

MINUTES OF THE MEETING OF THE COMMUNITY ASSISTANCE SCHEME OF THE BAROSSA COUNCIL

held in the Council Committee Room at The Barossa Council, 43-51 Tanunda Road, Nuriootpa on Wednesday 7 September 2016 commencing at 4pm

1.1

WELCOME

Cr Harris welcomed everyone and declared the meeting open at 4:02pm.

1.2

PRESENT

Cr Margaret Harris, Mayor Bob Sloane , Cr Mark Grossman, Cr Bim Lange, Cr John Angas, Mark Lague (Manager, Financial Services), Naomi Graetz (Minute Secretary)

1.3

APOLOGIES FOR ABSENCE

1.4

CONFIRMATION OF PREVIOUS MINUTES

MOVED Mayor Sloane that the minutes of the meeting held on 1 June 2016 as circulated be confirmed as a true and correct record of the proceedings of that meeting.

Seconded Cr Grossman

CARRIED

1.5

MATTERS ARISING FROM PREVIOUS MINUTES

Nil

2.1

CORRESPONDENCE

MOVED Mayor Sloane that correspondence items 2.1.1 to 2.1.3 be received and noted.

Seconded Cr Angas

CARRIED

3.1.1

ACTIONS FROM PREVIOUS MEETINGS

C=COMPLETED

P=PENDING

N=NO ACTION

2015/2016 – (3/3/2016) YOUTH GRANT APPLICATIONS	
Bailee Major – Letter sent requesting more information	N
2015/2016 – (19/4/2016) YOUTH GRANT APPLICATIONS	
Lucy Elsworthy – Successful letter sent – payment made – certificate to be sent	P
Aidan Schenk – Successful letter sent – payment to be made – certificate to be sent	C
2015/2016 – (1/6/2016) YOUTH GRANT APPLICATIONS	
Abigayle Mader – Successful letter sent – payment made – certificate sent	C
2014/2015 – (4/6/2015) COMMUNITY GRANT APPLICATIONS	
Nuriootpa Futures Association - letter sent – payment made – acquittal extension granted due June 2017	P
2015/2016 – (15/9/2015) COMMUNITY GRANT APPLICATIONS	
Williamstown Amateur Players – Successful letter sent – payment made – acquittal extension request received	P
The Barossa German Language Association – Successful letter sent – payment made – acquittal extension request received	P
2015/2016 – (21/10/2015 Council Meeting) – COMMUNITY GRANT APPLICATION	
Barossa Valley Machinery Preservation Society – Successful letter sent – payment made – waiting on acquittal	P
2015/2016 – (1/12/2015) COMMUNITY GRANT APPLICATIONS	
Employment Directions – successful letter sent – payment made - waiting on acquittal	P
Barossa Community Labyrinth – successful letter sent – payment made – waiting on acquittal	P
Lyndoch and Districts Little Athletics Centre - successful letter sent – payment made – waiting on acquittal	P
Nuriootpa Futures Association - successful letter sent – payment made – waiting on acquittal	P

2015/2016 (17/5/2016 Council Meeting) COMMUNITY GRANT APPLICATIONS	
Barossa Reconciliation Week Committee – successful letter sent – payment Made – waiting on acquittal	P
2015/2016 (21/6/2016 Council Meeting) COMMUNITY GRANT APPLICATIONS	
Royal Geographical Society - successful letter sent – payment made – waiting on acquittal	P
2015/2016 – (1/12/15) HERITAGE GRANT APPLICATIONS	
Brad Reynolds and Nicki Norman – Successful letter sent	P
St Thomas Evangelical Lutheran Church – Successful letter sent – Payment made	C
Evangelical Lutheran Heritage Christ Church – Successful letter sent	P

3.1.2

SUMMARY OF COMMUNITY ASSISTANCE SCHEME GRANTS 2015/2016

Funding Type	No. of Applications	Funding Approved/ Requested
August (Council Meeting) Community Grants	1 application	
	August Total	\$1,000.00 <u>\$1,000.00</u>
September Youth Grants Community Grants	12 applications 3 applications	
	September Total	\$2,500.00 \$9,000.00 <u>\$11,500.00</u>
September Youth Grant	1 Application withdrawn*	
	Total	-\$200.00 <u>-\$200.00</u>
October (Council Meeting) Community Grant	1 application	
	October Total	\$3,000.00 <u>\$3,000.00</u>
December Youth Grants Community Grants	4 applications 5 applications	
	December Total	\$650.00 \$8,250.00 <u>\$8,900.00</u>

