

# Not Confirmed

**MINUTES OF THE MEETING  
OF THE COMMUNITY ASSISTANCE SCHEME COMMITTEE OF THE BAROSSA COUNCIL  
held in the Council Chambers at The Barossa Council, 43-51 Tanunda Road, Nuriootpa  
on Tuesday 5 December 2017 commencing at 9.03am**

## **WELCOME**

Rebecca Tappert welcomed everyone and declared the meeting open at 9.03am.

### **1. PRESENT**

Mayor Bob Sloane, Cr Mark Grossman, Cr John Angas, Rebecca Tappert (CASC Executive Officer), Annette Randall (CASC Administration Officer), Marie Thom (Assistant to Senior Manager, Planning Services), Louis Monteduro (Senior Manager, Planning Services) (9.08am), Sam Hosking (Heritage Advisor) (9.08am).

### **2. APOLOGIES**

Cr Scotty Milne  
Cr Bim Lange

### **3. APPOINTMENT OF CHAIRMAN**

Section 3.2 of the Community Assistance Scheme Committee (CASC) Terms of Reference states the presiding member of the Committee is to be held by either the Mayor or Deputy Mayor of Council.

At the 21 November 2017 Council Meeting, the annual election of the Deputy Mayor resulted in Cr Bim Lange being appointed.

Ms Tappert, the executive officer of CASC, assumed the Chair. Mayor Sloane nominated Cr Lange for the position of Chair, subject to his acceptance.

Mayor Sloane assumed the Chair for the remainder of the meeting.

### **4. CONFIRMATION OF PREVIOUS MINUTES**

**MOVED** Cr Angas that the minutes of the meeting held on 6 September 2017 as circulated, be confirmed as a true and correct record of the proceedings of that meeting.

**Seconded** Cr Grossman

**CARRIED**

### **5. BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

### **6. CONSENSUS AGENDA**

#### **7.1 ITEMS FOR EXCLUSION FROM THE CONSENSUS AGENDA**

Mayor Sloane suggested that the Committee discuss the matter of Youth and Community Grants (Item 6.1.2). Ms Tappert advised the matter will be presented in Other Business.

#### **7.2 RECEIPT OF CONSENSUS AGENDA**

**MOVED** Cr Angas that the items contained in the Consensus Agenda be received and that any recommendations contained therein be adopted.

**Seconded** Cr Grossman

**CARRIED**

Mr Monteduro and Mr Hosking entered the meeting at 9.08am.

## **8. DEBATE AGENDA**

Mayor Sloane brought forward Agenda Item 8.3, followed by Item 8.2.

### **8.3**

#### **HERITAGE ADVISOR'S REPORT**

Mr Hosking and Mr Monteduro spoke to the Report and answered questions from the Members.

**MOVED** Cr Grossman that the Heritage Advisor's report be received and noted.  
Seconded Cr Angas

**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 August, September and October 2017 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 be in attendance at the meeting to discuss any matters arising. He can also 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 August, September and October 2017.

#### **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.

## **8.2 HERITAGE GRANTS**

### **8.2.1**

#### **HERITAGE GRANT APPLICATIONS 2017/2018**

Pursuant to S75 of the Local Government Act 1999 Cr Angas declared a perceived conflict of interest in the matter 8.2.1 (3) - Application from the Moculta District History Society Inc, as he lives in the vicinity of the Shannon Mausoleum. Cr Angas advised the Committee of the perceived conflict of interest and continued to participate in the meeting.

Members considered each Application, with Mr Hosking and Mr Monteduro answering questions from the Members.

**MOVED** Cr Angas that the Community Assistance Scheme Committee:

- (1) Grant a Heritage Grant in the amount of \$1,000 for the Zion Lutheran Church for works relating to re-roofing a section of the church roof for the property located at 85 Murray Street Angaston.
- (2) Grant a Heritage Grant in the amount of \$500 for the Christian Community Hub for works relating to repair, prepare and painting exterior of building including facias, windows, doors and posts for the property located at 83 Murray Street Tanunda.
- (3) Grant a Heritage Grant in the amount of \$2,000 for the Moculta District History Society Inc for conservation works relating to the Shannon Mausoleum for the property located at Lot 540 Shannon Road Moculta.
- (4) Decline a Heritage Grant for SM Jackson and DM Woolford for works relating to re-roofing for the property located at 35 Sturt Street Angaston.
- (5) Grant a Heritage Grant in the amount of \$800 for Luhrs Cottage Preservation Society Inc for repairs and repainting to the front room of the cottage for the property located at 407 Light Pass Road Light Pass.
- (6) Grant a Heritage Grant in the amount of \$1,000 for Brian Lee for repairs to decaying thatch roof, re-sheeting of original outbuilding to prevent deterioration for the property located at 787 Lindsay Park Road Moculta.
- (7) 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.
- (8) Grant a Heritage Grant in the amount of \$500 for Vicki March for the eradication of wall dampness for the property located at 18 Murray Street Angaston.
- (9) Decline a Heritage Grant for Leonie Simmons for repairs to cracks, repainting and new roofing for the property located at 24 Queen Street Williamstown.

**Seconded** Cr Grossman

**CARRIED**

**INTRODUCTION**

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

**COMMENT**

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

A full copy of the Heritage Grant Applications for the Committee's consideration form [Attachments 2 to 10](#).

Council at its special meeting on 5 July 2017 set a budget of \$10,100 for Heritage Grant Applications for the 2017/2018 financial year.

