

**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 Wednesday 7 June 2017 commencing at 4.30pm**

1. Welcome

The Chair, Cr Scotty Milne, welcomed everyone and declared the meeting open at 4.30pm.

2. Present

Cr Scotty Milne, Mayor Bob Sloane, Cr Mark Grossman, Cr Bim Lange, Rebecca Tappert (CASC Executive Officer), Annette Randall (CASC Administration Officer), Marie Thom (Assistant to Senior Manager, Planning Services) (4.34pm)

3. Apologies for Absence

MOVED Mayor Sloane that the Apology for non-attendance from Cr John Angas be accepted.

Seconded Cr Grossman

CARRIED

4. Confirmation of Previous Minutes

MOVED Cr Grossman that the minutes of the meeting held on 1 March 2017 as circulated be confirmed as a true and correct record of the proceedings of that meeting.

Seconded Cr Lange

CARRIED

5. Matters Arising from Previous Minutes

Nil

6. CONSENSUS AGENDA

Ms Randall advised that the Parkrun Inc Community Grant (approved by Council at its 21 February 2017 meeting), had been inadvertently omitted from the table "Actions from Previous Meetings".

7.1 Items for Exclusion from the Consensus Agenda

Nil

7.2 Receipt of Consensus Agenda

MOVED Mayor Sloane that the items contained in the Consensus Agenda be received and that any recommendations contained therein be adopted.

Seconded Cr Lange

CARRIED

8. DEBATE AGENDA

8.1 Community Grants

8.1.1 Applications

8.1.1.1 BAROSSA FUTURE LEADERS

Ms Tappert provided a brief overview of Council's support and assistance to the Future Leaders Programs in previous years.

MOVED Cr Lange that the Community Assistance Scheme Committee approves a Community Grant of \$2,500 (excl GST) to Barossa Future Leaders for the 2017 Barossa Future Leaders Program.

Seconded Mayor Sloane

CARRIED

PURPOSE

To consider a Community Grant Application from Barossa Future Leaders for the 2017 Barossa Future Leaders Program.

REPORT

Background

The Coordinator of Barossa Future Leaders contacted Council in December 2016, canvassing support/sponsorship for the 2017 Barossa Future Leaders Program. The Chief Executive Officer responded ([Attachment 1](#)), advising that "we applaud the initiative and will gladly support again with in-kind support and nomination of officers..... However to date we have determined that direct financial support by way of funding is not supported nor do I have an approved budget for this purpose, further our internal focus has been the ongoing development and extensive investment in internal leadership development and training as the most appropriate investment for Council to make in its current and future leaders." He also suggested that the Community Grant Program may be an appropriate avenue for the funding support.

Introduction

The Barossa Future Leaders Program seeks a \$2,500 Community Grant to allow the Program committee to deliver the Program as scheduled in previous years. Barossa Future Leaders is auspiced by Regional Development Australia – Barossa.

Discussion

A copy of the Community Grant Application from Barossa Future Leaders, together with a covering letter from RDA Barossa, is provided in [Attachment 2](#).

The Application and supporting documentation has been reviewed by Officers and comments are provided in the Application Summary Sheet - [Attachment 3](#).

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Response from Council's Chief Executive Officer regarding Barossa Future Leaders' request for funding.

Attachment 2: Community Grant Application from Barossa Future Leaders

Attachment 3: Community Grant Application Summary Sheet

Policy

Community Assistance Scheme Terms of Reference

Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture



Business and Employment

Corporate Plan

Community and Culture

- 2.8 Offer opportunities for young people to develop leadership skills and have input into decision making that affects them.

Business and Employment

- 5.8 Advocate for investment and support of local business through local transportation, training and employment initiatives.

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

Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

The adopted Budget for the Community Grants and Youth Grants for 2016/17 was \$25,250.

