

**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 6 December 2016 commencing at 9.00am**

**1.1 Welcome**

Mark Lague welcomed everyone and declared the meeting open at 9.00am.

**1.2 Present**

Mayor Bob Sloane, Cr Mark Grossman, Cr Scotty Milne (Deputy Mayor), Mark Lague (Group Manager, Corporate Services), Marie Thom (Assistant to Senior Manager, Planning Services), Joanne Wilson (Acting Minutes Secretary), Annette Randall (Executive Assistant, Corporate Community Services), Sam Hosking (Heritage Advisor) (9.05am)

It was noted that Cr Margaret Harris has tendered her resignation from the Committee on 17 November 2016. A report is provided at item 4.1 of the Agenda.

**1.3 Leave of Absence**

Nil

**1.4 Apologies for Absence**

Cr John Angas, Cr Bim Lange

**1.5 Appointment of Chairperson**

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

At the 15 November 2016 Council Meeting, the annual election of the Deputy Mayor resulted in Cr Scotty Milne being appointed.

Mark Lague, as Council's representative/executive officer, took the position as Chair and called for nominations.

<b>MOVED</b> Cr Grossman that Deputy Mayor Scotty Milne be appointed Chairperson of the Community Assistance Scheme Committee.
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<b>Seconded</b> Mayor Sloane
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<b>CARRIED</b>
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**1.6 Confirmation of Previous Minutes**

*Mr Sam Hosking entered the meeting at 9:05am.*

<b>MOVED</b> Mayor Sloane that the minutes of the meeting held on 7 September 2016 as circulated be confirmed as a true and correct record of the proceedings of that meeting with the caveat that motion 3.3 on page 19 of the minutes is Ultra Vires, because the Committee cannot delegate responsibilities, and the matter will be addressed later in the Agenda.
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<b>Seconded</b> Cr Grossman
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<b>CARRIED</b>
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**1.7 Matters Arising from Previous Minutes**

Nil

**2.1 Correspondence**

<b>MOVED</b> Cr Grossman that correspondence items 2.1.1 to 2.1.6 be received and noted. <b>Seconded</b> Mayor Sloane	<b>CARRIED</b>
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**3.1 Actions from Previous Meetings**

<b>MOVED</b> Mayor Sloane that item 3.1 be received and noted. <b>Seconded</b> Cr Grossman	<b>CARRIED</b>
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C=COMPLETED                      P=PENDING                      N=NO ACTION

<b>2015/2016 – (19/4/2016) YOUTH GRANT APPLICATIONS</b>	
Lucy Elsworthy – Successful letter sent – payment made – certificate sent	C
<b>2016/2017 – (7/9/2016) YOUTH GRANT APPLICATIONS</b>	
April Zimmerman – Successful letter sent – payment made – certificate presented	C
Ashton Schenk - Successful letter sent – payment to be made – certificate to be sent	P
Austin Schenk - Successful letter sent – payment to be made – certificate to be sent	P
Finn Reed - Successful letter sent – payment made – certificate presented	C
Georgia Gibson - Successful letter sent – payment made – certificate to be sent	P
Jade Triplett - Successful letter sent – payment made – certificate to be sent	P
Tiffany Koek - Successful letter sent – payment made – certificate to be sent	P
Tristan Pearson - Successful letter sent – payment made – certificate presented	C
Rhys Cannizzarro - Successful letter sent – payment made – certificate presented	C
Lucy Elsworthy - Successful letter sent – payment made – certificate sent	C
Jackson Docherty - Successful letter sent – payment made – certificate sent	C
Brodie Duell - Successful letter sent – payment made – certificate presented	C
<b>2014/2015 – (4/6/2015) COMMUNITY GRANT APPLICATIONS</b>	
Nuriootpa Futures Association - letter sent – payment made – acquittal extension granted due June 2017	P
<b>2015/2016 – (15/9/2015) COMMUNITY GRANT APPLICATIONS</b>	
Williamstown Amateur Players – Successful letter sent – payment made – acquittal extension request granted due September 2017	P
The Barossa German Language Association – Successful letter sent – payment made – acquittal extension request granted due September 2017	P
<b>2015/2016 – (21/10/2015 Council Meeting) – COMMUNITY GRANT APPLICATION</b>	
Barossa Valley Machinery Preservation Society – Successful letter sent – payment	P