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

**Attachments**

Attachment 1: Summary Table of Heritage Grant Applications

- Attachment 2: Zion Lutheran Church Grant Application
- Attachment 3: Christian Community Hub Grant Application
- Attachment 4: Moculta District History Society Inc Grant Application
- Attachment 5: SM Jackson and DM Woolford Grant Application
- Attachment 6: Luhrs Cottage Preservation Society Inc Grant Application
- Attachment 7: Brian Lee Grant Applicant
- Attachment 8: Holy Cross Lutheran Church Gruenberg Moculta Grant Application
- Attachment 9: Vicki March Grant Application
- Attachment 10: Leonie Simmons Grant Application

## COMMUNITY PLAN/CORPORATE PLAN/LEGISLATIVE REQUIREMENTS

### Community Plan



Natural Environment and Built Heritage

### Corporate Plan

Natural Environment and Built Heritage

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

## FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

There is still one outstanding payment of \$1800.00 from the adopted budget of 2015/2016 and one outstanding payment from the adopted budget of 2016/2017, which have been carried over to the 2017/2018 budget, totalling \$12900.00. Excluding the two outstanding amounts council's budget for 2017/2018 is \$10100.00.

### 8.2.2

#### **HERITAGE GRANT EXTENSION – ZION LUTHERAN CHURCH AUSTRALIA**

**MOVED** Mayor Sloane that the Zion Lutheran Church Angaston be granted an extension until 30 June 2018 for completion of parapet stonework.

**Seconded** Cr Angas

**CARRIED**

## PURPOSE

Zion Lutheran Church Angaston have requested an extension of time for their Heritage Grant, in which approval was granted at the 20 December 2016 meeting of Council on behalf of the Community Assistance Scheme Committee. The Church's grant shall expire on the 20 December 2017.

## REPORT

Council on behalf of the Community Assistance Scheme Committee, at its meeting on the 20 December 2016, resolved the following:

**MOVED** Cr de Vries

*Grant a Heritage Grant in the amount of \$1,000 for the Zion Lutheran Church for conservation works to the stonework to the church located at 85 Murray Street Angaston.*

**Seconded** Cr Grossman

**CARRIED**

The Heritage Grant Application 'Conditions of Grant' state:

### COMPLETION

*If the works are not completed within the period agreed at commencement of the project, the owner agrees to forego the unpaid balance of the grant, unless a written extension of time is obtained from The Barossa Council.*

The Church is requesting an extension of time (six to twelve months) to complete their project due to being unable to find the correct stone and finding a masonry to do the works.

## ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Request for Extension of Time from Zion Lutheran Church Angaston

## 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 grant was allocated from the 2016/2017 budget, which was carried over to the 2017/2018 budget. Should a 12 month extension be granted, the amount of \$1000.00 will need to be carried forward from 2017/2018 budget to the 2018/2019 budget.

*Ms Thom, Mr Monteduro and Mr Hosking left the meeting at 10.03am.*

### **8.1 Community Grants**

#### **8.1.1 Applications**

##### **8.1.1.1**

#### **BAROSSA COMMUNITY LABYRINTH**

**MOVED** Cr Angas that the Community Assistance Scheme Committee approves a Community Grant of \$1,500 (excl GST) to the Barossa Community Labyrinth group for the "Barossa Community Labyrinth Safe and Sustainable Surface Completion" project.

**Seconded** Cr Grossman

**CARRIED**

## **PURPOSE**

To consider a Community Grant Application from Barossa Community Labyrinth group for the "Barossa Community Labyrinth Safe and Sustainable Surface Completion" project.

## **REPORT**

### Background

The Barossa Community Labyrinth group (BCL) was formed in 2009 and consists of community volunteer members partnering with interested local organisations. Their vision has been "To design and construct a beautiful, enduring and publically accessible labyrinth within the Barossa Bushgardens in partnership with the local community".

### Introduction

The BCL group was awarded a \$3,000 Community Grant in 2014 towards the first stage of the Labyrinth project (total cost \$11,000). A subsequent Community Grant of \$3,000 was approved in 2015 toward stage 2 of the project (total cost over \$19,398). The current grant application is requesting \$1,500 toward the final stage of the project (total cost \$5,650).

### Discussion

The Barossa Community Labyrinth is the first public labyrinth of its type to be constructed in the State. Council has supported the project during stages 1 and 2. The remaining work will result in a safe and sustainable surface for all walkers and seal the surface to ensure sustainability and longevity.

A copy of the Community Grant Application, including supporting documentation, is provided in Attachment 2. The auspice organisation (Barossa Arts Council) has provided an Income Statement

for year ended 30 June 2017, but not their audited financial statements. The documentation has been reviewed by Officers and comments are provided in the Application Summary Sheet - Attachment 1.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Attachment 1: Community Grant Application Summary Sheet  
Attachment 2: Community Grant Application and supporting documentation

**Policy**

Community Assistance Scheme Policy  
Community Grant Guidelines

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

**Community Plan**



Community and Culture



Health and Wellbeing



Business and Employment

**Corporate Plan**

2.4 Foster volunteering opportunities that are responsive to the needs of the Community.  
2.6 Provide, promote and support community arts and cultural events, programs, attractions and services.  
3.9 Ensure Council facilities and assets are accessible, safe and maintained to an agreed level of service.  
4.13 Ensure that Council services and facilities are fit for purpose including safety and access and these considerations are integrated into urban, asset and community planning.  
5.5 Contribute to tourism industry capacity building through the facilitation of tourism infrastructure development, including eco and recreational tourism.

