they are unable to access them.</i>
The Application states that no other funding has been sought. Officers have subsequently advised the Club that the Office of Recreation and Sport's Active Club's program is now open with funding for equipment up to \$5,000.	<i>3.1.3 Applicants will demonstrate a strong self – help trend through energetic fund raising from other sources.</i>

Summary and Conclusion

Should CASC wish to support the Club with this project, officers suggest that a request for inclusion of Council's logo on the jerseys as recognition of support, be required by the Club.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

- Attachment 1: Application Summary Sheet
- Attachment 2: Community Grant Application and supporting documentation
- Attachment 3: Email – Clarification regarding the Club's cash holdings

Policy

- Community Assistance Scheme Policy
- Community Grant Guidelines

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

Community Plan



Community and Culture

Corporate Plan

2.9 Collaborate, initiate, develop and/or support activities and facilities for youth in our community.

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

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

Legislative Requirements

Nil

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Financial

The adopted Budget for the Community Grants and Youth Grants for 2017/18 is \$25,500 (excl GST). There is currently \$8,710 remaining in that Budget. One round of Community Assistance Scheme funding remains for this financial year.

TOTAL CURRENT FUNDS AVAILABLE		\$ 8,710
<u>February 2018:</u>		
Approved Youth Grants	7 Applications	\$ 1,450

March 2018: Requested Community Grant	1 Application	\$ 3,000
	Total	\$ 4,450
<b>FUNDS REMAINING IF MARCH APPLICATION GRANTED</b>		<b>\$ 4,260</b>

## COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

### 7.1.2 GRANT ACQUITTALS

#### 7.1.2.1

#### **BAROSSA FUTURE LEADERS – BAROSSA FUTURE LEADERS PROGRAM**

**B3342**

**MOVED** Mayor Sloane that the Community Assistance Scheme Committee receives and approves the Acquittal documentation in relation to the Community Grant awarded to Barossa Future Leaders for the 2017 Barossa Future Leaders Program.

**Seconded** Cr Milne

**CARRIED**

## PURPOSE

To consider the Acquittal documentation in relation to the Community Grant awarded to Barossa Future Leaders for the Barossa Future Leaders Program.

## REPORT

### Background

The Community Assistance Scheme Committee, at its meeting held 7 June 2017, approved a Community Grant of \$2,500 (excl GST) to Barossa Future Leaders (auspiced by Regional Development Australia Barossa) for the Barossa Future Leaders Program.

### Introduction

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

### Discussion

The 2017 Barossa Future Leaders Program was held from March to October 2017. A Grant Acquittal Statement, together with supporting invoices for the specific Grant expenditure and a written assessment of the project is provided in Attachment 1.

It is noted that the total Revenue stated on the Acquittal Statement is \$10,000 more than the total Expenditure (and \$10,000 more than estimated in the original Grant Application – refer Attachment 2). The 'excess' appears to be due to the amount of carry-over funds included on the Acquittal Statement, but not included in the original Application. The excess funds showing will be used as *"carry-over funds for the 2019 program"*. Their report states *"As a community program, there is no guarantee that adequate funds will be sourced through sponsorship so it is important that some reserves are kept for the next program"*.

## ATTACHMENTS OR OTHER SUPPORTING REFERENCES

### Attachments

Attachment 1: Grant Acquittal Statement, invoices and assessment report  
Attachment 2: Excerpt from Community Grant Application

### Policy

Community Assistance Scheme Policy  
Community Grant Guidelines

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

**Community Plan**



How We Work – Good Governance

**Corporate Plan**

How We Work – Good Governance

- 6.2 Ensure that Council’s policy and process frameworks are based on principles of sound governance and meet legislative requirements.
- 6.4 Ensure that decisions regarding expenditure of Council’s budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements

Local Government Act 1999

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

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

**COMMUNITY CONSULTATION**

Community Consultation is not required under legislation or Council Policy.

*Mr Monteduro entered the meeting at 4.42pm.*

**7.1.2.2**

**BAROSSA GERMAN LANGUAGE ASSOCIATION INC – BAROSSA SPIELGRUPPE / GERMAN PLAYGROUP**  
**B3342**

**MOVED** Cr Milne that, in relation to the Community Grant awarded to the Barossa German Language Association Inc for establishment of a “Barossa Spielgruppe / German Playgroup”, the Community Assistance Scheme Committee receives and approves the remaining Acquittal documentation to finalise the Grant requirements.