made – waiting on acquittal – acquittal extension requested	
<b>2015/2016 – (1/12/2015) COMMUNITY GRANT APPLICATIONS</b>	
Employment Directions – successful letter sent – payment made - waiting on acquittal	P
Barossa Community Labyrinth – successful letter sent – payment made –acquittal received	C
Lyndoch and Districts Little Athletics Centre - successful letter sent – payment made – acquittal extension requested	P
Nuriootpa Futures Association - successful letter sent – payment made –acquittal received	C
<b>2015/2016 (17/5/2016 Council Meeting) COMMUNITY GRANT APPLICATIONS</b>	
Barossa Reconciliation Week Committee – successful letter sent – payment Made – waiting on acquittal	P
<b>2015/2016 (21/6/2016 Council Meeting) COMMUNITY GRANT APPLICATIONS</b>	
Royal Geographical Society - successful letter sent – payment made – acquittal received	C
<b>2016/2017 (7 September 2016) COMMUNITY GRANT APPLICATIONS</b>	
Bridge in the Barossa – successful letter sent – payment made – acquittal received	C
150 Year Eden Valley Celebration Committee – successful letter sent – payment made – waiting on acquittal	P
<b>2015/2016 – (1/12/15) HERITAGE GRANT APPLICATIONS</b>	
Brad Reynolds and Nicki Norman – Successful letter sent	P
Evangelical Lutheran Heritage Christ Church – Successful letter sent	P

### 3.2 Summary of Community Assistance Scheme Grants 2016/2017

**MOVED** Cr Grossman that item 3.2 be received and noted subject to amendment to final figures given that further items to be discussed later in the agenda may affect final budget figures.  
**Seconded** Mayor Sloane **CARRIED**

Funding Type	No. of Applications	Funding Approved/Requested
September Youth Grants	12 Applications	\$2,400.00
September Community Grants	2 Applications	<u>\$6,000.00</u>
	September Total	<u>\$8,400.00</u>
December Youth Grants	2 Applications	\$400.00
December Community Grants	1 Application	<u>\$3,000.00</u>
	December Total	<u>\$3,400.00</u>

	TOTAL	\$11,800.00
	BUDGET 2016-2017	\$25,250.00
	FUNDS REMAINING IF DECEMBER APPLICATIONS GRANTED	\$13,450.00

**3.3 Summary of Heritage Grants 2016/2017**  
**Considered annually in the December meetings**

**MOVED** Mayor Sloane that item 3.3 be received and noted subject to minor amendment to final figures given that further items to be discussed later in the agenda may affect final budget figures.  
**Seconded** Cr Grossman **CARRIED**

Funding Type	No. of Applications	Funding Approved/ Requested
September Heritage Grants	Nil	\$0.00
	September Total	\$0.00
December Heritage Grants	7 Applications	\$31,263.30
	December Total	\$31,263.30
	BUDGET 2016-2017 Carried forward 2015/2016 Less applications to be paid Available funds	\$10,100.00 +\$3,292.00 (\$4,800.00) \$8,592.00
	FUNDS REMAINING/(OVER) If all applications are approved no additional funding	(\$22,671.30)
	Available funds Option 2 – Additional funds if approved by Council (see Heritage Report)  Potential available funds  FUNDS REMAINING/(OVER) If all applications are approved option 2	\$8,592.00 +\$1508.00  \$10,100.00  (\$21,163.30)

### 3.4 Youth Grant Applications

#### 3.4.1 Kate Moffett

**MOVED** Mayor Sloane that Kate Moffett be granted a Youth Grant of \$200 for representing SAPSASA in the School Sport Australia 12 and Under Swimming Championship in NT in September 2016.

**Seconded** Cr Grossman

**CARRIED**

#### 3.4.2 Sam Noack

**MOVED** Mayor Sloane that Sam Noack be granted a Youth Grant of \$200 for representing State U/12 Boys Softball Team in the School Sport Australia 12 and Under Softball Championship in VIC in November 2016.