Legislative Requirements

Work Health Safety Act 2012

**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 \$17,310 remaining in that Budget. Should the requested amounts in the four Applications be approved (one Application to be decided by Council), the Budget will be almost depleted. Two rounds of Community Assistance Scheme funding remain for this financial year.

TOTAL CURRENT FUNDS AVAILABLE		\$17,310
<u>November 2017:</u>		
Approved Youth Grants	7 Applications	\$ 1,600
<u>December 2017:</u>		
Requested Community Grants	4 Applications	<u>\$ 10,500</u>
	CASC decision	\$ 12,100
	+1 for Council decision	<u>\$ 4,000</u>
	(additional amount)	<u>\$ 16,100</u>
	<b>Total</b>	
<b>FUNDS REMAINING IF DECEMBER APPLICATIONS GRANTED</b>		<b>\$ 1,210</b>

**COMMUNITY CONSULTATION**

Community Consultation is not required under legislation or Council Policy.

### 8.1.1.2

#### **J F HERBIG MEMORIAL FAMILY INC – 50<sup>TH</sup> GOLDEN JUBILEE HERBIG REUNION**

Ms Randall tabled late information received from the Applicant regarding quotes and cost estimates for the expenses stated in the application. Ms Tappert spoke to the Report and answered questions from the Members.

**MOVED** Cr Angas that the Community Assistance Scheme Committee approves a Community Grant of \$500 (excl GST) to J F Herbig Memorial Family Incorporated for the time capsule and celebration banner for the 50<sup>th</sup> Golden Jubilee Herbig Reunion to be held on 8 April 2018 at Springton.

**Seconded** Cr Grossman

**CARRIED**

#### **PURPOSE**

To consider a Community Grant Application from J F Herbig Memorial Family Incorporated, requesting \$3,000 toward the 50<sup>th</sup> Golden Jubilee Herbig Reunion to be held on 8 April 2018 at Springton.

#### **REPORT**

##### Background

The Herbig Tree landmark is heritage listed on the national heritage list. The Herbig family are a prominent Barossa family in the area and first settlers in the Barossa. The Herbig committee was form in 1968 by volunteer members of the descendants of J F Herbig and were responsible for the preservation and promotion of the Herbig Family's association with the tree and its part in the history of German settlement in the Barossa region.

##### Introduction

J F Herbig Memorial Family Incorporated has been established for 2.5 years and has 415 members. Two objectives of the Association (as stated in its Constitution) include:

- To control, maintain and preserve the 'Herbig Gum Tree' at Springton South Australia, and the fenced area on which it is located.
- To organise family reunions at Springton at such times as decided by the Committee.

##### Discussion

The aim of the event is to celebrate the 50<sup>th</sup> year since the formation of the Herbig committee, including a reunion which has not been held for 5 years. The reunion and celebrations hope to include the following:

- Lutheran thanksgiving service held at the Herbig Family Tree in Springton
- Open to extended Herbig Family members (local and interstate), local residents and any persons interested in the family heritage
- Invitation to dignitaries and special guests
- A time capsule to be buried within the Herbig Tree grounds
- Historical walk of the local surrounds in Springton
- Lunch for members and invitees
- Family entertainment

A copy of the Community Grant Application, including supporting documentation, is provided in Attachment 2.

##### Compliance with Policy and Guidelines

Community Assistance Scheme Policy:

- 4.2.2 For Community Grant applications that meet all requirements apart from Community Grant Guideline clause - 1.1 "Any community non-profit group, club or organisation based within the Council district whose project falls within the guidelines outlined may apply for assistance", ie the group/club/organisation are not based within the Council district, will be considered by the CASC, but only approved to a maximum of \$500. Any subsequent requests (relating to this application) above this amount will not be re-considered.

The address/base of the organisation is outside The Barossa Council area; however the objectives and "interest" of the group is within the Barossa (ie Herbig Tree, Springton), and around 20% of the members live within the Barossa.

The estimated total expenditure for the project is \$6,737, with the group's contribution being \$3,800. (No quotes/evidence substantiating the expense items have been provided.)

The Application and supporting documentation has been reviewed by Officers and comments are provided in the Application Summary Sheet - Attachment 1.

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

Attachment 1: Community Grant Application Summary Sheet

Attachment 2: Community Grant Application and supporting documentation

#### **Policy**

Community Assistance Scheme Policy

Community Grant Guidelines

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

##### **Community Plan**



Community and Culture

##### **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.

2.6 Provide, promote and support community arts and cultural events, programs, attractions and services.

##### **Legislative Requirements**

Work Health Safety Act 2012

#### **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 \$17,310 remaining in that Budget. Should the requested amounts in the four Applications be approved (one Application to be decided by Council), the Budget will be almost depleted. Two rounds of Community Assistance Scheme funding remain for this financial year.

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	(additional amount)	<u>\$ 16,100</u>
	<b>Total</b>	
<b>FUNDS REMAINING IF DECEMBER APPLICATIONS GRANTED</b>		<b>\$ 1,210</b>

#### **COMMUNITY CONSULTATION**

Community Consultation is not required under legislation or Council Policy.



### 8.1.1.3

#### **TANUNDA TENNIS CLUB INC – ‘JACOBS CREEK OPEN’ TENNIS TOURNAMENT**

Ms Tappert spoke to the Report.