**Seconded** Mayor Sloane

**CARRIED**

**PURPOSE**

To consider the remaining Acquittal documentation in relation to the Community Grant awarded to the Barossa German Language Association Inc for establishment of a “Barossa Spielgruppe / German Playgroup”.

**REPORT**

Background

The Barossa German Language Association was approved a Community Grant of \$3,000 (excl GST) in June 2015 for the establishment of a “Barossa Spielgruppe / German Playgroup”. An Acquittal extension for a further 12 months was granted in September 2016. An Acquittal Statement and the majority of supporting documentation was provided to the 5 December 2017 Community Assistance Scheme Committee (CASC) meeting.

Introduction

CASC, at its 5 December 2017 meeting, resolved the following:

“**MOVED** Mayor Sloane that, in relation to the Community Grant awarded to the Barossa German Language Association Inc for establishment of a “Barossa Spielgruppe / German Playgroup”, the Community Assistance Scheme Committee (CASC):

- (1) receives and approves the Acquittal documentation received to date
- (2) requires remaining documentation to be provided before the next CASC meeting.

Discussion

The Group's project report presented to the 5 December 2017 meeting advised that "...at this stage we have used up most of the grant money, except for a few hundred dollars, which will soon be used for more toys, books, stationery and website costs.....". The group has now provided documentation for the remaining purchases and an updated summary of expenses (Attachment 1).

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

**Attachments**

Attachment 1: Final Acquittal documentation

**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.

**7.1.2.3**

**PARKRUN INC – ESTABLISHMENT OF BAROSSA PARKRUN**

**B3342**

**MOVED** Mayor Sloane that the Community Assistance Scheme Committee receives and approves the Acquittal documentation in relation to the Community Grant awarded to Parkrun Inc for the establishment of Barossa Parkrun.

**Seconded** Cr Milne

**CARRIED**

**PURPOSE**

To consider the Acquittal documentation in relation to the Community Grant awarded to Parkrun Inc for the establishment of Barossa Parkrun.

**REPORT**

Background

Council, at its meeting held 21 February 2017, approved a Community Grant of \$3,300 (incl GST) to Parkrun Inc as a contribution to establish a Barossa Parkrun event at Barossa Bushgardens and Coulthard Reserve. Parkrun completed a Community Grant application, but the request for funding

was presented directly to Council without initial assessment by the Community Assistance Scheme Committee, as it was outside the scope and guidelines due to timeframe and funding amount requested.

### Introduction

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

### Discussion

The Barossa Parkrun, was launched as 'Nuriootpa Parkrun' on 16 September 2017. The organization states that it has been "an enormous success, far exceeding our expectations". A Grant Acquittal Statement, together with supporting documentation and a written assessment of the project is provided in Attachment 1. They state that individual invoices for the expenses cannot be provided as the organization purchases items in bulk. A copy of the estimated Income and Expenditure stated in the Grant application form is provided in Attachment 2 for information.

## ATTACHMENTS OR OTHER SUPPORTING REFERENCES

### Attachments

Attachment 1: Grant Acquittal Statement, invoices and assessment report

Attachment 2: Excerpt from Community Grant Application -

### Policy

Community Assistance Scheme Policy

Community Grant Guidelines

## COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

### Community Plan



How We Work – Good Governance

### Corporate Plan

#### How We Work – Good Governance

- 6.2 Ensure that Council's policy and process frameworks are based on principles of sound governance and meet legislative requirements.
- 6.4 Ensure that decisions regarding expenditure of Council's budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

### Legislative Requirements

Local Government Act 1999

## FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

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

## COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

### 7.1.2.4

### **BAROSSA AND DISTRICT PIPE BAND – REQUEST FOR EXTENSION OF TIME**

**B3342**

**MOVED** Cr Milne that the Community Assistance Scheme Committee approves the Barossa and District Pipe Band's request for an extension of time to 30 June 2018 for completion of their project: *Provision of Tuition*.

**Seconded** Mayor Sloane

**CARRIED**

## PURPOSE

To consider a request from the Barossa and District Pipe Band for an extension of time to complete their project: *Provision of Tuition*.