**Seconded** Cr Grossman

**CARRIED**

#### **PURPOSE**

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

#### **COMMENT**

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

1. Kate Moffett for representing SAPSASA in the School Sport Australia 12 and Under Swimming Championship.
2. Sam Noack for representing Stat U12 Boys Softball Team in the School Sport Australia 12 and Under Softball Championship.

Late Agenda Item 4.2.3 brought forward:

#### 4.2.3 Bailee Major

**MOVED** Mayor Sloane that the late agenda item 4.2.3 be accepted for consideration.

**Seconded** Cr Grossman

**CARRIED**

**MOVED** Cr Grossman that Bailee Major be granted a Youth Grant of \$250 for representing the Australian Junior Women's Team in the Inline Hockey Junior Olympics in Hawaii in July 2016.

**Seconded** Mayor Sloane

**CARRIED**

#### **COMMENT**

This application was considered by the Community Assistance Scheme Committee at its meeting on 3 March 2016 with the following recommendation:

**MOVED** Cr Grossman that Bailee Major be postponed a Youth Grant of \$250 for representing the Australian Junior Women's Team in the Inline Hockey Junior Olympics in Hawaii in July 2016 until itinerary is received.

**Seconded** Cr Lange

**CARRIED**

The itinerary has now been received meeting the CASC requirements.

**ATTACHMENTS OR OTHER SUPPORTING REFERENCES**

Nil

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

Community Plan



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.

**COMMUNITY CONSULTATION**

Not required as criteria are outlined in existing Policy, Terms of Reference and Guidelines for Community Assistance Scheme to follow.

**3.5 Community Grant Applications**

**3.5.1 Youth Barossa**

**MOVED** Mayor Sloane that the Community Grant application for Youth Barossa be granted a Community Assistance Grant of \$3,000 for the Steps to Better Health Project based on requested information received.  
**Seconded** Cr Grossman **CARRIED**

**3.5.2 Lyndoch and Districts Little Athletics Centre**

The original Recommendation in the Agenda was disregarded as subsequent information has been received and reported in Late Agenda item 4.2.2.

Late Agenda Item 4.2.2 brought forward:

**MOVED** Cr Grossman that the late agenda item 4.2.2 be accepted for consideration.  
**Seconded** Mayor Sloane **CARRIED**

**MOVED** Mayor Sloane that the Community Assistance funding acquittal statement from Lyndoch and Districts Little Athletics Centre re received and noted.  
**Seconded** Cr Grossman **CARRIED**

**COMMENT**

Acquittal statement for Operation Equipment Upgrade as approved at the Community Assistance Scheme Committee meeting on 1 December 2015 is provided.

**3.5.3 Barossa Valley Machinery Preservation Society**

**MOVED** Cr Grossman that the Community Grant to Barossa Valley Machinery Preservation Society be granted an acquittal extension.  
**Seconded** Mayor Sloane **CARRIED**

**3.5.4 Employment Directions**

**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**

**PURPOSE**

For the Community Assistance Scheme Committee to be provided with Community Grant Application items for consideration.

Since the previous CASC meeting:

- No new Community Assistance Grant applications have been received
  - One Community Assistance Grant is to be considered at the December CASC meeting after being deferred from the September CASC meeting pending further information that has now been received regarding funding from neighbouring Councils, contribution if any, the number of booklets let over from previous print run, how information will be kept up to date and if an on-line resource is available.
1. Community Grant application from Youth Barossa for \$3,000 for the reprint of Steps to Better Health brochure.

*EXTRACT FROM MINUTES 7 SEPTEMBER 2016:*

**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.*

Youth Barossa have advised that:

- None of the other Councils have been prepared to contribute funds but they have been approached and are, in general supportive
- There is 1 box left in libraries
- Information will be kept up to date by Youth Barossa
- The information is also available on-line

Correspondence is provided.