TOTAL CURRENT FUNDS AVAILABLE		\$5,600.00
June 2017:		
Approved Youth Grants	8 Applications	\$1,650.00
Requested Community Grants	3 Applications	\$6,000.00
	Less: 1 on hold	<u>-\$3,000.00</u>
	June Total	<u>\$4,650.00</u>
FUNDS REMAINING IF JUNE APPLICATIONS GRANTED		\$950.00

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

8.1.1.2

NURIOOTPA FUTURES ASSOCIATION

B5743

Ms Randall spoke to the report. As the Acquittal documentation for a previous Community Grant had not yet been considered by the CASC, the Chair brought forward Agenda item 8.1.2.4 – "*Nuriootpa Futures Association – Coulthard's Legacy – A History of Coulthard's Community House*", as new applications cannot be accepted unless acquittal statements relating to previous grants have been received.

8.1.2.4

COULTHARD'S LEGACY – A HISTORY OF COULTHARD'S COMMUNITY HOUSE

B5743

Ms Randall spoke to the Report.

MOVED Cr Lange that the Community Assistance Scheme Committee receives and approves the Acquittal documentation from Nuriootpa Futures Association in relation to the Community Grant expended for Coulthard's Legacy – A History of Coulthard's Community House.

Seconded Mayor Sloane

CARRIED

PURPOSE

To consider the Acquittal documentation from the Nuriootpa Futures Association in relation to the Community Grant for Coulthard's Legacy – A History of Coulthard's Community House.

REPORT

Background

The Nuriootpa Futures Association (NFA) was approved a Community Grant of \$700 at the 4 June 2015 meeting for "Coulthard's Legacy: A History of Coulthard's Community House" (creation of two DVDs).

Discussion

NFA provided a part acquittal for the creation of the first DVD (\$300) on 31 March 2016 (*Attachment 1*). Due to the film-maker being unavailable to meet the project deadline with the second DVD, an extension of 12 months was granted at the 1 June 2016 Community Assistance Scheme Committee meeting. On 30 May 2016, NFA provided documentation to acquit the remainder of the Grant (\$400) (*Attachment 2*).

Clause 4.2 of the Guidelines requires that a written assessment of the project is also submitted to Council on completion of the project. NFA has advised that a copy of the history film will be forwarded to Council following final edits in June 2017.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments

Attachment 1: Grant Acquittal Statement (part acquittal)

Attachment 2: Grant Acquittal Statement dated 30 May 2017 (full acquittal) and supporting documentation.

Policy

Community Assistance Scheme Policy

Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture



How We Work – Good Governance

Corporate Plan

Community and Culture

- 2.2 Collect, maintain and make accessible our Aboriginal heritage, and the history and heritage of our community.
- 2.6 Provide, promote and support community arts and cultural events, programs, attractions and services.

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 Grant Guidelines is a risk management tool.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

8.1.1.2

NURIOOTPA FUTURES ASSOCIATION (Continued)

B5743

MOVED Cr Lange that the Community Assistance Scheme Committee approves a Community Grant of \$500 (excl GST) to Nuriootpa Futures Association for the "Nuriootpa Cinema's Evening of Nostalgia" event on 19 May 2017.

Seconded Cr Grossman

CARRIED

PURPOSE

To consider a Community Grant Application from Nuriootpa Futures Association for the "Nuriootpa Cinema's Evening of Nostalgia".

REPORT

Introduction

The Nuriootpa Futures Association (NFA) is seeking a Community Grant of \$500 (excl GST) towards its event, the "Nuriootpa Cinema's Evening of Nostalgia".

Applications for grant funding are accepted, on the condition that completed acquittal statements relating to previous grants have been lodged with Council (Community Grant Guidelines – Clause 3.4).

The NFA was approved a Community Grant at the 4 June 2015 meeting for "Coulthard's Legacy: A History of Coulthard's Community House" (creation of two DVDs). A part acquittal for the creation of the first DVD (\$300) was received by Council on 31 March 2016. Due to the film-maker being unavailable to meet the project deadline with the second DVD, an extension of 12 months was granted at the 1 June 2016 CASC meeting.

