

NOT CONFIRMED

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 6 March 2019 commencing at 5.30pm

WELCOME

As the Chairperson, Cr John Angas, is unable to attend the meeting, members present nominated Mayor Lange as Chairperson for this meeting. Mayor Lange declared the meeting open at 5.30pm and welcomed all in attendance.

1. PRESENT

Mayor Bim Lange, Cr Kathryn Schilling, Cr Carla Wiese-Smith, Cr Ron Barrett, Rebecca Tappert (CASC Executive Officer), Annette Randall (CASC Administration Officer).

2. APOLOGIES

Cr John Angas, Cr Cathy Troup

3. CONFIRMATION OF PREVIOUS MINUTES

MOVED Cr Wiese-Smith that the Minutes of the Community Assistance Scheme Committee meeting held on 4 December 2018 as circulated, be confirmed as a true and correct record of the proceedings of that meeting.

Seconded Cr Schilling

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

5. CONSENSUS AGENDA

5.1 ITEMS FOR EXCLUSION FROM THE CONSENSUS AGENDA

Nil

5.2 RECEIPT OF CONSENSUS AGENDA

MOVED Cr Wiese-Smith that the items contained in the Consensus Agenda be received and that any recommendations contained therein be adopted.

Seconded Cr Barrett

CARRIED

6. DEBATE AGENDA

6.1 COMMUNITY GRANTS

6.1.1 DEBATE AGENDA – NEW COMMUNITY GRANT APPLICATIONS

6.1.1.1

LIONS CLUB OF ANGASTON – PARK-FIT EQUIPMENT AT ANGAS RECREATION PARK

B3342

Ms Tappert spoke to the report and answered questions from the members.

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

- (1) notes the receipt of a Community Grant application from Lions Club of Angaston Inc, seeking funding towards its *Park-Fit Equipment on the Walking Trail at Angas Recreation Park* project; and

NOT CONFIRMED

(2) notes the Club's request to defer progress on the application until July 2019.

Seconded Cr Schilling

CARRIED

PURPOSE

To update the Community Assistance Scheme Committee on a Community Grant application from Lions Club of Angaston Inc.

REPORT

Introduction

The Lions Club of Angaston was established over 30 years ago and has been involved in many projects in the local and wider community. As reported to the CASC at its 4 December 2018 meeting, an incomplete Community Grant application was received at the end of August 2018 from the Club, seeking \$3,000 funding for Park-Fit equipment at the Angas Recreation Park.

Discussion

Officers undertook a preliminary review of the application and requested further information from the Club. Some of the additional information was received in early December. In February, Officers contacted the Club who advised that their focus had been on other priorities such as drought relief and now flood relief projects and they wished to defer any progress on the Community Grant application until the new financial year.

Summary and Conclusion

Members to note the receipt of the Community Grant application from the Lions Club of Angaston and also their request to defer further progression of the application until July 2019.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

Policy

Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture



Health and Wellbeing

Corporate Plan

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

3.2 Ensure Council's parks, gardens and playgrounds are accessible, relevant, and safe and maintained to an agreed level of service.

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, resource and risk considerations will be documented when the Community Grant application is progressed and a final report is presented to the CASC.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

NOT CONFIRMED

6.1.1.2

MOCULTA DISTRICT HISTORY SOCIETY INC – CONSTRUCTION OF SHELTER SHED FOR LINKE STRIPPER **B3342**

Ms Tappert spoke to the report.

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

- (1) notes the receipt of a Community Grant application from the Moculta History Society Inc, seeking funding towards *Construction of a Shelter Shed for a locally built Linke Stripper* at the Moculta Recreation Park; and
- (2) approves the Society's request that consideration of the application be deferred to the 1 May 2019 CASC meeting to enable further information to be submitted.

Seconded Cr Schilling

CARRIED

PURPOSE

To inform the Community Assistance Scheme Committee of a Community Grant application from Moculta District History Society Inc.

REPORT

Background

The Moculta District History Society Inc (the Society) was established over 10 years ago to, amongst other objectives, "*encourage the preservation of local records, historical sites and relics*" and "*to hold, maintain and preserve such items as may be donated or loaned to the Society*". (Constitution of the Society)

Introduction

The Society has submitted a Community Grant application, seeking funding of \$3,000 towards the *Construction of a Shelter Shed for a locally built Linke Stripper* at the Moculta Recreation Park.

Discussion

Officers have undertaken a preliminary review of the application and have requested further information from the Society to ensure Council fully understands the project, as it is proposed to be constructed on community land. Officers are meeting with Society members on-site to discuss risk management issues and site options.

The Society has advised that it is unlikely it will have all of the information to hand for consideration at the March CASC meeting and has requested that the application be deferred until the 1 May 2019 meeting.

Summary and Conclusion

Members to note the receipt of the Community Grant application from the Moculta History Society Inc and that a full report will be presented for consideration to the 1 May 2019 meeting.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

Policy

Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture



Health and Wellbeing

NOT CONFIRMED

Corporate Plan

2.2 Collect, maintain and make accessible our Aboriginal heritage, and the history and heritage of our community.

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

3.2 Ensure Council's parks, gardens and playgrounds are accessible, relevant, and safe and maintained to an agreed level of service.