- Two requests for acquittal extensions has been received
  1. Request to extend the Community Grant acquittal timeframe for Lyndoch and District Little Athletics Centre for Operation Equipment Upgrade.
  2. Request to extend the Community Grant acquittal timeframe for Barossa Valley Machinery Preservation Society for the development of a master plan for the Angaston Railway Station Site.
- One Community Grant applicant has been sent acquittal reminder correspondence with no acquittal received.
  1. Acquittal correspondence sent to Employment Directions regarding \$500 for the Student Chess program.

A copy of application and correspondence is provided.

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



Natural Environment and Built Heritage



Community and Culture



Infrastructure



Health and Wellbeing



Business and Employment

#### Legislative Requirements

Nil

#### FINANCIAL, RESOURCE 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.

#### COMMUNITY CONSULTATION

Not required as criteria are outlined in existing Policy, Terms of Reference and Guidelines for Community Assistance Scheme to follow.

### 3.6 Heritage Grant Applications 2016/2017

Following a verbal update on the budget funding available for Heritage Grant applications, CASC decided not to draw down budget funding from next year's discretionary funding, leaving Recommendation 1 as the option for budget allocations.

Pursuant to S73 of the Local Government Act 1999, Mayor Sloane disclosed a conflict of interest in the matter 3.6.1 – Seabrook Heritage Grant as he is a close friend of the applicant(s).

Mayor Sloane advised the Committee of the conflict and left the meeting at 9:33am.

Due to lack of quorum, Recommendation 3.6.1 to be placed on hold.

Mayor Sloane returned to meeting at 9:34am.

The Committee agreed that consideration of the remaining items within Recommendation 1 of Item 3.6 would affect the outcome of Recommendation 3.6.1 and therefore quorum would not be achieved for the remainder of the Recommendations.

**MOVED** Cr Grossman that Recommendation 1 be referred to Council due to lack of quorum.

**Seconded** Mayor Sloane

**CARRIED**

#### INTRODUCTION

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



## COMMENT

Seven funding applications have been received for the 2016/2017 financial year for consideration by the Committee. A summary of the applications together with comments made by Council's Heritage Advisor form is provided.

A full copy of the Heritage Grant Applications for the Committee's consideration form *Attachments 2 to 8*.

Council at its meeting on 28 June 2016 set a budget of \$10,100 for Heritage Grant Applications for the 2016/2017 financial year.

After consideration of worthwhile projects that meet the requirements, CASC has two options to consider for the 2016/2017 Heritage grant funding (see Financial considerations) approval process, to either:

1. Allocating amounts to each approved project to the net budget amount available of \$8,592; or
2. Recommend that Council add an amount of \$1,508 to the Heritage budget and CASC provisionally allocate an amount to each approved project to the adopted budget amount of \$10,100 for Council approval.

Note: If Council does not approve additional budget allocation of \$1,508 then Option 1 will be the allocation to each project.

Council's Heritage Advisor will be in attendance at the meeting to discuss the applications if further clarification is necessary.

### Attachments

- Attachment 1: Summary Table of Heritage Grant Applications
- Attachment 2: Hamish Seabrook Heritage Grant Application
- Attachment 3: David and Vanessa Rochford Heritage Grant Application
- Attachment 4: Zion Lutheran Church Angaston Heritage Grant Application
- Attachment 5: Russell Hamon Heritage Grant Application
- Attachment 6: Luhrs Cottage Preservation Society Heritage Grant Application
- Attachment 7: Langmeil Lutheran Church Heritage Grant Application
- Attachment 8: Phil Richter Heritage Grant Application

## COMMUNITY PLAN/CORPORATE PLAN/LEGISLATIVE REQUIREMENTS

### Community Plan



Natural Environment and Built Heritage

### Corporate Plan

- 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

An amount of \$3,292 has been carried over to the 2016/2017 adopted budget \$10,100, a budget of \$13,392, but there are still two outstanding acquittals and their payments from the 2015/2016 financial year for \$4,800. If these payments are made as expected Council's net budgeted amount remaining for 2016/2017 is \$13,392 less \$4,800 a net amount of \$8,592.