January (Council Meeting) Community Grant	1 Application		<u>\$1,000.00</u>
		January Total	<u>\$1,000.00</u>
March Youth Grant Community Grants	5 Applications 0 Applications		****\$1,050.00 \$0.00
		March Total	****<u>\$1,050.00</u>
April Youth Grant Community Grants	6 Applications 1 Application**		****\$1,200.00 \$1,500.00
		April Total	****<u>\$2,700.00</u>
June Youth Grant Community Grants	1 Application 1 Application***		\$200.00 <u>\$2,519.00</u>
		TOTAL	\$31,669.00
		BUDGET 2015-2016 (Additional Youth Grants only) (Council Funding for LADLAC application) (Additional Community Grants) (Additional Community Grants)	\$25,000.00 +\$4,000.00 +\$200.00 +\$1,500.00 +959.00 <u>\$31,659.00</u>
		FUNDS REMAINING	-\$10.00

*One Youth Grant application now withdrawn.

** Referred to Council - approved (Council Meeting 17 May 2016)

*** Referred to Council – approved (Council Meeting 21 June 2016)

****Change of total from June meeting – recorded incorrectly in Agenda and Minutes

3.1.3

SUMMARY OF HERITAGE GRANTS 2014/2015

Considered annually in the December meetings

Funding Type	No. of Applications	Funding Approved/ Requested
September Heritage Grants	Nil	<u>\$0.00</u>
	September Total	\$0.00
December Heritage Grants	4 Applications	<u>\$8,131.75</u>
	December Total	<u>\$8,131.75</u>
March Heritage Grants	Nil	<u>\$0.00</u>
	March Total	\$0.00
June Heritage Grants	1 Application	<u>\$1,800.00</u>
	June Total	<u>\$1,800.00</u>
	TOTAL	\$9,931.75
	BUDGET 2015-2016	\$10,000.00
	FUNDS REMAINING	\$68.25

3.1.4

SUMMARY OF COMMUNITY ASSISTANCE SCHEME GRANTS 2016/2017

Funding Type	No. of Applications	Funding Approved/Requested
September Youth Grants Community Grants	12 Applications 3 Applications September Total	\$2,400.00 \$9,000.00 <u>\$11,400.00</u>
	TOTAL	\$11,400.00
	BUDGET 2016-2017	\$25,250.00
	FUNDS REMAINING IF SEPTEMBER APPLICATIONS GRANTED	\$13,850.00

3.1.5

SUMMARY OF HERITAGE GRANTS 2016/2017

Considered annually in the December meetings

Funding Type	No. of Applications	Funding Approved/Requested
September Heritage Grants	Nil September Total	\$0.00 \$0.00 <u>\$0.00</u>
	TOTAL	\$0.00
	BUDGET 2016-2017	\$10,100.00
	FUNDS REMAINING	\$10,100.00

<p>MOVED Cr Angas that items 3.1.1 to 3.1.5 be received and noted. Seconded Cr Lange</p>	<p>CARRIED</p>
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3.1.6

YOUTH GRANT APPLICATIONS

INTRODUCTION

Twelve Youth Grant applications have been received since the last meeting for consideration by the Committee.

3.1.6.1

APRIL ZIMMERMAN

MOVED Cr Grossman that April Zimmerman be granted a Youth Grant of \$200 for representing YMCA SA Youth Parliament at the SA Youth Parliament residential camp in SA in July 2016.

Seconded Mayor Sloane

CARRIED

3.1.6.2

ASHTON SCHENK

MOVED Cr Grossman that Ashton Schenk be granted a Youth Grant of \$200 for representing U13 Boys SA State Hockey Team in the U13 Australian National Hockey Championships in Perth in September and October 2016.

Seconded Mayor Sloane

CARRIED

3.1.6.3

AUSTIN SCHENK

MOVED Cr Grossman that Austin Schenk be granted a Youth Grant of \$200 for representing SAPSASA U12 State Boys Hockey Team in the School Sport Australia U12 Hockey Championships in QLD in July and August 2016.

Seconded Mayor Sloane

CARRIED

3.1.6.4

FINN REED

MOVED Cr Grossman that Finn Reed be granted a Youth Grant of \$200 for representing School Sport SA in State Australian Football – SAPSASA in QLD in July 2016.