**MOVED** Mayor Sloane that the Community Assistance Scheme Committee approves a Community Grant of \$2,000 (excl GST) to Tanunda Tennis Club Incorporated for the purchase of tennis balls and junior trophies for the ‘Jacobs Creek Open’ tennis tournament to be held from 23 to 26 January 2018 at the Tanunda Recreation Park and requests that Council be acknowledged for its contribution to the event.

**Seconded** Cr Angas

**CARRIED**

#### **PURPOSE**

To consider a Community Grant Application from Tanunda Tennis Club Incorporated (the Club) for the ‘Jacobs Creek Open’ tennis tournament to be held from 23 to 26 January 2018.

#### **REPORT**

##### Background

Tennis SA has asked Tanunda Tennis Club (the Club) to host a Combined Gold AMT (Senior Money Tournament) and Bronze JT (Junior Tournament) from 23 to 26 January 2018 (refer Attachment 1). The Club has committed to host the event.

##### Introduction

The aim of the event is to increase the profile of tennis within the Barossa and enable local players the opportunity of entering a tennis tournament. Also to utilise the 8 international courts that were built to attract tournaments and players to the Barossa. The Club hosted the tournament in 2016 which returned a financial loss.

##### Discussion

The Club agreed to host the event for Tennis SA, acknowledging that it would make no profit from the event. However, they felt that “*this was an opportunity to look at the bigger picture and be able to support our Club sponsors and our community. By hosting this event we are opening the door to people that may otherwise not visit the Barossa Valley.*”

The estimated total expenditure for the event is \$16,465. Excluding any Council grant, the Club has estimated income for the event at \$12,968.

#### PROJECT INCOME

Group Funds (includes income from entry fees – 100-120 registrations)	\$ 3,850
Fundraising Activities	\$ 300
Donations	\$ 5,318
In Kind (Canteen)	\$ 1,000
Other (Tennis Australia)	\$ 2,500
<b>TOTAL – GROUP’S CONTRIBUTION</b>	<b>\$12,968</b>
Council Assistance Requested	\$ 3,000
<b>TOTAL PROJECT INCOME</b>	<b>\$15,968</b>

#### PROJECT EXPENDITURE

Accommodation for Tennis Officials	\$ 3,180
Tennis Balls – Australian Open approved	\$ 1,500
Trophies to be awarded to Juniors	\$ 500
Payment to Officials working at the Tournament	\$ 2,500
Amenities (toilet paper, soap)	\$ 100
Prize Money to Gold (AMT) Winner	\$ 7,500
Player Fee to Tennis SA	\$ 385
Canteen Stock	\$ 800
<b>TOTAL PROJECT EXPENDITURE</b>	<b>\$16,465</b>

The Application states that if a financial loss is made this year, the Club will be unwilling and unable to host such events in the future.

A copy of the Community Grant Application, including supporting documentation, is provided in Attachment 3. The documentation has been reviewed by Officers and their comments are provided in the Application Summary Sheet - Attachment 2. The Club's Certificate of Incorporation has not been provided, nor their last audited financial statements. However, a Balance Sheet and Profit and Loss report as at 11 November 2017 has been forwarded.

#### Compliance with Guidelines and Policy

##### *Community Grant Guidelines:*

- 3.6 Priority will be given to organisations that have not received financial assistance (including in-kind work e.g. road closures, venue hire etc.) from Council within the past 3 years. Applications will be assessed by the CASC on merit.

In 2014, Council supported the upgrade to the tennis and netball courts (Memorandum of Understanding – Trim 14/40564):

- A funding allocation from general rates of \$155,000
- In-kind support to ensure a reasonably clean site for construction
- Access to loan funding, via the Local Government Finance Authority - \$125,000

- 3.14 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.

The Club balance sheet as at 11 November 2017 has been provided; however, their last audited financial statements have not. Attachment 4 provides information from the Club regarding use of accumulated funds, the finalisation of sponsorship with Jacob's Creek and the impact this may have on future sustainability of Club operations.

##### *Community Assistance Scheme Policy:*

- 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.

##### Summary

Should CASC wish to support the Club with this event, officers suggest that the most appropriate use of Community Assistance Scheme funds would be for Australian Open approved tennis balls (estimated \$1,500) and junior trophies (estimated \$500).

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

- Attachment 1: Details from Tennis SA regarding hosting the tournament  
Attachment 2: Application Summary Sheet  
Attachment 3: Community Grant Application and supporting documentation  
Attachment 4: Email – use of accumulated funds

#### **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

Work Health Safety Act 2012

**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 \$17,310 remaining in that Budget. Should the requested amounts in the four Applications be approved (one Application to be decided by Council), the Budget will be almost depleted. Two rounds of Community Assistance Scheme funding remain for this financial year.

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	<b>Total</b>	<b><u>\$ 16,100</u></b>
<b>FUNDS REMAINING IF DECEMBER APPLICATIONS GRANTED</b>		<b>\$ 1,210</b>

**COMMUNITY CONSULTATION**

Community Consultation is not required under legislation or Council Policy.

**8.1.1.4**

**RIDING FOR THE DISABLED ASSOCIATION OF SA BAROSSA AND LIGHT CENTRE – HORSEFLOAT UPGRADE**

Pursuant to S75 of the Local Government Act 1999 Cr Angas declared a perceived conflict of interest in this matter 8.1.1.4 – Riding for the Disabled Association of SA Barossa and Light Centre – Horsefloat Upgrade, as he is the brother-in-law of the President of Riding for the Disabled Association of SA Barossa and Light Centre (RDASAB&L), whose son has a disability and uses the services of the RDASAB&L. Cr Angas advised the Committee of the perceived conflict of interest. Cr Angas did not leave the meeting but wished to abstain from any voting on the matter, due to the perceived conflict of interest.

