

2026 Branch Meet Up

 National Trust South Australia



The National Trust of South Australia
acknowledges the Traditional
Owners and ongoing occupants of
the lands and waters in South
Australia.

We respect their spiritual, cultural
and heritage beliefs and pay our
deep respect to Elders past and
present.





Branches Update

- 2 minutes per branch – short and sweet
- Share:
 - A success of the last year
 - A challenge for next year



Budget & Activity Plans

- “We’ve got a list of projects as long as my arm.”
- “Our visitor attendance is down, and all our expenses are up.”
- “It’s hard to find people who are willing to volunteer.”
- “No one knows we’re here.”
- We hear this across almost every branch we visit. It’s not just you.



Budget & Activity Plans

- Without a plan, everything feels urgent.
- Activity Plans help us
 - Prioritise what's realistic
 - Align activities with volunteer capacity
 - Plan ahead instead of reacting
 - Promote our achievements and programs so more people can become involved



Budget & Activity Plans

- We are asking these templates be submitted by 30 June.
- We are doing the same for all sites administered by NTSA Staff
- This will help us establish accurate budgets and realistic fundraising targets, and ensure we are delivering strong conservation outcomes and meaningful community benefits.



Why We Have a Grants Process

- Financially speaking, a grant is a liability on the organisation. Because we are one financial entity, what one branch does can affect the whole network
- GST status varies, which can impact quarterly BAS obligations (either resulting in GST payable or GST credits)
- Examples of co-funding criteria being overlooked when applications are submitted or budgets are approved
- Requirement to have funds available up front for retrospective grants, which can create cashflow pressure



Why We Have a Grants Process

- Lack of contingency funding, leaving no buffer when project costs change over time
- Examples of contractors still being owed for work long after grant-funded projects have been completed (in some cases up to three years later)
- Not obtaining quotes in writing, resulting in cost increases or disputes when final invoices differ from expectations
- Lack of awareness of milestone reporting requirements, leading to delays, non-compliance, or risk to future funding



Grants Process

- Operations Manual, 5.10.4
 - *Grant applications must be reviewed and signed by the CEO with a minimum of two (2) weeks' notice*
- Finance Manual 8.9.3
 - *Grant funds must be paid into the NTSA Operating Account where GST will be allocated prior to the funds being deposited into the branch bank account.*
- Link to Branch Portal:
 - <https://nationaltrustsa.org.au/branch-portal/grants/>



Capital Works Approvals

- Obligations under *Heritage Places Act 1993*
- What is Development Approval, and why do we need it?
- Proper scoping – quotes that look very different because they don't address the same criteria
- Using properly registered contractors
- Contingency funding
- Heritage SA Approval



Capital Works Approvals

- Insert flow chart here



Volunteer Registration & Centrelink Volunteers

- A volunteer is anybody who donates their time for and on behalf of National Trust of South Australia (NTSA).
 - all Branch Committee Members
 - all Governing Council Members
 - anyone who conducts authorised activities on behalf of NTSA You do not have to be a member to be a volunteer, though only financial members of the NTSA are eligible to become Branch Committee Members.



Volunteer Registration & Centrelink Volunteers

- NTSA has based our volunteer policy on best practice as recommended by Volunteering SA and the National Standards for Volunteer Involvement.
- The policy has been adopted as a matter of proactive, responsible governance, not just compliance to a legal minimum.
- We are also required by governing authorities and business law to make sure that all volunteers are covered by insurance; therefore, **if they are not registered, they are not covered.**



Why Working With Children Checks?

- This is the best way to protect **all** our volunteers. Even if you aren't planning to directly supervise children, you might:
 - Work alongside kids at a working bee
 - Lead a tour group when someone is sick
- WWCCs also include a 'Working With Vulnerable People' Check
- Important for public trust and confidence, reduces risk for the organisation



What if our volunteers aren't good with computer forms?

- There are manual forms for NTSA registration, Working with Children Checks and Police Check.
 - For WWCC forms, we need name, DOB
- A volunteer can also call State Office and get over the phone support for the Working with Children Check, even if they don't have an email address.
- Some branches have done 'JP Days'



WHS & Risk

- Understand that we operate in 2026
 - Workplace Health and Safety Act 2012
 - Personal accountability under the law, organisational accountability
- Proactive communication of issues
 - Potential and actual
 - If we don't know, we can't help
- Code of Conduct
- Realistic expectation & consideration of volunteer's capacity, especially re insurance
- The Governing Council are the Public Officers of the NTSA. Impact is on them, not Branch Officers



Any Other Business