Seconded Mayor Sloane

CARRIED

3.1.6.5

GEORGIA GIBSON

MOVED Cr Grossman that Georgia Gibson be granted a Youth Grant of \$200 for representing Equestrian SA in the National Interschool Championships in NSW in September and October 2016.

Seconded Mayor Sloane

CARRIED

3.1.6.6

JADE TRIPLETT

MOVED Cr Grossman that Jade Triplett be granted a Youth Grant of \$200 for representing Miller School of Irish Dancing SA in the Australian Irish Dancing Championships in Hobart in September and October 2016.

Seconded Mayor Sloane

CARRIED

3.1.6.7

TIFFANY KOEK

MOVED Cr Grossman that Tiffany Koek be granted a Youth Grant of \$200 for representing North Vikings Inline Hockey Club in the Inline Hockey National Championships in VIC in September and October 2016.

Seconded Mayor Sloane

CARRIED

3.1.6.8

TRISTAN PEARSON

MOVED Cr Grossman that Tristan Pearson be granted a Youth Grant of \$200 for representing SAPSASA in the School Sport Australia U12 Swimming Championships in NT in September 2016.

Seconded Mayor Sloane

CARRIED

3.1.6.9

RHYS CANNIZZARO

MOVED Cr Grossman that Rhys Cannizzaro be granted a Youth Grant of \$200 for representing SA Country Basketball in the 2016 U16 Australian National Championships in Victoria in July 2016.

Seconded Mayor Sloane

CARRIED

3.1.6.10

LUCY ELSWORTHY

MOVED Cr Grossman that Lucy Elsworthy be granted a Youth Grant of \$200 for representing South Australia Little Athletics in the Australian Little Athletics Championships in Adelaide in April 2016.

Seconded Mayor Sloane

CARRIED

3.1.6.11

JACKSON DOCHERTY

MOVED Cr Grossman that Jackson Docherty be granted a Youth Grant of \$200 for representing Secondary School Sport SA in the Australian Swimming Championships in NT in September 2016.

Seconded Mayor Sloane

CARRIED

3.1.6.12

BRODIE DUELL

MOVED Cr Grossman that Brodie Duell be granted a Youth Grant of \$200 for representing Secondary School Sport SA in the Australian Swimming Championships in NT in September 2016.

Seconded Mayor Sloane

CARRIED

COMMENT

Twelve Youth Grant applications have been received since the last meeting:

1. April Zimmerman for representing YMCA SA Youth Parliament at the SA Youth Parliament residential camp in SA in July 2016.
2. Ashton Schenk for representing U13 Boys SA State Hockey Team in the U13 Australian National Hockey Championships in Perth in September and October 2016.
3. Austin Schenk for representing SAPSASA U12 State Boys Hockey Team in the School Sport Australia U12 Hockey Championships in QLD in July and August 2016.
4. Finn Reed for representing School Sport SA in State Australian Football – SAPSASA in QLD in July 2016.
5. Georgia Gibson for representing Equestrian SA in the National Interschool Championships in NSW in September and October 2016.
6. Jade Triplett* for representing Miller School of Irish Dancing SA in the Australian Irish Dancing Championships in Hobart in September and October 2016.

7. Tiffany Koek* for representing North Vikings Inline Hockey Club in the Inline Hockey National Championships in VIC in September and October 2016.
8. Tristan Pearson for representing SAPSASA in the School Sport Australia U12 Swimming Championships in NT in September 2016.
9. Rhys Cannizzaro* for representing SA Country Basketball in the 2016 U16 Australian National Championships in Victoria in July 2016.
10. Lucy Elsworthy* for representing South Australia Little Athletics in the Australian Little Athletics Championships in Adelaide in April 2016.
11. Jackson Docherty for representing Secondary School Sport SA in the Australian Swimming Championships in NT in September 2016.
12. Brodie Duell for representing Secondary School Sport SA in the Australian Swimming Championships in NT in September 2016.

A copy of the applications is *attached*.

**Received Youth Grants in the previous two financial years*

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN
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COMMUNITY PLAN

1 Community and Culture

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

The adopted budget for the Community Assistance Scheme Community Assistance Grants and Youth Grants for 2016-2017 is \$25,250 and \$10,100 for Heritage grants.