On 30 May 2016, NFA provided documentation to acquit the remainder of the Grant (\$400) (Refer Agenda item 8.1.2.4) and so are eligible to apply for new project funding under the Community Grant Guidelines (clause 3.4).

Discussion

The "Nuriootpa Cinema's Evening of Nostalgia" is an event to recreate the Nuriootpa Cinema which closed in the 1980's and started when the Nuriootpa Soldiers' Memorial Hall opened in the late 1920's and was held on 19 May 2017 as part of the SA History Festival.

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

As the event was held prior to finalisation of this Agenda, the NFA has also provided 'Actual' income and expenditure amounts for members' information (Attachment 3).

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Community Grant Application from Nuriootpa Futures Association

Attachment 2: Application Summary Sheet

Attachment 3: For information: 'Actual' income and expenditure for the event

Policy

Community Assistance Scheme Terms of Reference

Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture

Corporate Plan

Community and Culture

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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

Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

The adopted Budget for the Community Grants and Youth Grants for 2016/17 is \$25,250.

TOTAL CURRENT FUNDS AVAILABLE		\$5,600.00
June 2017:		
Approved Youth Grants	8 Applications	\$1,650.00
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	June Total	<u>\$4,650.00</u>
FUNDS REMAINING IF JUNE APPLICATIONS GRANTED		\$950.00

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

8.1.1.3

SPORTING CAR CLUB OF SA INC

B5743

Ms Randall spoke to the Report.

MOVED Cr Lange that the Community Assistance Scheme Committee notes that the Community Grant Application from the Sporting Car Club of SA Inc for Equipping of the Collingrove Bore, has been put on hold awaiting further information.

Seconded Cr Grossman

CARRIED

PURPOSE

A Community Grant Application has been received from the Sporting Car Club of SA Inc for Equipping the Collingrove Bore. The Application has been put on hold as further information is required.

REPORT

Introduction

The Sporting Car Club of SA Inc is seeking a \$3,000 Community Grant to equip the bore on the Collingrove Hill Climb property at Mt McKenzie, in order to establish a reliable source of water for the facilities, landscape maintenance and community supply eg CFS.

Discussion

The Application and supporting documentation has been reviewed by Officers and further information is required:

- Permit/licence for use of the bore/s
- Relevant letters of support (the letters received were in regard to a different project)

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Nil

Policy

Community Assistance Scheme Terms of Reference
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture



Infrastructure

Corporate Plan

Community and Culture

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

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

Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

The adopted Budget for the Community Grants and Youth Grants for 2016/17 was \$25,250.

TOTAL CURRENT FUNDS AVAILABLE		\$5,600.00
June 2017:		
Approved Youth Grants	8 Applications	\$1,650.00
Requested Community Grants	3 Applications	\$6,000.00
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	June Total	<u>\$4,650.00</u>
FUNDS REMAINING IF JUNE APPLICATIONS GRANTED		\$950.00

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

8.1.2 Grant Acquittals

8.1.2.1

EDEN VALLEY 150 YEAR CELEBRATIONS

B5743

Ms Tappert spoke to the Report.

MOVED Mayor Sloane that the Community Assistance Scheme Committee receives and approves the Acquittal documentation from 150 Year Eden Valley Celebrations Committee in relation to the Community Grant approved on 7 September 2016, noting that the total profit from the event was higher than the surplus estimated in their Community Grant Application, but are satisfied that the Grant funding was used in accordance with the intention of their Application and that the surplus funds have been directed toward a proposed community town project (steel sculptures).

Seconded Cr Lange

CARRIED

PURPOSE

To consider the Acquittal documentation from 150 Year Eden Valley Celebrations Committee (150 EVCC) in relation to the Community Grant approved 7 September 2016.

REPORT

Background

The Community Assistance Scheme Committee (CASC) approved a Community Grant of \$3,000 (excl GST) for the 150 Year Eden Valley Celebrations at its 7 September 2016 meeting.