The Members agreed to refer the matter to Council for decision. Members agreed that they supported the project and that a Community Grant of \$3,000 from Community Assistance Scheme funds would also be supported, subject to ratification by Council. The Members did not support the awarding of a further \$4,000 from Community Assistance Scheme funds.

Officers will prepare a report for the 19 December 2017 Council Meeting.

**PURPOSE**

To consider and make recommendation to Council regarding an application for a Community Grant of \$7,000 from the Riding for the Disabled Association of SA Barossa and Light Centre (RDASAB&L) toward the purchase of an upgraded horsefloat.

## REPORT

### Background

The RDASAB&L has been established for 10 years and has a licence under the Barossa Valley Horse and Pony Club lease for use of the John Dallwitz Reserve, Nuriootpa for its activities. The organisation has 40 members, with 90% residing within The Barossa Council area.

### Introduction

The RDASAB&L has submitted a Community Grant application (and letter to the Chief Executive Officer), initially requesting \$10,000, but subsequently reduced to \$7,000, for the purchase of an upgraded horsefloat.

The Community Assistance Scheme Committee (CASC) has delegation to approve Community Grants up to the value of \$3,000. 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 forwarded to Council's Chief Executive Officer (CEO). The applicant will be required to complete the Community Grant Application form and provide all documentation for review by Council Officers, prior to a report being presented to a Council Meeting for determination of the request.

### Discussion

The RDASAB&L's old wooden, two horse float is used weekly to transport horses from the agistment property on Moppa Road, Nuriootpa to the Reserve. They state that most of their horses are quite old and struggle with the straight-load float; two of them need to be transported individually. The group is wanting to purchase an "angle load" horsefloat which will make it much safer for the horses, reduce stress during transportation and reduce travel time.

The estimated cost for a good quality, secondhand horsefloat will be up to \$15,000, which is not within the group's capacity, despite fundraising efforts. They hope to receive \$3,000 for the sale of the current old float, and can contribute a further \$5,000 through fundraising activities. The RDASAB&L can only claim limited NDIS funding through their auspice organisation, Riding for the Disabled Association SA Inc, which goes towards a percentage of horse care expenses, volunteer reimbursement for travel expenses and coaches reimbursement. Officers have encouraged RDASAB&L to seek funding options also from Riding for the Disabled SA and Light Regional Council.

A copy of the Community Grant Application, including supporting documentation, is provided in Attachment 2.

The documentation has been reviewed by Officers and their comments are provided in the Application Summary Sheet - Attachment 1.

### Compliance with Guidelines and Policy

Community Grant Guidelines:

- 3.6 Priority will be given to organisations that have not received financial assistance (including in-kind work e.g. road closures, venue hire etc.) from Council within the past 3 years. Applications will be assessed by the CASC on merit.

In 2015, the RDASAB&L received the proceeds from the Emirates Melbourne Cup Tour Community Fun Day at Angaston, a joint initiative between The Barossa Council and Angaston Community and Business Alliance.

Community Assistance Scheme Policy:

- 4.2.2 For Community Grant applications that meet all requirements apart from Community Grant Guideline clause - 1.1 "Any community non-profit group, club or organisation based within the Council district whose project falls within the guidelines outlined may apply for assistance", ie the group/club/organisation are not based within the Council district, will be considered by the CASC, but only approved to a maximum of \$500. Any subsequent requests (relating to this application) above this amount will not be re-considered.

The address/base of the RDASAB&L is outside The Barossa Council area (Greenock); however the facilities and "interest" of the group is within the Barossa (John Dallwitz Reserve). 90% of the members reside in The Barossa Council area.

Summary

RDASAB&L have submitted an application for a Community Grant of \$7,000 for the purchase of a new horsefloat.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Attachment 1: Application Summary Sheet

Attachment 2: Community Grant Application and supporting documentation

**Policy**

Community Assistance Scheme Policy

Community Grant Guidelines

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

**Community Plan**



Community and Culture



Health and Wellbeing

**Corporate Plan**

2.9 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

Work Health Safety Act 2012

**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 \$17,310 remaining in that Budget. Should the requested amounts in the four Applications be approved (one Application to be decided by Council), the Budget will be almost depleted. Two rounds of Community Assistance Scheme funding remain for this financial year.

TOTAL CURRENT FUNDS AVAILABLE		\$17,310
<u>November 2017:</u>		
Approved Youth Grants	7 Applications	\$ 1,600
<u>December 2017:</u>		
Requested Community Grants	4 Applications	<u>\$ 10,500</u>
	CASC decision	\$ 12,100
	+1 for Council decision	<u>\$ 4,000</u>
	(additional amount)	<u>\$ 16,100</u>
	<b>Total</b>	
<b>FUNDS REMAINING IF DECEMBER APPLICATIONS GRANTED</b>		<b>\$ 1,210</b>

**COMMUNITY CONSULTATION**

Community Consultation is not required under legislation or Council Policy.

Mayor Sloane left the meeting at 10.40am and returned at 10.43am.