## REPORT

### Background

A Community Grant of \$2,000 was awarded to the Barossa and District Pipe Band in March 2017 for *Provision of Tuition*.

### 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 the Barossa and District Pipe Band for an extension of time to complete the project, as tutors have not been as freely available as had been initially indicated to them. (Refer Attachment 1). They anticipate that their program of tuition will be complete by the end of June 2018.

## ATTACHMENTS OR OTHER SUPPORTING REFERENCES

### Attachments

Attachment 1: Request for extension of time to complete project

### 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.

### 7.2.1 HERITAGE ADVISOR'S REPORT

#### 7.2.1.

#### HERITAGE ADVISOR'S REPORT

#### **B1938**

Members discussed the format of the report with Mr Monteduro, in particular, the requirement (or not) of the very detailed information provided to each meeting.



**MOVED** Cr Milne that:

- (1) the Heritage Advisor's reports be received and noted; and
- (2) in future, quarterly reports are not required by the Community Assistance Scheme Committee; however, a summary annual report to be provided to the December meeting each year, in conjunction with the annual assessment of Heritage Grant applications.

**Seconded** Mayor Sloane

**CARRIED**

#### **PURPOSE**

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

#### **REPORT**

The attachment shows a summary of the activities undertaken during November and December 2017 and January 2018 by Mr Sam Hosking, Council's Heritage Advisor.

Mr Hosking attends the Council one day per fortnight and details of his services are 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](mailto:sam@hoskingwillis.com.au) if further information is sought.

#### **ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Attachment 1: Heritage Advisory Services Summary for November and December 2017 and January 2018.

#### **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.

#### **7.2.2**

#### **HERITAGE GRANT APPROVAL – REQUEST FOR ALTERATION TO HERITAGE GRANT APPROVAL – HOLY CROSS LUTHERAN CHURCH GRUENBERG MOCULTA B6001**

**MOVED** Cr Milne that the Community Assistance Scheme Committee grant the Holy Cross Lutheran Church Gruenberg Moculta the full amount of \$1000.00 heritage funding approved towards the provision of protective panels for stained glass windows only.

**Seconded** Mayor Sloane

**CARRIED**

#### **PURPOSE**

Holy Cross Lutheran Church Gruenberg Moculta have requested a change to approved Heritage Grant funds, for which approval was granted at the 5 December 2017 meeting of the Committee.

#### **REPORT**

The Community Assistance Scheme Committee, at its meeting on the 5 December 2017, resolved the follow:

Minutes of the Community Assistance Scheme Committee Meeting held on 7 March 2018

**MOVED** Cr Angas

Grant a Heritage Grant in the amount of \$1,000 for the Holy Cross Lutheran Church Gruenberg Moculta for the replacement of roof and gutters to church and Sunday School Rooms and protective glass for replacement of stain glass windows for the property located at Gruenberg Road Moculta  
**Seconded** Cr Grossman **CARRIED**

The Church is now seeking permission to re-allocate the full amount of the heritage funding towards the protective panels for stained glass windows only and not towards the replacement of the roof and gutters to the church. This request is due to the church not having raised enough funds to do both projects, refer Attachment 1.

Mr Sam Hosking, Council's Heritage Advisor supports the request, as per Attachment 2.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Attachment 1: Request for Extension of Time from Bethany Lutheran Congregation  
Attachment 2: Comments from Council's Heritage Advisor supporting the church's request

**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**

The approved grant was previously allocated from the 2017/2018 budget and therefore shall have no budget implications.

**7.3 DEBATE AGENDA – UPDATES TO COMMUNITY ASSISTANCE SCHEME DOCUMENTS**

**7.3.1**

**YOUTH GRANT GUIDELINES AND YOUTH GRANT APPLICATION FORM**

**B3342**

**MOVED** Mayor Sloane that the Community Assistance Scheme Committee adopts the updated Youth Grant Guidelines and Youth Grant Application form as presented to the 7 March 2018 meeting.

**Seconded** Cr Milne

**CARRIED**

**PURPOSE**

To adopt the updated Youth Grant Guidelines and Youth Grant Application form (copies attached).

**REPORT**

Introduction

CASC, at its meeting held 5 December 2017, discussed a proposed update to the Youth Grant Guidelines regarding a limit on the number of Youth Grant applications approved per applicant per financial year, and agreed "that Youth Grant approvals would be limited to one for State representation and one for National representation per applicant, per financial year."