Introduction

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

Discussion

The 150 Year Eden Valley Celebration Committee ("the Committee") has provided Acquittal documentation for the Grant expenditure. The Acquittal Statement and Income and Expenses summary are provided in Attachment 1 and the supporting invoices/receipts are available to Elected Members in "OneDrive" (G:\Elected Members\Committee\2017\Community Assistance Scheme) via this link: [Grant Acquittal - 150 Year Eden Valley Celebration](#), or Trim record 17/13823.

The Committee has also provided a letter summarizing the Celebration event, advising that the Grant allowed them to proceed with preliminary arrangements, including bookings and deposits, in particular for the "Family Fun Day". (The day still resulted in a net loss of \$2,255.93.) The overall net profit of \$7,757.87 was largely due to a very successful "Shindig" and the generous donations of a number of Barossa businesses and individuals. A copy of the letter is provided in Attachment 2.

The Committee has been canvassing the local community to determine the most appropriate use of the 'unexpected' profit funds. It is their intention to use the funds to "promote Eden Valley as a tourist destination".

As an aside, Officers have subsequently met with Eden Valley representatives who have requested approval to install steel sculptures along the main street as a tourism / cultural initiative. The project has been included in the draft Annual Budget and Business Plan 2017-18 (presently out for community consultation), showing the contribution of \$7,000 from the Committee against the project expenditure of \$32,000.

Summary

Although there was an overall net profit for the 150 Year Eden Valley Celebration event, Officers are satisfied that the Grant funding was used in accordance with the intention of the Community Grant Application.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments

Attachment 1: Acquittal Statement and Income and Expenses Summary

Attachment 2: Letter summarising the Event

Policy

Community Assistance Scheme Policy
Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture



Health and Wellbeing



How We Work – Good Governance

Corporate Plan

Community and Culture

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

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 Grant Guidelines is a risk management tool.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

8.1.2.2

EMPLOYMENT DIRECTIONS

B5743

Ms Randall advised that a request for return of the Grant funding, together with an invoice for same, had been forwarded to Employment Directions, as per Council's resolution of 20 December 2016.

MOVED Cr Lange that the Community Assistance Scheme Committee accepts the late receipt of Acquittal documentation from Employment Directions in relation to the Community Grant for the Student Chess Program, approved on 1 December 2015.

Seconded Mayor Sloane

CARRIED

MOVED Cr Lange that the Community Assistance Scheme Committee accepts the explanation for the \$50 (excl GST) shortfall in expenditure in the Acquittal Statement from Employment Directions in relation to the Community Grant for the Student Chess Program, approved on 1 December 2015.

Seconded Cr Grossman

CARRIED

MOVED Mayor Sloane that the Community Assistance Scheme Committee, having considered the Acquittal documentation from Employment Directions in relation to the Community Grant of \$500 (excl GST) for the Student Chess Program, approved on 1 December 2015:

- (1) waives the requirement for Employment Directions to repay the Grant
- (2) advises Council of its actions in relation to the Council Motion 2014-18/870 from the 20 December 2016 Council Meeting ie *"that Council approve the Community Assistance Scheme Committee proposed action to seek return of the Community Grant of \$500 (excl GST) from Employment Directions due to no Acquittal being received for same."*

Seconded Cr Lange

CARRIED

PURPOSE

To consider:

- (1) the Acquittal documentation from Employment Directions in relation to the Community Grant approved 1 December 2015
- (2) the request from Employment Directions that Council reconsider the requirement to refund the Grant monies.

REPORT

Background

At its 1 December 2015 meeting, the CASC approved a Community Grant of \$500 (excl GST) to Employment Directions for the Student Chess Program.

As per the Community Grant Guidelines, the Grant acquittal documentation was required by December 2016. The former CASC Administration Officer contacted Employment Directions several times prior to December, requesting the documentation. On 25 October 2016, Employment Directions forwarded an email report on the activity, also stating that the financial acquittal details were attached (refer Attachment 1). However, Council's officer did not receive the attachments, and made several requests for them to be sent again.