## 8.1.2 **GRANT ACQUITTALS**

### 8.1.2.1

#### **MOUNT PLEASANT FARMERS MARKET INC – SA SPRING GARDEN FESTIVAL MOUNT PLEASANT**

**MOVED** Cr Angas that the Community Assistance Scheme Committee receives and approves the Acquittal documentation in relation to the Community Grant awarded to the Mount Pleasant Farmers Market Inc for the SA Spring Garden Festival – Mount Pleasant 2017, held on 23 September.

**Seconded** Cr Grossman

**CARRIED**

#### **PURPOSE**

To consider the Acquittal documentation in relation to the Community Grant awarded to the Mount Pleasant Farmers Market Inc for the SA Spring Garden Festival – Mount Pleasant 2017.

#### **REPORT**

##### Background

The Community Assistance Scheme Committee, at its meeting held 6 September 2017, approved a Community Grant of \$1,500 (excl GST) to the Mount Pleasant Farmers Market Inc for the SA Spring Garden Festival event.

##### 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

A report on the event is provided in Attachment 1. The Grant Acquittal Statement and supporting documentation is provided in Attachment 2.

It was noted in the report to the 6 September 2017 CASC meeting, that the most appropriate expense for awarding the Community Grant was for advertising (which was estimated at \$1,500). The Acquittal provides documentation for \$1,279 of advertising expenditure and \$350 for contractors (guest speaker).

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

##### **Attachments**

Attachment 1: Report on the SA Spring Garden Festival – Mount Pleasant event

Attachment 2: Grant Acquittal Statement and supporting 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**

The CASC Terms of Reference requires the Committee "to review the acquittal statements/feedback forms received from organisations/individuals receiving grants to ensure that funds were used in the way specified in the original application."

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.

#### **8.1.2.2**

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

Ms Randall spoke to the Report.

**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.

**Seconded** Cr Angas

**CARRIED**

#### **PURPOSE**

To consider the 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 Community Assistance Scheme Committee, at its meeting held 4 June 2015, approved a Community Grant of \$3,000 (excl GST) to the Barossa German Language Association Inc for establishment of a "Barossa Spielgruppe / German Playgroup". An Acquittal extension for a further 12 months was granted in September 2016.

##### 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

A report on the project is provided in Attachment 1. A Grant Acquittal Statement and supporting documentation is provided in Attachment 2, which is summarized as follows:

<b>Expense</b>	<b>Details</b>	<b>Amount</b>
Operational	Playgroup SA, facilities hire, insurance	\$ 1,603.44
Establishment cost	First Aid Course	\$ 89.00

Materials, books, toys, community activities		\$ 2,219.92
Community Laternenfest costs (children's activities)		\$ 188.32
Other	Banner, advertising	\$ 198.45
TOTAL		\$ 4,299.13

It is noted that the estimated expenses in the original Grant Application (May 2015) were different to the above:

**PROJECT EXPENDITURE** (please provide an itemised list of expenses for the project)

Venue hire at \$20 per week for school year (approximately 40 weeks) \_\_\_\_\_  
 \_\_\_\_\_ \$ 800 \_\_\_\_\_

Purchase of German books, music, games etc and a portable change table \_\_\_\_\_  
 \_\_\_\_\_ \$ 600 \_\_\_\_\_

Usable resources for craft activities and cultural events such as cooking classes \_\_\_\_\_  
 \_\_\_\_\_ \$ 400 \_\_\_\_\_

First aid kit \_\_\_\_\_ \$ 185 \_\_\_\_\_

First aid training for coordinator \_\_\_\_\_ \$ \_\_\_\_\_  
 135 \_\_\_\_\_

Purchase of computer, printer, domain name, email and website \_\_\_\_\_  
 \_\_\_\_\_ \$ 1380 \_\_\_\_\_

The group's project report states "Most of the money that we have spent from the grant money, has been used on expenses for establishing, equipping and running the playgroup, and especially subsidizing the cost for parents, so that they could afford to participate.....We decided not to purchase a computer or printer as initially planned" and "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 been requested to forward documentation for the remaining purchases as soon as it is available.

The Community Grant Guidelines require that "Any unspent funds must be returned to Council".

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

**Attachments**

Attachment 1: Report on the project – Barossa Spielgruppe / German Playgroup  
 Attachment 2: Grant Acquittal Statement and supporting 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.

### 8.1.2.3

#### **BAROSSA VALLEY MACHINERY PRESERVATION SOCIETY – DEVELOPMENT OF A MASTERPLAN FOR THE ANGASTON RAILWAY STATION SITE**

Ms Randall spoke to the Report.

**MOVED** Cr Grossman that the Community Assistance Scheme Committee receives and approves the Acquittal documentation in relation to the Community Grant awarded to the Barossa Valley Machinery Preservation Society for the Development of a Masterplan for the Angaston Railway Station Site.

**Seconded** Cr Angas

**CARRIED**

## PURPOSE

To consider the Acquittal documentation in relation to the Community Grant awarded to the Barossa Valley Machinery Preservation Society (BVMPS) for the Development of a Masterplan for the Angaston Railway Station Site.

## REPORT

### Background

Council, at its meeting held 21 October 2015, resolved the following:

**“MOVED** Cr Boothby that Council approves sponsorship funding of \$3,000 to the Barossa Valley Machinery Preservation Society for the development of a Master Plan for the Angaston Railway Station precinct allocated from The Barossa Council Community Assistance Grant Program budget for 2015/16.