The shortfall in Heritage grant funding has been due to previous year(s) delay in claims and payments along with a grant approved by CASC in June 2016 for barn rethatching at the Evangelical Lutheran Herbege Christ Church at Bethany, by an amount of \$1,800 paid from the

remaining Heritage grant budget 2015/16 funds. So at the time outstanding Heritage acquittals weren't appropriately taken into consideration during this grant approval deliberation.

Through a CASC recommendation, Council can consider increasing the budget allocation by \$1,508 to the heritage grant funding for the 2016/2017 applications restoring the amount available to the original budget of \$10,100.

A review of the Councils operating result for 2016/17 reported to Council at the Budget Update as at 30 September 2016, along with Council approved adjustments since that resolution is an operating surplus of \$718K and a ratio of 1.94%, this proposal is for a contribution of \$1.5k which will have the effect of reducing the expected operating surplus to \$716K and a ratio of 1.93%.

In accordance with Council's Prudential Management Policy, a Bid Analysis Tool assessment has been completed for the proposed, non-budgeted expenditure. The Bid Analysis Tool score of 42, places the rating of this proposal in equal 23 place in comparison to the successful New Initiative bids as part of the 2016/17 budget Process.

As per the Budget process unless another source of funding is obtained this budget request will be allocated from next years discretionary spending budget.

### 3.7 Heritage Advisor's Report

**MOVED** Mayor Sloane that the Heritage Advisor's reports be received and noted.  
**Seconded** Cr Grossman

**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 2016 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 necessary prior to the meeting.

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

##### Community Plan



Natural Environment and Built Heritage

##### Corporate Plan

- 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.

### 3.8 Community Assistance Scheme Policy and Terms of Reference Review

**MOVED** Mayor Sloane that:

- (1) the Community Assistance Scheme Policy and Terms of Reference as amended including all attachments be recommended to Council for adoption;
- (2) the Community Assistance Scheme Committee (CASC) recommends that Council give delegation to the Chief Executive Officer for the establishment of CASC Administration to administer Youth Grants for endorsement at the following CASC meeting.

**Seconded** Cr Grossman

**CARRIED**

#### **PURPOSE**

At the September 2016 CASC meeting it was moved that the Community Assistance Scheme (CASC) is to be provided with a summary of Youth Grants that have been assessed and approved by CASC Administration Members for endorsement.

CASC also need to approve this amendment in the Community Assistance Scheme Policy (Policy) and Terms of Reference (ToR) to enable this administration process to be enacted and these amendments will also need to be approved by Council.

#### **COMMENT**

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 that meet the criteria and provide the required documents 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 now proposed that the CASC - Administration members will be made up as follows: two Council Officers assigned the responsibility to provide executive and administrative support for CASC Youth Grant funding along with one Council officer from the Councils, Organisation Managers Group (OMG) (should any of the three CASC administration members not be available, Council Officers 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).

The proposed amendments to the Policy are as follows:

Additional Definition:

CASC Administration	Three officers including. two Council Officers assigned the responsibility to provide executive and administrative support for CASC Youth Grant funding along with one Council officer from the Councils, Organisation Managers Group (OMG) (should any of the three CASC administration members not be available, Council Officers 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).
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Previous Clause:

4.2.4

Council and CASC administer grant funding. Individual officers and other Council Committee do not have authority to administer grant funding.

Replacement Clause:

4.2.4

Council and CASC administer the Community and Heritage grant funding. CASC Administration is delegated to approve Youth Grant applications (ensuring criteria are met and documentation submitted) with a summary report presented to CASC at the following meeting to endorse the decision(s).

The proposed amendments to the Terms of Reference are as follows:

Previous Clauses:

2.1 To assess the:

- 2.1.1 Heritage Grants;
- 2.1.2 Community Grants; and
- 2.1.3 Youth Grants

in accordance with the adopted Community Assistance Scheme guidelines together with the internal assessment and information provided for each application by Council Officers.

in accordance with the adopted Community Assistance Scheme guidelines together with the internal assessment and information provided for each application by Council Officers.

2.2 To grant or decline Community Assistance Scheme funding payments based on the information provided in the applications together with the assessments of the applications provided from the Council Officers.

