



## Grant Funding Policy

<b>Reference Number:</b>	Section 9 No. 1
<b>Responsible Department:</b>	Strategy & Projects Department
<b>Related Policy/Procedure:</b>	Grants, Sponsorships, and Incentives Scheme Handbook
<b>Date of Adoption:</b>	24 April 2012
<b>Current Review Date:</b>	26 June 2018
<b>Minute Reference:</b>	Item 13.3.2 2018/222
<b>Version Number:</b>	Amendment No. 3
<b>Applicable Legislation:</b>	Local Government Act, 1999
<b>Next Review Date:</b>	1 July 2021
<b>Review Frequency:</b>	Every three (3) years or as required by Council

### 1. Introduction

Light Regional Council features a vibrant and growing community with a unique lifestyle. Residents feel a strong sense of belonging and a personal investment in the community, demonstrated through participation in community and cultural and environmental activities. The Council acknowledges these strengths and aims to provide its support to help the community flourish and grow.

The Council offers four grant, sponsorship and incentive scheme programs to stimulate a range of community, cultural and economic activities. These programs support a range of services and projects that directly benefit its community and contribute to the life of the region and comprise of a Community Development Grant Program, Event Sponsorship Program, Heritage Incentive Scheme, and Youth Incentive Scheme.

Grant applications received by the Council are assessed against this policy and broader Council objectives and plans. The important and valued contribution made by community organisations in developing, coordinating and managing the many funded activities is recognised and appreciated by Council, which values opportunities to act collaboratively with the community to bring life and activity to the region.

### 2. Scope

2.1 This policy applies to all grant, sponsorship, or incentive applications submitted to Council for any financial or in-kind support towards community events, projects, programs and activities conducted within the Light Regional Council area. This Policy does not apply to any requests for corporate sponsorship as may be received by the Council.

2.2 Establishing definitions and criteria for various activities where financial or in-kind support may be sought from Council is useful to help guide decision-making around the level of support to be offered.

For the purposes of this Policy, three distinct categories have been identified where Council may provide support, including;

#### Community Services

This includes services in the areas of health, recreation, environment, community development and community education for groups including youth, families, children, elderly and the disabled.

#### Cultural Services

This includes the whole range of arts and culture services including performing and visual arts and crafts, literature, film, digital arts, design, architecture, history and heritage, food and wine, festivals, exhibitions, performances, creative spaces, competitions and public celebrations of importance to individual communities and the greater region.

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## Economic Development

This includes concerted actions to improve the standard of living and economic vibrancy, including social capital, environmental sustainability, social inclusion, health and safety.

The level of support provided by Council towards activities, events, programs and projects will be assessed in terms of their direct benefit to the wider community and contribution to the life of the region.

### 3. Policy Aim

The Grants, Sponsorships and Incentives Scheme Program aims to:

- stimulate community development through support of cultural and community projects, events and activities occurring within the Light Regional Council boundaries;
- foster or provide new services, initiatives and resources within the Light Regional Council boundaries which address the needs of the local community;
- create opportunities which develop the knowledge, skills and confidence of community members within the Light Regional Council boundaries;
- encourage increased participation in local community and cultural activities within the Light Regional Council boundaries, building a greater sense of community connection and pride;
- support local young people residing within the Light Regional Council boundaries to participate in all aspects of community life; and
- support the custodians of Local Heritage Places and Contributory Items within the Light Regional Council boundaries to undertake conservation works to maintain the heritage fabric of heritage items.

## 4. Definitions

### 4.1. Grants

A grant is a sum of money given by an organisation for a particular purpose. Grant funds are provided by Council to organisations to assist with the provision of services and projects where the Council generally receives acknowledgement as the grant provider.

### 4.2 Sponsorships

A sponsorship is a business agreement between an organisation (or organisations) and Council through which the Council's contribution towards an activity or event is acknowledged via positive exposure such as through a 'sponsorship package' (which may include but not be limited to any of the following: Council logos on promotional materials, business name recognition in voice over advertising and event commentary, event tickets and/or signage opportunities at the event).

### 4.3 Incentive Schemes

An incentive is an inducement or supplemental reward that service as a motivational device for a desired outcome or behaviour. Council offers two incentive scheme programs, with funds offered to individuals on a matched 'dollar for dollar' basis to encourage either (1) active participation of young people within the community, or (2) conservation works which restore, conserve, enhance or reinstate the heritage fabric of heritage items.