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, resource and risk considerations will be documented when the Community Grant application is progressed and a final report is presented to the CASC.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

6.1.2 DEBATE AGENDA – APPROVED GRANTS NOT REQUIRED

6.1.2.1

TANUNDA LUTHERAN HOME INC

B3342

MOVED Cr Barrett that the Community Assistance Scheme Committee (CASC) notes that the Tanunda Lutheran Home Inc is unable to proceed with its "Outsider Art SALA Exhibition 2019" project and will not be utilising the Community Grant approved at the 5 September 2018 CASC meeting.

Seconded Cr Schilling

CARRIED

PURPOSE

To inform the Community Assistance Scheme Committee that the Tanunda Lutheran Home Inc will not be utilising an approved Community Grant.

REPORT

Background

The Community Assistance Scheme Committee (CASC), at its meeting held 5 September 2018, resolved the following:

MOVED Cr Milne that the Community Assistance Scheme Committee notes the following in relation to the Community Grant Application from Tanunda Lutheran Home Inc for its "Outsider Art SALA Exhibition 2019" project:

1. A formal application for a \$5,000 Step Up Grant to Country Arts SA has been lodged, seeking funding to engage the services of two Barossa artists and one Art Therapist; the outcome will not be known until late November/early December 2018.
2. TLH has agreed to contribute a cash amount of \$750 plus in-kind (should the Step Up Grant be successful)
3. Amount requested from Council reduced to \$1,000 (for supply of materials)

Seconded Cr Angas

CARRIED

MOVED Cr Milne that the Community Assistance Scheme Committee approves a Community Grant of \$1,000 (excl GST) to Tanunda Lutheran Home (TLH) for its "Outsider Art SALA Exhibition 2019" project, specifically for purchase of materials, subject to the TLH Step Up Grant Application to Country Arts SA being successful.

Seconded Cr Grossman

CARRIED

NOT CONFIRMED

Discussion

Officers advised the Tanunda Lutheran Home (TLH) of CASC's decision regarding its Community Grant application. The TLH art therapist subsequently advised in January 2019, that the application for a "Step Up" grant through Country Arts SA was unsuccessful (refer *attached*); therefore Council's Community Grant will not be utilized at this point in time. She has indicated that she will continue to seek other funding sources later in the year.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment: Email from Tanunda Lutheran Home art therapist

Policy

Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture



Health and Wellbeing

Corporate Plan

2.4 Foster volunteering opportunities that are responsive to the needs of the Community.
4.4 Provide support and advocacy on aged and disability services including ensuring arrangements for Barossa Leisure Options services post NDIS implementation.

Legislative Requirements

Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

The adopted Budget for the Community Grants and Youth Grants for 2018/19 is \$25,500 (excl GST). The reversal of the approved Grant has been reflected in the table below.

	\$ (excl GST)
BUDGET 2018-2019	\$25,500
GRANTS APPROVED TO DATE	<u>\$ 13,675</u>
	\$11,825
Plus: Community Grants not paid out (Refer Agenda items 8.1.2.1 & 8.1.2.2)	<u>\$4,000</u>
FUNDS REMAINING	<u>\$15,825</u>

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

6.1.2.2

BAROSSA GAWLER & LIGHT ADVANCE CARE PLANNING GROUP

B3342

MOVED Cr Schilling that the Community Assistance Scheme Committee (CASC) notes that the Barossa Gawler & Light Advance Care Planning Group has declined the Community Grant approved at the 4 December 2018 CASC meeting towards its "Advance Care Directives Assist, Barossa" project, as it has been successful in its Grants SA application for the same project.

Seconded Cr Barrett

CARRIED

NOT CONFIRMED

PURPOSE

To inform the Community Assistance Scheme Committee that the Barossa Gawler & Light Advance Care Planning Group (the Group) has declined an approved Community Grant.

REPORT

Background

The Community Assistance Scheme Committee, at its meeting held 4 December 2018, resolved the following:

MOVED Mayor Lange that the Community Assistance Scheme Committee:

- (1) approves a Community Grant of up to \$3,000 (excl GST) to Barossa Gawler & Light Advance Care Planning Reference Group towards its "Advance Care Directives Assist, Barossa" project, subject to quotes being provided for the items of expenditure;
- (2) requests that the IT equipment trolley, projector screen, portable microphone and speakers become the property of The Barossa Council in the event that the Reference Group is dissolved.

Seconded Cr Schilling

CARRIED

Discussion

Officers advised the Group of its successful Community Grant application (subject to receipt of quotes). The Group has subsequently corresponded with officers, indicating that it will respectfully decline the Grant as it has been successful in its Grants SA application for the same project.

A formal letter declining the Community Grant has been received and is attached for information.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment: Letter from the Barossa Gawler & Light Advance Care Planning Group

Policy

Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture



Health and Wellbeing

Corporate Plan

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

4.4 Provide support and advocacy on aged and disability services including ensuring arrangements for Barossa Leisure Options services post NDIS implementation.