Replacement Clauses:

2.1 To assess the:

- 2.1.1 Heritage Grants; and
- 2.1.2 Community Grants;

in accordance with the adopted Community Assistance Scheme guidelines together with the internal assessment and information provided for each application by Council Officers.

in accordance with the adopted Community Assistance Scheme guidelines together with the internal assessment and information provided for each application by Council Officers.

2.1.3 Youth Grants

CASC Administration is delegated to approved Youth Grants (ensuring criteria are met and documentation submitted) with a summary report presented to CASC at the following meeting to endorse the decision.

2.2 To grant or decline Community Assistance Scheme funding payments based on the information provided in the applications together with the assessments of the applications provided from the Council Officers, and endorse Youth Grants decisions as approved by CASC Administration.

Previous Clause:

3.3 Administrative support – the Manager Financial Services together with a minute secretary will attend meetings to ensure that reports, agendas, notice of meetings and minutes of the Committee are recorded and managed in accordance with legislative compliance requirements. Any staff attending will have no voting rights and will not be considered as part of the Committee membership.

Replacement Clause:

3.3 Administrative support – The Council Officers assigned the responsibility will attend meetings to ensure that reports, agendas, notice of meetings and minutes of the Committee are recorded and managed in accordance with legislative compliance requirements. Any staff attending will have no voting rights and will not be considered as part of the Committee membership.

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



Natural Environment and Built Heritage



Community and Culture



Infrastructure



Health and Wellbeing



Business and Employment

**FINANCIAL, RESOURCE 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.

**COMMUNITY CONSULTATION**

Not required as criteria are outlined in existing Policy, Terms of Reference and Guidelines for Community Assistance Scheme to follow.

**4.1 Member Resignation**

**MOVED** Cr Grossman that the Community Assistance Scheme Committee accepts Cr Margaret Harris' resignation from the Community Assistance Scheme Committee. Cr Milne requested that the Committee's appreciation of Cr Harris' contribution to the Committee and tenure as Chair be noted.  
**Seconded** Mayor Sloane **CARRIED**

**PURPOSE**

To notify the Community Assistance Scheme Committee that Councillor Margaret Harris has tendered her resignation from the Community Assistance Scheme Committee on 17 November 2016.

**COMMENT**

The Community Assistance Scheme Committee Terms of Reference (ToR), Clause 3.1 states the Committee will consist of the Mayor, Deputy Mayor and a minimum of two Elected Members nominated by the Council.

Cr Margaret Harris has been replaced as Deputy Mayor by Cr Scotty Milne at Council Meeting 15 November 2016. As Deputy Mayor, Cr Scotty Milne has now been appointed as a member of the Community Assistance Scheme Committee. Cr Margaret Harris has also tendered her resignation from the Community Assistance Scheme as Chair and Committee member.

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



Natural Environment and Built Heritage



Community and Culture



Infrastructure



Health and Wellbeing



Business and Employment

**FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS**

Not applicable.

**COMMUNITY CONSULTATION**

Not required as criteria are outlined in existing Policy, Terms of Reference and Guidelines for Community Assistance Scheme to follow.

**4.2 Late Agenda Item**

**4.2.1 Tiffany Koek**

**MOVED** Cr Grossman that the late agenda item 4.2.1 be accepted for consideration.  
**Seconded** Mayor Sloane **CARRIED**

**MOVED** Mayor Sloane that the Youth Grant report from Tiffany Koek be received and noted.  
**Seconded** Cr Grossman **CARRIED**

**COMMENT**

Report for Youth Grant funding for representing North Vikings Inline Hockey Club at the Inline Hockey National Championships in Victoria in September and October 2016 as approved at the 7 September 2016 Community Assistance Scheme Committee meeting. A copy of the report is provided.

**5. Next Meeting**

Community Assistance Scheme Committee meeting on Wednesday 1 March 2017 at 4.00pm.

**6. Closure**

Cr Milne (Chair) declared the meeting closed at 9:52am.

Confirmed at Community Assistance Scheme Meeting 1 March 2017.

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