**Seconded** Cr Grossman

**CARRIED 2014-18/427”**

The matter was considered by Council as the BVMPS request for funding was received after the cut-off date for submissions to be considered by the Community Assistance Scheme Committee (CASC) at the 15 September 2015 meeting.

An Acquittal extension for a further 12 months was granted by CASC at its 6 December 2016 meeting.

### Introduction

The CASC Terms of Reference requires the Committee “to review the acquittal statements/feedback forms received from organisations/individuals receiving grants to ensure that funds were used in the way specified in the original application.”

### Discussion

The Grant Acquittal Statement and supporting documentation is provided in Attachment 1. The BVMPS worked in partnership with Angaston Community and Business Alliance Inc (ACBA), Angaston and Penrice Historical Society, Barossa RDA and Council through an established Working Party, to develop a Masterplan for the Angaston Railway Station precinct. The supporting documentation includes the consultant’s invoice (WAX Design) which was made out to ACBA. The BVMPS forwarded the Grant monies to ACBA in order to pay the consultant (evidence attached).

## ATTACHMENTS OR OTHER SUPPORTING REFERENCES

### **Attachments**

Attachment 1: Grant Acquittal Statement and supporting documentation

### **Policy**

Community Assistance Scheme Policy  
Community Grant Guidelines

## COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

### **Community Plan**



**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.

**8.4**

**COMMUNITY ASSISTANCE SCHEME 2018/19 BUDGET**

Ms Tappert spoke to the Report.

**MOVED** Mayor Sloane that the Community Assistance Scheme Committee submits a budget request for consideration in the 2018/19 Budget for the Community Assistance Scheme as follows:

- Community Grants/Youth Grants	\$25,500 (excl GST)
- Heritage Grants	\$10,100 (excl GST)
- Advertising	\$ 300 (excl GST)

**Seconded** Cr Grossman **CARRIED**

**PURPOSE**

To formulate a Community Assistance Scheme Budget request for the 2018/19 financial year for inclusion in Council's 2018/19 budget considerations.

**REPORT**

Introduction

Clause 2.4 of the Community Assistance Scheme Committee Terms of Reference requires the CASC to prepare an annual submission to Council for the allocation of funds towards the Community Assistance Scheme.

Discussion

Budget requests for the 2018/19 financial year are required to be submitted to Finance by early February 2018. The first CASC meeting in 2018 is on 7 March which is after the cut-off date for submissions.

For Members' information, below is a summary of the funding which has been granted over recent years:

	<b>Youth Grants</b>	<b>Community Grants</b>	<b>Heritage Grants</b>	<b>TOTAL</b>
2012/13	3,200 (14)	13,368 ( 7)	\$ 8,750 ( 7)	\$25,318
2013/14	3,450 (15)	17,480 ( 9)	\$ 9,000 ( 6)	\$29,930
2014/15	6,450 (30)	12,350 ( 8)	\$ 9,300 ( 5)	\$28,100
2015/16	5,400 (27)	26,269 (13)	\$ 8,132 ( 5)	\$39,801
2016/17	5,300 (26)	19,000 ( 8)	\$ 8,592 ( 7)	\$32,892

<b>Average</b>	<b>\$ 4,760</b>	<b>\$ 17,693</b>	<b>\$ 8,755</b>	<b>\$31,208</b>
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2017 to date (ie half year):

Youth Grants (18): \$3,800 (approved)  
Community Grants (7): \$16,490 (if current applications approved)

Two rounds of funding remain for this financial year (March and June 2018).

The Senior Manager, Planning, has advised that the 2018/19 Budget for Heritage Grants requires no change to the amounts approved for the 2017/18 Budget.

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

##### **Attachments**

Nil

##### **Policy**

Community Assistance Scheme Terms of Reference

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

##### **Community Plan**



Natural Environment and Built Heritage



Community and Culture



Infrastructure



Health and Wellbeing



Business and Employment

##### **Corporate Plan**

- 1.4 Facilitate innovative and sustainable preservation and use of built heritage.
- 2.6 Provide, promote and support community arts and cultural events, programs, attractions and services.
- 2.9 Collaborate, initiate, develop and/or support activities and facilities for youth in our community.
- 5.4 Participate in initiatives, or advocate for, investment in creative industries and cultural tourism.
- 6.4 Ensure that decisions regarding expenditure of Council's budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

##### Legislative Requirements

Nil

#### **FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

##### **Financial**

Community Assistance Scheme Budget for 2018/19 to be considered by the CASC and a request submitted to Finance for inclusion in the 2018/19 Draft Budget.

#### **COMMUNITY CONSULTATION**

Community Consultation will be part of the budget adoption process in June 2018, as per legislation.

## **8.5**

### **COMMUNITY ASSISTANCE SCHEME 2017/18 BUDGET REVIEW**

As Members have approved/supported Community Grants to the value of \$7,000 rather than the requested amounts which totalled \$14,500, they agreed to defer the Budget review until the next CASC meeting, if the matter requires consideration.

**PURPOSE**

To review the Community Assistance Scheme Budget for the 2017/18 financial year.

**REPORT**

Introduction

The adopted Budget for the Community Grants and Youth Grants for 2017/18 is \$25,500 (excl GST).