Legislative Requirements

Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

The adopted Budget for the Community Grants and Youth Grants for 2018/19 is \$25,500 (excl GST). The reversal of the approved Grant has been reflected in the table below.

	\$ (excl GST)
BUDGET 2018-2019	\$25,500
GRANTS APPROVED TO DATE	<u>\$ 13,675</u>
	\$11,825

NOT CONFIRMED

Plus: Community Grants not paid out (Refer Agenda items 8.1.2.1 & 8.1.2.2)	\$4,000
FUNDS REMAINING	\$15,825

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

6.2

UPDATED TERMS OF REFERENCE – COMMUNITY ASSISTANCE SCHEME COMMITTEE

B3342

Ms Tappert spoke to the report.

MOVED Cr Schilling that the Community Assistance Scheme Committee (CASC) approve the draft updated Terms of Reference for the CASC and the associated Self-Assessment tool template, and recommend adoption by Council.

Seconded Cr Wiese-Smith **CARRIED**

Clause 7.3 of the current Terms of Reference states that *"a recommendation by the Committee to the Council to amend the Terms of Reference must be made by majority of all Committee members"*. All four members present at the meeting voted in favour of the Motion, which constitutes a majority of the membership.

PURPOSE

To approve the draft updated Terms of Reference for the Community Assistance Scheme Committee and the associated Self-Assessment tool template, for adoption by Council.

REPORT

Background

The Community Assistance Scheme Committee (CASC) was established on 21 June 2011 to manage Community Grants, Youth Grants and Heritage Grants in accordance with the Objectives set out in its Terms of Reference and Community Assistance Scheme Policy and Guidelines. The Terms of Reference was last updated in December 2016 to reflect the delegation given to CASC Administration to assess Youth Grant applications and the change in officers providing administrative assistance to the CASC. The new Council adopted those Terms of Reference at the 26 November 2018 Council Meeting.

Discussion

The Governance Advisor has been reviewing the various Terms of Reference for Council committees, and has incorporated a new clause regarding annual "self-assessment", which was a Recommendation from the 2017 Auditor-General's Report: *"Examination of governance arrangements in local government"*. Self-evaluation is considered good practice and not only encourages continuous improvement, but also helps to ensure the committee is fulfilling its objectives and intended purpose.

The draft documents have also been reviewed by officers administering the various grants and the CASC Administration group, who have suggested additional updates to clarify current processes.

The draft updated Terms of Reference with track changes and comments is provided in Attachment 1 and the Self-Assessment tool template in Attachment 2.

Summary and Conclusion

Clause 7.3 of the CASC Terms of Reference states that *"a recommendation by the Committee to the Council to amend the Terms of Reference must be made by majority of all Committee members"*. If approved, the draft documents will be presented to the 19 March 2019 Council meeting for adoption.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Draft updated Terms of Reference for the Community Assistance Scheme Committee
Attachment 2: Committee Self-Assessment tool template

NOT CONFIRMED

Policy

Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



How We Work – Good Governance

Corporate Plan

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

Council's adoption of committee Terms of Reference and annual self-assessment by Council committees are risk management tools.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

7. OTHER BUSINESS

7.1

AD HOC REQUESTS FOR SUPPORT

B3342

Members discussed the matter with Ms Tappert and Ms Randall. As requests for support of this nature appear to be very few, it was agreed to keep the "status quo". There being no motion moved in relation to Agenda item 7.1 – *Ad Hoc Requests for Support*, the Chair proceeded to the next item.

PURPOSE

To confirm the process for Council's approach to ad hoc requests for donations and "lower value" support to community groups.

REPORT

Background

Officers have recently received a request from a local Show Society enquiring whether Council could donate 200 items for its Show Bag.

Discussion

The Community Assistance Scheme Policy states:

- 2.4 All other requests for Council funding/assistance that are outside of the Community Assistance Scheme scope and Guidelines will be assessed by the CASC in the first instance. The Application, together with a report and the CASC recommendation will be presented to the next Council Meeting for decision.

There is currently no alternative process for approval of requests for "small" donations to local community groups. In the case of events on community land, Council offers promotion and display of flyers as 'assistance' to the event (plus administration, assessing, reviewing risk, licences, etc) and often waiving of the hire fee.

Summary and Conclusion

The current process for all requests for funding or assistance is for the applicant to complete a Community Grant Application form and provide the required supporting documentation. Officers

NOT CONFIRMED

are seeking Members’ comment and direction to ensure a streamlined approach to how these ad hoc requests for “lower value” support are assessed.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

Policy

Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



How We Work – Good Governance

Corporate Plan

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 and Community Grant Guidelines is a risk management tool.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

8. NEXT MEETING

Wednesday 1 May 2019 commencing at 5.30pm.

9. CLOSE

There being no further business, Mayor Lange declared the meeting closed at 5.58pm.

Confirmed at Community Assistance Scheme Committee Meeting 1 May 2019

Date:.....

Chair:.....