As no financial documentation had been received, CASC resolved the following at its 6 December 2016 meeting:

*"**MOVED** Mayor Sloane that the CASC Committee recommends to Council that the Community Grant to Employment Directions be returned to The Barossa Council due to no acquittal being received.*

Seconded Cr Grossman

CARRIED"

Subsequently, Council resolved the following at its 20 December 2016 Council Meeting:

*"**MOVED** Cr Angas that Council approve the Community Assistance Scheme Committee proposed action to seek return of the Community Grant of \$500 (excl GST) from Employment Directions due to no Acquittal being received for same.*

Seconded Cr Seager

CARRIED 2014-18/870"

Introduction

The Community Grant Guidelines state:

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

2.3 If successful, grant funds must be expended within 12 months of the date the payment is made to the group (unless prior approval has been sought). Any unspent funds must be returned to Council."

Discussion

The former CASC Administration Officer forwarded a letter and invoice to Employment Directions in January 2017, requesting the return of the Community Grant, as per Council's resolution - refer [Attachment 2](#).

An Officer from Employment Directions contacted the newly appointed CASC Administrative Support Officer (ASO) on 14 March 2017, advising that the Acquittal documentation had been emailed to Council in October 2016 and he was unaware that it had not been received and of the subsequent requests for the information. He then forwarded a copy of the documentation to the CASC ASO, together with the request that the requirement to repay the funds be revoked – refer [Attachment 3](#).

A further email was received from Employment Directions, highlighting that the expenditure on the Acquittal Statement was less than the Grant funding (ie \$450), but that expenses had been incurred by the project officer for fuel for his vehicle in setting up the Student Chess Program – refer [Attachment 4](#).

The CASC ASO advised Employment Directions that the matter would be considered at the 7 May 2017 CASC meeting, and that the invoice to repay the funds has been put on hold pending the CASC decision – refer [Attachment 5](#).

Summary

The following decision/s are required by the CASC:

- Accept/decline the late receipt of Acquittal documentation from Employment Directions in relation to the Community Grant approved 1 December 2015;
- If accepted, whether the \$50 shortfall in expenditure in the Acquittal Statement requires repayment to Council, considering the explanation given in their related email ([Attachment 4](#));
- If accepted, whether the requirement to repay the Community Grant is waived, as requested by Employment Directions ([Attachment 3](#)).

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments

Attachment 1: Emailed report of activities by Employment Directions

Attachment 2: Letter to Employment Directions requesting return of Grant funding

Attachment 3: Acquittal documentation from Employment Directions

Attachment 4: Email from Employment Directions in relation to their Acquittal Statement

Attachment 5: Email to Employment Directions – Invoice put on hold

Policy

Community Assistance Scheme Policy

Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture



Health and Wellbeing

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.

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Legislative Requirements

Nil

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 Grant Guidelines is a risk management tool.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

8.1.2.3

RECONCILIATION WEEK BAROSSA CELEBRATIONS 2016

B5743

MOVED Cr Lange that the Community Assistance Scheme Committee (CASC):

- (1) notes the Acquittal documentation provided by the Barossa Reconciliation Week Committee in relation to the Community Grant expended for Reconciliation Week Barossa Celebrations 2016
- (2) requires the remaining supporting documentation to be provided for approval at the September 2017 CASC meeting.

Seconded Mayor Sloane

CARRIED

PURPOSE

To consider the Acquittal documentation from the Barossa Reconciliation Week Committee in relation to the Community Grant for Reconciliation Week Barossa Celebrations 2016.

REPORT

Background

Due to the allocated Community Assistance Scheme budget funds for 2015/16 being fully expended, the Community Grant Application from the Barossa Reconciliation Week Committee was forwarded to Council for consideration. Council approved a Grant for \$1,500 (excl GST) at its 17 May 2016 meeting.