### 4.4 Conservation works

Works which assist in the conservation works that restore, conserve, enhance or reinstate heritage fabric of heritage items.

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#### 4.5 Special projects

A project undertaken within a Historic Conservation Zone or Policy Area (which may or may not be a listed heritage item) which contribute or improve the integrity of a heritage area.

#### 4.6 In-kind

Council provides grant, incentive, or sponsorship assistance through either cash and/or 'in-kind' contributions or a combination of the two. An 'in-kind' contribution refers to items the Council would normally incur a cost for, that are provided either at a reduced rate or free of charge, including:

- Administrative assistance
- Temporary road closures
- Signage
- Bunting, witches hats and bollards
- Waste receptacles and/or waste removal
- Landscaping/horticultural services
- Printing, mail out and promotion services
- Supply/install plant and equipment
- Labour
- Cleaning and sweeping
- Hire of equipment (such as Public-Address system)

In such instances, the Council values such support on an 'at-cost' basis as its contribution.

#### 4.7 Community Event

Community events are defined as those events that are of interest to a local community or a small segment of the region. Community events serve to enrich the lives of residents and celebrate important occasions for the community where entry is open to the public at a subsidised rate or free-of-charge. These events do not usually attract substantial numbers of visitors from outside of the town specifically for the event.

#### 4.8 Regional Event

A regional event is defined as an event with the potential to attract a substantial number of visitors from outside the region and including intrastate, interstate and international visitation.

#### 4.9 Strategy Committee

Grant applications will be considered by the Strategy Committee (where possible) and recommendations will be presented to the Elected Body of Council for its consideration.

#### 4.10 Evaluation and Financial Acquittal

A report outlining the processes involved in the completion of the project or event, containing a financial statement and supporting documentation showing the expenditure of the grant funds.

### 5. Legislative framework and other references

Local Government Act 1999

9.06 Event Management Policy

Public Consultation Policy

### 6. Policy Statement

Council will endeavour to offer a Grants, Sponsorships, and Incentive Schemes Program designed to stimulate a range of community, cultural and economic activities within the Light Regional Council boundaries.

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## 6.1 Principles of Policy

**6.1.1 Community participation:** The Grants, Sponsorships, and Incentive Schemes Program will be accessible to not-for-profit organisations and community groups to undertake activities, or community-managed events, projects or programs within the Light Regional Council boundaries that support participation in community life by residents, ratepayers, and visitors. Individuals are only permitted to apply for Incentive Schemes.

**6.1.2 Partnerships:** Council will strive to promote partnerships between government, community groups, businesses and individuals to support a range of community, cultural and economic activities within the Light Regional Council boundaries of benefit to the region.

**6.1.3 Inclusiveness:** Council welcomes community participation across age-groups, abilities and culture. Council will endeavour to ensure that events, projects, programs and activities within the Light Regional Council boundaries that are allocated funding and/or in-kind support by Council are welcoming of diversity and value the strengths and abilities of all community members and visitors to the region.

**6.1.4 Risk Management:** Council will endeavour to ensure that events, projects, programs and activities within the Light Regional Council boundaries that are allocated funding and/or in-kind support by Council have adequate risk management and mitigation processes in place to minimise any potentially adverse impacts on residents, businesses and visitors to the region.

## 7. Associated Documents

- **Sponsorships, Grants, and Incentive Schemes Handbook:** An information booklet to assist potential funding applicants (individuals, businesses, and community groups) residing or operating within the Light Regional Council area. The handbook is a reference to guide applicants; each funding category has its own specific eligibility criteria.
- **Community Development Grants Program (CDGP) – Guidelines and Application Form:** Application to be completed by all applicants (non-profit organisations or community groups) seeking financial support from Council towards their community-related project or program.
- **Community Development Grants Program (CDGP) – Evaluation and Acquittal Form:** Required to be completed by all successful CDGP applicants on completion of their project or within twelve (12) months after notification of successful application, whichever comes first.
- **Event Sponsorship Program (ESP) - Guidelines and Application Form:** Application to be completed by all event organisers (individuals, businesses, or community groups) seeking financial support from Council towards their event.
- **Event Sponsorship Program (ESP) - Evaluation and Acquittal Form:** Required to be completed by all successful ESP applicants within four (4) weeks after completion of their event or within twelve (12) months after notification of successful application, whichever comes first.
- **Event Permit Application (refer 9.06 Event Management Policy):** Application to be completed by all event organisers (individuals, businesses, or community groups) seeking a permit from Council in order to hold an event within the Light Regional Council area.
- **Heritage Incentive Scheme (HIS) - Guidelines and Application Form:** Application to be completed by all custodians of Local Heritage Places and Contributory Items (individuals, businesses, or community groups) seeking financial support from Council towards conservation works to maintain the heritage fabric of heritage items.
- **Heritage Incentive Scheme (HIS) - Evaluation and Acquittal Form:** Required to be completed by all successful HIS applicants on completion of their project or within twelve (12) months after notification of successful application, whichever comes first.