3.1.7

COMMUNITY GRANT APPLICATIONS

INTRODUCTION

Two new Community Assistance Grant applications and two requests for acquittal extension have been received since the last meeting for consideration by the Committee. One Community Assistance Grant is to be considered at the September CASC meeting after being deferred from the June CASC meeting.

3.1.7.1

BRIDGE IN THE BAROSSA

MOVED Mayor Sloane that the Community Grant application for Bridge in the Barossa be granted a Community Assistance Grant of \$3,000 for the Bridge Mates II Acquisition.
Seconded Cr Grossman **CARRIED**

3.1.7.2

YOUTH BAROSSA

Pursuant to S73 of the Local Government Act 1999 Cr Angas disclosed a conflict of interest in the matter 3.1.7.2 – Youth Barossa, as he has a family foundation, which supports Youth Barossa.

Cr Angas advised the Committee of the Conflict of Interest and left the meeting at 4:20pm.

MOVED Mayor Sloane that the Community Grant application for Youth Barossa be deferred a Community Assistance Grant of \$3,000 for the Steps to Better Health Project 2016 pending further information received, on funding and support provided by neighboring Councils, existing supply and update of the brochures and on-line resources.
Seconded Cr Lange **CARRIED**

Cr Angas returned to the meeting at 4:24pm.

3.1.7.3

150 YEAR EDEN VALLEY CELEBRATION COMMITTEE

MOVED Cr Lange that the Community Grant application for 150 Year Eden Valley Celebration Committee be granted a Community Assistance Grant of \$3,000 for the 150 Year Eden Valley Celebration.
Seconded Cr Angas **CARRIED**

3.1.7.4

WILLIAMSTOWN AMATEUR PLAYERS ASSOCIATION

MOVED Cr Angas that the request to extend the Community Grant acquittal timeframe for Williamstown Amateur Players Association for Stage Lighting be granted.

Seconded Mayor Sloane

CARRIED

3.1.7.5

BAROSSA GERMAN LANGUAGE ASSOCIATION

MOVED Cr Angas that the request to extend the Community Grant acquittal timeframe for Barossa German Language Association for the Barossa Spielgruppe/German Playgroup be granted.

Seconded Mayor Sloane

CARRIED

COMMENT

Two new Community Assistance Grant applications and two requests for acquittal extension have been received since the last meeting for consideration by the Committee. One Community Assistance Grant is to be considered after being deferred from the June CASC meeting.

1. Community Grant application for Bridge in the Barossa for \$3,000 for the Bridge Mates II Acquisition.
2. Community Grant application for Youth Barossa for the Steps to Better Health Project 2016.
3. Community Grant application for 150 Year Eden Valley Celebration Committee for \$3,000 for the 150 Year Eden Valley Celebration.

Extract from CASC Minutes 1 June 2016:

MOVED Cr Angas

That the Community Grant application for 150 Year Eden Valley Celebration Committee be deferred a Community Assistance Grant of \$3,000 for the 150 Year Eden Valley Celebration to next financial year, with in principle support, to be reassessed when budget funds are available in the new financial year, based on further information on financial support for other similar events, being received.

Seconded Cr Grossman

CARRIED

There has been no additional funding received for financial support of this event since the last CASC meeting on the 1 June 2016.

Information from staff regarding financial support for other similar events being received:

- Lyndoch 175th Anniversary - \$1,200 for signage
- Springton 150th Anniversary - \$3,000 for mural

4. Request to extend the Community Grant acquittal timeframe for Williamstown Amateur Players Association for Stage Lighting.
5. Request to extend the Community Grant acquittal timeframe for Barossa German Language Association for the Barossa Spielgruppe/German Playgroup.

Community Grant Guidelines

- 1.7 That the project be commenced and completed within 12 months of the funding being made available.
- 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.

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

COMMUNITY PLAN:

1. Natural Environment and Built Heritage
2. Community and Culture
3. Infrastructure
4. Health and Wellbeing
5. Business and Employment

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

The adopted budget for the Community Assistance Scheme Community Assistance Grants and Youth Grants for 2016-2017 is \$25,250 and \$10,100 for Heritage grants.

3.1.8

HERITAGE ADVISOR'S REPORT

PURPOSE

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

MOVED Cr Sloane that the Heritage Advisor's reports be received and noted.