Discussion

<u>Youth/Community Grants 2017 – funding to date (ie <b>half year</b>):</u>	<b>Half year average over last 5 years</b>	<b>2017/18 Variance at half year stage</b>
Youth Grants (18):           \$3,800 (approved)	\$ 2,380	+\$1,420
Community Grants (7): <u>\$16,490</u> (if current applications approved)	<u>\$ 8,846</u>	<u>+\$7,644</u>
	<u>\$11,226</u>	<u>+\$9,064</u>
Plus a possible extra <u>\$ 4,000</u> by Council for the RDASAB&L		<u>+\$13,064</u>
	<u>\$24,290</u>	
<u>2017/18 Remaining funds - \$1,210</u>		

As shown above, if all Community Grant applications in this round are approved to amount requested, the 2017/18 budget will be almost depleted.

Two rounds of funding remain for this financial year (March and June 2018).

A summary of the 7 Community Grant Applications received this financial year:

Category	Application	\$ requested	\$ approved
Event	Mount Pleasant Farmers Market Inc – SA Spring Garden Festival – Mount Pleasant 2017	\$1,500	<b>\$1,500</b>
New Asset	Southern Barossa Alliance Inc – Portable Community Event Electrical Cable Covers	\$2,990	<b>\$2,990</b>
Project	Eastern Hills & Murray Plains Catchment Group Inc – Jutland Natural Restoration and Heritage Enhancement Project	\$3,000	<b>\$1,500 + in-kind</b>
Project	Barossa Labyrinth Group – Barossa Community Labyrinth Safe and Sustainable Surface Completion project	\$1,500	
Event	J F Herbig Memorial Family Inc – 50 <sup>th</sup> Golden Jubilee Herbig Reunion	\$3,000	
Event	Tanunda Tennis Club Inc – ‘Jacobs Creek Open’ Tennis Tournament	\$3,000	
New Asset	Riding for the Disabled SA Barossa & Light – Horsefloat Upgrade	\$7,000 (\$3,000 CASC Max)	

Summary

The CASC requires a budget funding review to consider future applications. Options include:

- Reducing the \$ amount of Community Grants awarded compared to amounts requested in the funding applications
- Request an additional budget allocation of \$x for the remainder of the financial year for Community Grants and Youth Grants

- Review categories of projects seeking funding to provide a clear understanding to CASC regarding types of activities the grants are supporting.

## ATTACHMENTS OR OTHER SUPPORTING REFERENCES

### Attachments

Nil

### Policy

Community Assistance Scheme Terms of Reference

## COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

### Community Plan



Natural Environment and Built Heritage



Community and Culture



Infrastructure



Health and Wellbeing



Business and Employment

### Corporate Plan

- 2.6 Provide, promote and support community arts and cultural events, programs, attractions and services.
- 2.9 Collaborate, initiate, develop and/or support activities and facilities for youth in our community.
- 5.4 Participate in initiatives, or advocate for, investment in creative industries and cultural tourism.
- 6.4 Ensure that decisions regarding expenditure of Council's budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

### Legislative Requirements

Nil

## FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

### Financial

Detailed in the Report.

## COMMUNITY CONSULTATION

Community Consultation will be part of the budget adoption process in June 2018, as per legislation.

### 9. OTHER BUSINESS

#### Frequency of Youth Grant Applications

As there is no stipulation in the current Youth Grant Guidelines regarding the number of Youth Grant Applications one person may submit in a financial year, Ms Tappert sought the views of the Members. It was agreed that Youth Grant approvals would be limited to one for State representation and one for National representation per applicant, per financial year. The Youth Grant Guidelines will be updated accordingly and presented to the CASC for endorsement.

#### Community Assistance Scheme Funding for Events

Ms Tappert sought Members' views regarding funding/sponsoring of events from the Community Assistance Scheme budget. It was thought appropriate that the CASC stipulate what expense/s any approved grant must be used for. The Community Grant Guidelines will be updated accordingly and presented to the CASC for endorsement.

Group/Club/Organisation not based within the Council district

Ms Tappert led discussion. The current Community Grant Guidelines state that a group/club/organisation not based within the Council district will be considered by the CASC, but only approved to a maximum of \$500. Most of these groups that apply for funding, have their 'interest' in the Council district, provide benefit to our residents and that the project for which funds are being sought is also within our region. The Members agreed that the Community Assistance Scheme Policy and Community Grant Guidelines be updated to focus on the group's 'interest', rather than where 'the principal address of the organisation' may be based.

Community Grant Acquittals

Ms Tappert requested that Members consider what acquittal requirements are appropriate for Community Grants, so that officers can update the information available to recipients. In the past, evidence of all expenditure for a project has been required (ie invoices, receipts, etc). This can be time consuming for grant recipients and officers, particularly for complex projects/events. Members agreed that evidence for the specific expenditure for which the Grant was used, is sufficient. However, all expenditure and income should be recorded on the Acquittal Statement for CASC review.

Community Grant Applications outside scope of Guidelines

The Community Assistance Scheme Policy and Community Grant Guidelines state that any applications for funding in excess of \$3,000 or outside the scope of the Guidelines, should be forwarded to the Chief Executive Officer (CEO) for review and presentation of a report to a Council Meeting for determination of the request. Ms Tappert led discussion on the matter and the Members agreed that CASC should consider all applications in the first instance, with officers presenting a report to Council for endorsement or determination of the funding request. The requirement for applicants to forward applications to the CEO is considered confusing and unnecessary.

**10. NEXT MEETING**

Wednesday 7 March 2018 at 4.30pm.

**11. CLOSE**

Mayor Sloane declared the meeting closed at 11.10am

Confirmed at Community Assistance Scheme Committee Meeting 7 March 2018.

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