Discussion

The Community Assistance Scheme Committee Administration (CASCA), at its 15 February 2018 meeting, discussed the proposed update, along with other clarifications to the Guidelines. The updated documents are attached, showing tracked changes.

Objective 2.5 in the CASC Terms of Reference states that one function of CASC is "To annually review the Heritage Grants, Community Grants and Youth Grants guidelines and application forms."

#### ATTACHMENTS OR OTHER SUPPORTING REFERENCES

##### Attachments

Attachment 1: Updated Youth Grant Guidelines  
Attachment 2: Updated Youth Grant Application form

##### Policy

Community Assistance Scheme Policy

#### COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

##### Community Plan



Community and Culture



Health and Wellbeing



How We Work – Good Governance

##### Corporate Plan

Community and Culture

2.9 Collaborate, initiate, develop and/or support activities and facilities for youth in our community.

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.

##### Legislative Requirements

Local Government Act 1999

#### FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Adherence to Council's Youth Grant Guidelines is a risk management tool.

#### COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

#### 7.3.2

#### COMMUNITY GRANT GUIDELINES AND COMMUNITY GRANT APPLICATION FORM

B3342

**MOVED** Mayor Sloane that the Community Assistance Scheme Committee adopts the updated Community Grant Guidelines and Community Grant Application form as presented to the 7 March 2018 meeting.

**Seconded** Cr Milne

**CARRIED**

#### PURPOSE

To adopt the updated Community Grant Guidelines and Community Grant Application form (copies *attached*).

#### REPORT

##### Introduction

CASC, at its meeting held 5 December 2017, discussed several proposed updates to the Community Grant Guidelines and Application Form.

Discussion

The proposed updates to the documents relate to the following:

- Focus on the applicant's 'interest' in the Council district, rather than where the principal address of the organization is based;
- CASC to stipulate what expense any approved Grant must be used for when approving funding/sponsorship for events;
- Clarification of acquittal documentation required;
- Applications outside the scope of the Guidelines to be reviewed by CASC in the first instance, with a recommendation to Council ie delete requirement to forward to the CEO.

The updated documents are attached, showing tracked changes.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Attachments

- Attachment 1: Updated Community Grant Guidelines  
Attachment 2: Updated Community Grant Application form

Policy

Community Assistance Scheme Policy

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**

**Community Plan**



Community and Culture



Health and Wellbeing



How We Work – Good Governance

**Corporate Plan**

Community and Culture

- 2.9 Collaborate, initiate, develop and/or support activities and facilities for youth in our community.

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.

Legislative Requirements

Local Government Act 1999

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Adherence to Council's Youth Grant Guidelines is a risk management tool.

**COMMUNITY CONSULTATION**

Community Consultation is not required under legislation or Council Policy.

**7.3.3**

**COMMUNITY ASSISTANCE SCHEME POLICY**

**B5743**

**MOVED** Cr Milne that the Community Assistance Scheme Committee approves the updated Community Assistance Scheme Policy as presented to the 7 March 2018 meeting and recommends adoption by Council.

**Seconded** Mayor Sloane

**CARRIED**

**PURPOSE**

To approve the updated Community Assistance Scheme Policy and recommend for adoption by Council.

**REPORT**

Introduction

The Community Assistance Scheme Policy was last updated in June 2017.

Discussion

Updates to the Policy are required to mirror the updates to the Youth Grant and Community Grant Guidelines presented in the preceding Agenda items and also to provide further clarification of processes.

The updated Policy is attached showing the tracked changes.

Following CASC approval, the updated Policy will be presented to Council for adoption.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Attachment 1: Community Assistance Scheme Policy, showing proposed updates.

**COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS**



Community and Culture

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.

Legislative Requirements

Local Government Act 1999

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Adherence to Council’s Community Assistance Scheme Policy is a risk management tool.

**COMMUNITY CONSULTATION**

Community Consultation is not required under legislation or Council Policy.

**8. OTHER BUSINESS**

Nil

**9. NEXT MEETING**

Wednesday 6 June 2018 commencing at 4.00pm.

**10. CLOSE**

Cr Lange declared the meeting closed at 4.55pm.

Confirmed at Community Assistance Scheme Committee Meeting 6 June 2018.

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