Discussion

The Barossa Reconciliation Week Committee has provided their Grant Acquittal Statement, together with some of the supporting documentation (Attachment 1):

Expense item	Amount	Evidence already supplied	Still required
Contractors	\$500 x 2	Nil	\$1,000 Invoice/receipt/evidence (Refer <u>Attachment 2</u>)
Art Materials	\$241.85	\$191.84	\$50.01
Catering	\$300	\$10.17; \$22.40	\$267.43
Publicity/Leader	\$180	\$180	Nil
Ongoing activities with Friends of the Bush Gardens	\$778.15	\$778.15	Nil
TOTAL	\$2,500	\$1,182.56*	\$1,317.44

*Council approved a Grant for \$1,500 (excl GST)

A copy of the Budget and Funding section from their original Grant Application is also provided for information (Attachment 3).

Summary

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

Officers contacted the Barossa Reconciliation Week Committee early in May 2017, reminding them of the requirement to provide an acquittal statement and supporting documentation to acquit the Grant. The documentation received to date is presented for CASC consideration. The Committee has advised that they are sourcing the remaining documentation and will provide an update as soon as they are able.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments

- Attachment 1: Grant Acquittal Statement and supporting documentation
- Attachment 2: Email regarding invoice for Contactors' expense
- Attachment 3: Budget and Funding section from Community Grant Application

Policy

- Community Assistance Scheme Policy
- Community Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture



How We Work – Good Governance

Corporate Plan

Community and Culture

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How We Work – Good Governance

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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 Grant Guidelines is a risk management tool.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

8.1.2.4

COULTHARD'S LEGACY – A HISTORY OF COULTHARD'S COMMUNITY HOUSE

B5743

Report considered earlier in the meeting.

8.2

YOUTH GRANTS APPROVED

B5743

Ms Randall advised that two applications had been received after their event, but were approved as allowed for in the updated Youth Grant Guidelines considered and approved at the CASC Administration meeting.

MOVED Cr Grossman that the Community Assistance Scheme Committee endorses the Youth Grants approved by the Community Assistance Scheme Committee Administration at its 17 May 2017 meeting.

Seconded Mayor Sloane

CARRIED

PURPOSE

To endorse Youth Grants approved by the Community Assistance Scheme Committee Administration (CASCA).

REPORT

Background

Clause 2.1.3 of the CASC Terms of Reference states: "CASC Administration is delegated to approve Youth Grants (ensuring criteria are met and documentation submitted) with a summary report presented to CASC at the following meeting to endorse the decision."

Introduction

Eight Youth Grant applications were received in this Round of funding.

Discussion

The CASC Administration approved the following Youth Grants at its meeting held 17 May 2017:

<u>Applicant</u>	<u>Grant Amount</u>
Lucy Blenkiron	\$250
Ethan Hewitt	\$200
Katelyn Young	\$200
Declan Malone	\$200
Ryan Sibbick	\$200
Finn Reed	\$200
Mason Graetz	\$200
Oscar Graetz	\$200

A copy of the Notes of the meeting are attached for information.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Notes of Community Assistance Scheme Committee Administration meeting held 17 May 2017

Policy

Community Assistance Scheme Terms of Reference
Youth Grant Guidelines

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



Community and Culture

Corporate Plan

How We Work – Good Governance

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Legislative Requirements

Nil

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

The adopted Budget for the Community Grants and Youth Grants for 2016/17 was \$25,250.

TOTAL CURRENT FUNDS AVAILABLE		\$5,600.00
June 2017:		
Approved Youth Grants	8 Applications	\$1,650.00
Requested Community Grants	3 Applications	\$6,000.00
	Less: 1 on hold	<u>-\$3,000.00</u>
	June Total	<u>\$4,650.00</u>
FUNDS REMAINING IF JUNE APPLICATIONS GRANTED		\$950.00

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

8.3 HERITAGE GRANTS

8.3.1 HERITAGE ADVISOR'S REPORT

Cr Milne acknowledged the significant work and contribution of the Heritage Advisor.

MOVED Mayor Sloane that the Heritage Advisor's reports be received and noted.
Seconded Cr Lange **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 February, March and April 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 not be in attendance at this meeting to discuss any matters arising but can be contacted by email, sam@hoskingwillis.com.au if further information is sought.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Heritage Advisory Services Summary for February, March and April 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.