Seconded Cr Grossman

CARRIED

REPORT

The attachment showed a summary of the activities undertaken between May, June and July 2016 by Mr Sam Hosking, Council's Heritage Advisor.

Mr Hosking works for Council one day a fortnight and a summary of his services is 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

Heritage Advisory Services Summary for May, June and July 2016.

COMMUNITY PLAN/CORPORATE PLAN/LEGISLATIVE REQUIREMENTS

COMMUNITY PLAN:

1. 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

No financial risk management considerations.

3.1.9

COMMUNITY ASSISTANCE SCHEME ANNUAL REPORT

INTRODUCTION

An annual report on the grants funded under the Community Assistance Scheme must be presented to the Committee.

MOVED Cr Lange that the report be noted.
Seconded Cr Angas

CARRIED

COMMENTS

Clause 4.4.1 of the Community Assistance Scheme Policy states that an annual report on the grants funded under the Community Assistance Scheme will be prepared and presented to this Committee.

The following shows the grants funding approved during the 2015/2016 financial year:

Youth Grants

250.00	Angelica Kennedy
250.00	Tirryn Nankivell
200.00	Stef Csanik
200.00	Tiffany Koek
200.00	Jessica Koek
200.00	Sofie Kraft
200.00	Haydon Ahrens
200.00	Aidan Schenk
200.00	Liam Warnest
200.00	Tate Manning
200.00	Tamika Heath
200.00	Lucy Blenkiron
200.00	Jade Triplett
200.00	Isabel Greif
50.00	Tamika Heath
200.00	Jeremy Nobes
200.00	Aidan Schenk
250.00	Tyler Burgess
200.00	Isaac Feltus
200.00	Rhys Cannizzaro
200.00	Lucy Elsworthy
200.00	Jack Bentley
200.00	Aidan Schenk
200.00	Thomas Jamieson
200.00	Regan Lambert
200.00	Jack Noack
200.00	Abigail Mader

5,400.00 TOTAL 27 YOUTH GRANTS

Community Grants

1,000.00	Barossa Young People in Agriculture
3,000.00	Nuriootpa Uniting Church
3,000.00	Williamstown Amateur Players
3,000.00	Barossa German Language Association
3,000.00	Barossa Valley machinery Preservation Society
500.00	Employment Directions
3,000.00	Barossa Community Labyrinth
500.00	SA No-Till Farmers Association
2,000.00	Lyndoch and Districts Little Athletics
2,250.00	Nuriootpa Futures Association
1,000.00	Lyndoch and Districts Little Athletics Centre
1,500.00	Barossa Reconciliation Week
2,519.00	Barossa Walks

26,269.00 TOTAL 13 COMMUNITY GRANTS

Heritage Grants

2,660.00	Luhrs Cottage Preservation Society
3,000.00	Brad Reynolds and Nicki Morgan
2,000.00	Ringland Vintners
471.75	St Thomas Evangelical Lutheran Church
1,800.00	Evangelical Lutheran Herbege Christi Church of Bethany

9,931.75 TOTAL 5 HERITAGE GRANTS

41,600.75 TOTAL COMMUNITY ASSISTANCE SCHEME GRANTS FOR 2015/2016

LEGISLATION/POLICY/COMMUNITY PLAN

COMMUNITY PLAN:

1. Natural Environment and Built Heritage
2. Community and Culture
3. Infrastructure
4. Health and Wellbeing
5. Business and Employment

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

The budget for the Community Assistance Scheme Community Assistance Grants and Youth Grants for 2015-16 was exhausted with Council adding funds during the year and Heritage grants of \$9,931.75 being accessed. The above information is the grants approved during the year it does not take into account payments made for approved grant applications from last year and/or payments to be made next year where acquittals' are yet to be provided. A request to carry forward budget funds for the payments to be made will be submitted to Council as part of the Report on Financial Results 2015-16.

3.2

COMMUNITY GRANT GUIDELINES AND APPLICATION FORM REVIEW

INTRODUCTION

The Community Grant and Youth Grant guidelines require reviewing since the introduction of the Community Plan which supersedes the Strategic Plan.

MOVED Cr Lange that the Community Assistance Scheme guidelines forms for Community Grants be adopted with the proposed changes included.
Seconded Mayor Sloane **CARRIED**

COMMENT

The Community Assistance Scheme administers three types of grants. The Community Grants, Youth Grants and Heritage Grants.