- **Youth Incentive Scheme (YIS) - Guidelines and Application Form:** Application to be completed by all youth aged between 12 years and 18 years seeking financial support from Council towards their participation in an approved activity.
- **Youth Incentive Scheme (YIS) - Evaluation and Acquittal Form:** Required to be completed by all successful YIS applicants within four (4) weeks after completion of their activity or within twelve (12) months after notification of successful application, whichever comes first.

## 8. Application of Policy

The Strategy and Development Department of Council is responsible for the administration and review of the Grant Funding Policy.

### 8.1 Allocation of funds

Council provides four mechanisms for the allocation of grants, sponsorships and incentive schemes. Community submissions are called on the basis of the following:

1. Youth Incentive Scheme – open for applications all year (dependent on budget availability)
2. Community Development Grant Program – two funding rounds open per year
3. Event Sponsorship Program – two funding rounds open per year
4. Heritage incentive Scheme - two funding rounds open per year

Council will allocate a set amount of funding for the purpose of each of the four funding categories within the Grants, Sponsorships and Incentives Scheme Program.

<i>Grant Program</i>	<i>Funding available</i>	<i>Frequency</i>	<i>Approval process</i>
Youth Incentive Scheme	Up to \$150 (SA-based or interstate activity) or up to \$300 (overseas activity)	As requested	Approved by the Chief Executive Officer under delegation
Heritage Incentive Scheme	Up to \$1,000	Twice yearly	Approved by the Elected Body of Council
Community Development Grant Program	Up to \$1,000 (depending on benefit to the community)	Twice yearly	Approved by the Elected Body of Council
Event Sponsorship Program	Up to \$1000 for Community-Specific events, and up to \$5000 for larger-scale Regional Events	Twice yearly	Approved by the Elected Body of Council

Council will not necessarily expend all the budgeted funds for the financial year if the applications received do not meet the Evaluation Criteria.

### 8.2 Promotion of the Grants, Sponsorships, and Incentive Schemes Program

Council will circulate information about the Grants, Sponsorships and Incentives Scheme Program through its website at: [www.light.sa.gov.au](http://www.light.sa.gov.au) The Grants, Sponsorships and Incentives Scheme Handbook and application forms for all funding programs are available from Council's website.

Information about the Grants, Sponsorships and Incentives Scheme Program can also be requested via the email address: [light@light.sa.gov.au](mailto:light@light.sa.gov.au) or by calling (08) 8525 3200.

Council will place public notice advertisements in accordance with its Public Consultation Policy to notify of the opening and closing dates for applications to the Grant, Sponsorships and Incentive Scheme Program.

### 8.3 General Eligibility Criteria and Exclusions

#### General Eligibility

To be eligible for Council funding, a community group or organisation must:

- offer or undertake a project, program, activity or event within the Light Regional Council boundaries; and
- make a minimum cash contribution of 1:1 to the value of the proposed project or event equal to the total amount sought from Council (excluding in-kind contributions, volunteer labour and services; and
- be a not-for-profit organisation; and
- be an incorporated body, or be auspiced (sponsored) by one; and
- have satisfactorily acquitted any previous funding received from Light Regional Council and have no outstanding reporting requirements.

#### General Exclusions (Ineligibility)

Light Regional Council does not provide grants/sponsorships for:

- individuals (other than applicants for Incentive Schemes);
- projects that duplicate existing services or programs;
- projects that would rely on recurrent funding from Light Regional Council;
- projects that directly contravene any existing Council policy;
- general donations to charities (however, Council may provide grants to specific projects run by charities where they satisfy the relevant criteria);
- on-going operational costs (including purchase of insurance policies or travel/transport costs);
- retrospective projects or programs, or for budget deficits of existing projects or programs;
- services that are primary funding responsibilities of either the State or Federal Government (i.e. organisations that are aligned to or affiliated with bodies that are funded from Federal and/or State Government sources including schools and other educational institutions). However, applications of a maximum amount of \$500 may be considered where the project or event provides significant community benefit;
- overtly political activities or activities that could be perceived as benefiting a political party or political campaign; or
- overtly religious activities that could be perceived as divisive within the community.