8.3.2 HERITAGE GRANT EXTENSION – BETHANY LUTHERAN CONGREGATION

MOVED Cr Lange that the Evangelical Lutheran Herberge Christi Church of Bethany be granted an extension of 12 months for completion of barn rethatching.

Seconded Cr Grossman

CARRIED

PURPOSE

Bethany Lutheran Congregation have requested an extension of time for their Heritage Grant, in which approval was granted at the 1 June 2016 meeting of the Committee.

REPORT

The Community Assistance Scheme Committee, at its meeting on the 1 June 2016, resolved the follow:

MOVED Cr Angas

Grant a Heritage Grant in the amount of \$1,800 for the Evangelical Lutheran Herberge Christi Church of Bethany for barn rethatching of the property located at 184 Bethany Road Bethany.

Seconded Mayor Sloane

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 now requesting an extension of time to complete their project due to their order not being able to be filled due to wet weather, causing the straw to rot and no success from local farmers to source the correct material.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Request for Extension of Time from Bethany Lutheran Congregation

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 remaining 2015/2016 budget, which was carried over to the 2016/2017 budget. Should the extension be granted, the amount of \$1800.00 will need to be carried forward from 2016/2017 to the 2017/2018 budget.

8.4

COMMUNITY ASSISTANCE SCHEME 2017/18 BUDGET

B5743

MOVED Cr Grossman that the Community Assistance Scheme Committee endorses the proposed 2017/18 Budget for the Community Assistance Scheme as contained in the draft Annual Budget and Business Plan 2017/18, as follows:

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

Seconded Cr Lange **CARRIED**

PURPOSE

To obtain Community Assistance Scheme Committee (CASC) approval of the proposed 2017/18 Budget for the Community Assistance Scheme.

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

The draft Annual Budget and Business Plan 2017/18 was approved by Council for community consultation at its 18 May 2017 Special Council Meeting. Should the CASC wish to vary the proposed Budget amounts as listed in the Recommendation, it will be included as a submission during the consultation period.

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

	Community/Youth Grants	Heritage Grants	TOTAL
2011/12	\$21,900	\$ 4,820	\$26,720
2012/13	\$26,568	\$ 8,750	\$35,318
2013/14	\$21,330	\$ 9,000	\$30,330
2014/15	\$18,800	\$ 9,300	\$28,100
2015/16	\$31,669	\$ 8,132	\$40,801
2016/17	\$24,300 (If June Applications approved)	\$ 8,592	\$32,892
Average	\$24,095	\$ 8,000	\$32,095

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

Natural Environment and Built Heritage

1.4 Facilitate innovative and sustainable preservation and use of built heritage.

Community and Culture

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.

Business and Employment

5.4 Participate in initiatives, or advocate for, investment in creative industries and cultural tourism.

How We Work – Good Governance

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

Budget figures to be considered by the CASC and then a recommendation made to Council.

COMMUNITY CONSULTATION

Community Consultation will be part of the budget adoption process in June 2017, as per legislation.

8.5 UPDATES TO COMMUNITY ASSISTANCE SCHEME DOCUMENTS

8.5.1

COMMUNITY ASSISTANCE SCHEME POLICY

B5743

MOVED Cr Lange that the Community Assistance Scheme Committee approves the updated Community Assistance Scheme Policy as presented to the 7 June 2017 meeting and recommends adoption by Council.

Seconded Cr Grossman

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 November 2015. Updates are again required to reflect changes in process since that time.

Discussion

Officers have reviewed and updated the Community Assistance Scheme Policy, with the main changes being:

- Clause 2.3: The role of the Community Assistance Scheme Committee Administration (CASCA) in assessing Youth Grants
- Clause 2.4: Process for requests for Council funding/assistance that are outside of the Community Assistance Scheme scope and Guidelines
- Old Section 4.3 Minimum Required Processes – section has been deleted
- Section 4.4 Acquittal Requirements – has been expanded on
- References to Council's "Strategic Plan" changed to "Community Plan"

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

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Updated Community Assistance Scheme Policy (together with current Policy for information)

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.