Due to the introduction of the Community Plan which supersedes the Strategic Plan, amendments to documents are recommended.

There is no change to the Youth and Heritage Grants Guidelines and Application Forms.

COMMUNITY GRANT GUIDELINES

Current Clause

The Barossa Council will make provision in the annual budget (amount to be determined during budget considerations) to consider requests for financial assistance from non-profit groups, clubs and organisations within the Council district, towards projects and activities which contribute to the development of the community within the Council area in line with Council's Strategic Plan.

Replacement Clause

The Barossa Council will make provision in the annual budget (amount to be determined during budget considerations) to consider requests for financial assistance from non-profit groups, clubs and organisations within the Council district, towards projects and activities which contribute to the development of the community within the Council area in line with Council's Community Plan.

Current Clause

Applications can be made at any time and will be considered at the Community Assistance Scheme Committee meetings held at least quarterly on the first Tuesday of the months of September, December, March and June.

Replacement Clause

Applications can be made at any time and will be considered at the Community Assistance Scheme Committee meetings held at least quarterly on the first Wednesday of the months of September, March and June and the first Tuesday in December.

Current Clause

1.7 The project must:

- address at least one of the strategies in Council's Strategic Plan. The Barossa Council's Strategic Plan can be viewed on Council's website www.barossa.sa.gov.au

Replacement Clause

1.7 The project must:

- address at least one of the strategies in Council's Community Plan. The Barossa Council's Community Plan can be viewed on Council's website www.barossa.sa.gov.au

COMMUNITY GRANT APPLICATION FORM

Current Clause

Which Strategy from Council's Strategic Plan does your project relate to and how?

Replacement Clause

Which Strategy from Council's Community Plan does your project relate to and how?

LEGISLATION/POLICY/COUNCIL STRATEGIC PLAN

COMMUNITY PLAN:

1. Natural Environment and Built Heritage
2. Community and Culture
3. Infrastructure
4. Health and Wellbeing
5. Business and Employment

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

The Council provides funding in the adopted budget for the Community Assistance Scheme Community Assistance Grants and Youth Grants and Heritage grants.

3.3

YOUTH GRANTS GUIDELINES-POLICY-PROCESS ASSESSMENT AND APPROVAL REVIEW

INTRODUCTION

The Youth Grant Guidelines, Policy and Process have an opportunity to be reviewed to streamline the application process for the Administrators and Community Assistance Scheme Committee (CASC) members.

MOVED Cr Lange that the Community Assistance Scheme guidelines, policy and process for Youth Grants be adopted with the proposed changes including that all Youth Grant applications be assessed by CASC - Administration and a summary report be provided to CASC

Seconded Cr Angas

CARRIED

MOVED Cr Lange that the CASC - Administration be delegated/approved to assess and approve Youth Grant applications for CASC endorsement.

Seconded Cr Angas

CARRIED

COMMENT

The Community Assistance Scheme administers three types of grants. The Community Grants, Youth Grants and Heritage Grants.

The current process is for Youth Grant applicants to submit an application form, a declaration form and an itinerary of the event. Administrators of the scheme ensure that applicants meet the criteria and all documentation is submitted. The application is then presented to CASC to be approved or declined at the quarterly CASC meeting.

History of the Scheme shows that all Youth Grants considered by the Committee have been approved.

Therefore, it is proposed that CASC -Administration 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.

It is proposed that the CASC - Administration members will be made up as follows: Director Corporate and Community Services, Manager Financial Services and Administration Officer – CASC. (Should one of the three administration members not available, a Manager from the Organisation Management Group will be seconded to undertake the role, therefore three staff will always be involved in the assessment and decision making process)

LEGISLATION/POLICY/COMMUNITY PLAN

COMMUNITY PLAN:

2. Community and Culture

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

The adopted budget for the Community Assistance Scheme Community Assistance Grants and Youth Grants for 2016-2017 is \$25,250 and \$10,100 for Heritage grants.

4.1

HERITAGE BUDGET 2016-2017 AND CARRIED FORWARDS FROM 2015-2016 – VERBAL REPORT

Manager, Financial Services

5.

NEXT MEETING

Community Assistance Scheme Committee meeting on 6 December 2016 at 9am.

6.
CLOSURE

Deputy Mayor Cr Harris (Chair) declared the meeting closed at 4:40pm

Confirmed at Community Assistance Scheme Meeting 6 December 2016

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