8.5.2

COMMUNITY GRANT GUIDELINES AND APPLICATION FORM

B5743

MOVED Cr Lange that the Community Assistance Scheme Committee adopts the updated Community Grant Guidelines and Community Grant Application form as presented to the 7 June 2017 meeting.

Seconded Mayor Sloane

CARRIED

PURPOSE

To adopt the updated Community Grant Guidelines and Community Grant Application form.

REPORT

Background

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."

Discussion

Officers have reviewed the Community Grant Guidelines and updated to the new corporate template. The content is basically unchanged, with the only significant word changes being:

- "Strategic Plan" changed to "Community Plan"
- Clause 4.3, requiring that Grant funds must be expended within 12 months of the "grant approval" rather than within 12 months of the "date the payment is made". This is consistent with Clause 4.2
- Clause 5.5 – 5.6 regarding time lines for submission of invoice by successful applicants.

The Community Grant Application form has been reviewed and updated to the new template, with no significant changes to the wording.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments

- Attachment 1: Updated Community Grant Guidelines (together with current Guidelines for information)
- Attachment 2: Updated Community Grant Application form (together with current Application form for information)

Policy

Community Assistance Scheme Policy

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS



Natural Environment and Built Heritage



Community and Culture



Infrastructure



Health and Wellbeing



Business and Employment

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 Grant Guidelines is a risk management tool.

COMMUNITY CONSULTATION

Community Consultation is not required under legislation or Council Policy.

8.5.3

YOUTH GRANT GUIDELINES AND YOUTH GRANT APPLICATION FORM

B5743

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 June 2017 meeting.

Seconded Cr Grossman

CARRIED

PURPOSE

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

REPORT

Background

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."

Introduction

CASC administration officers reviewed the Youth Grant Guidelines and Youth Grant Application form and recommended updates in relation to:

- the new corporate templates
- out of date information corrected
- further clarity regarding requirements and the process to assist applicants and officers.

Discussion

The Community Assistance Scheme Committee Administration (CASCA) discussed the draft updated Youth Grant Guidelines and Youth Grant Application form presented at its meeting held 17 May 2017. Following discussion, the members agreed that the points below be incorporated into the updated documents for adoption by the CASC:

Guidelines:

- reference to CASCA's role in assessing Youth Grant applications
- retrospective applications will be considered if submitted within the current financial year or within 3 months of the event
- consequences of not complying with acquittal requirements ie attend Council Meeting or provide written report on the event – ineligible for funding in the future
- process if unable to attend the event or event is cancelled – Youth Grant to be refunded.

Application form:

- Provision for applicant's signature, not just Parent/Guardian
- 'Office Use Only' section changed - checkbox if funding received in the past and if acquittal requirements completed.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachments

Attachment 1: Updated Youth Grant Guidelines (together with current Guidelines for information)

Attachment 2: Updated Youth Grant Application form (together with current Application form for information)

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.

9. OTHER BUSINESS

9.1 HERITAGE GRANT DOCUMENTATION

Ms Thom advised that the Heritage Grant Guidelines and Heritage Grant Application form have been reviewed by the Senior Manager Planning Services and Heritage Advisor and no changes are required.

Cr Lange left the meeting at 5.05pm.

9.2 YOUTH GRANTS – ENDORSEMENT

Ms Tappert advised that, as the Community Assistance Scheme Committee Administration has been given delegation to approve Youth Grants, the decisions do not need to be endorsed by the CASC. A Consensus report will be provided in the future. The CASC Terms of Reference will be updated to reflect this when the document is reviewed prior to the September CASC meeting.

10. NEXT MEETING

Wednesday 6 September 2017 at 4.30pm

11. CLOSE

Cr Milne declared the meeting closed at 5.08pm

Confirmed at Community Assistance Scheme Meeting 6 September 2017.

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