Generally, Light Regional Council will not accept applications from:

- individuals or commercial organisations operating on an expected profit basis, unless there is a significant benefit to the community within the Light Council region, (such a profit share directed back into the community);
- unincorporated organisations, unless auspiced by an eligible incorporated organisation;
- previous grant recipients who have not fulfilled the conditions of their particular grant; or
- applicants with non-conforming applications (where applicants have not signed the application, or not provided all of the required supporting documentation within the set timeframes or included more than one project or event per funding application).

### 8.4 Application Process for Grants, Sponsorships, and Incentive Schemes

Application for Council funding is limited to one Event Sponsorship, or one Community Development Grant, or one Incentive Scheme application once per financial year per person/property/organisation. Only one application per organisation per funding round will be assessed with applications limited to a maximum of one project or event.

All applicants seeking financial support from Council must submit their request on the designated application form, within the defined funding round periods (two (2) funding rounds per financial year with the exception of Youth Incentive Scheme). Late or out-of-round applications submitted to Council outside the designated annual funding rounds in general will not be accepted.

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All Grants, Sponsorships, Youth Incentive Scheme and Heritage Incentive Scheme applications received by Council must conform with the application and required supporting documentation be received within the specified timeframe. Unsigned or non-conforming applications will be considered ineligible. Eligible applications will then be assessed by the Strategy Committee and recommendations presented to the Elected Body of Council for its consideration.

### 8.5 Auspice

Under Council's Grants, Sponsorships and Incentive Schemes Program, only organisations recognised as legal entities are eligible for Grant and Sponsorship funding. This means that individuals, partnerships, groups and unincorporated organisations seeking funding (other than via the Youth or Heritage Incentive Schemes) can only apply if sponsored by a willing incorporated auspicing organisation.

In most cases, auspice organisations are non-government, non-profit organisations. The role of an auspicing organisation is to take responsibility for the Council's funding, provide management assistance to the grant applicant and keep financial records on the funded project on behalf of the grant recipient for acquittal purposes.

This arrangement is necessary to ensure that the management of grant funds is monitored and that proper financial records are maintained, which in turn assists Council with the fulfilment of its audit requirements.

Auspice organisations will be required to:

- accept grant funds from Council and make these available to the grant recipient;
- ensure the funding is satisfactorily acquitted to the Council within the specified timeframes or at the completion of the project, activity or event.

### 8.6 Assessment Process for Grants, Sponsorships, and Incentive Schemes

All valid applications submitted to Council within the two designated annual funding rounds will be assessed by Council's Strategy Committee (where possible), with recommendations approved by the Elected Body of Council. Applicants will be notified of the outcome of their application in writing.

Only ONE Sponsorship, Grant or Incentive Scheme application per person or organisation will be considered in each funding round. Only one application per organisation per funding round will be assessed.

If an organisation/person/property's application is successful in one funding round, they are ineligible to submit further funding applications to Council for consideration within the same financial year, or for a set period of two years in the case of successful applicants for projects under Council's Community Development Grants Program (subject to Council's discretion and availability of funding).

### 8.7 Specific Eligibility Criteria

Applicants should refer to the specific eligibility criteria and conditions for each of the four funding categories contained within the *Sponsorships, Grants and Incentive Schemes Handbook*.

#### 8.7.1 Youth Incentive Scheme

Council recognises the achievements of young people residing within the Light Regional Council area. Youth Incentive Scheme funding supports young people to attend appropriate training and personal development programs or assists young people to participate in high-level sporting opportunities.

##### (i) Assessment process

Applications to the Youth Incentive Scheme are open all year round, dependent on budget availability.

Youth Incentive Scheme applications must be received by Council no less than four (4) weeks prior to the applicant's participation in the event or activity.

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All valid applications will be assessed by The Chief Executive Officer (or delegate) in accordance with this Policy. Applicants may not receive the full amount requested. Applicants will be notified of their outcome within two weeks.

Only one (1) Youth Incentive Scheme application will be considered by an applicant in each financial year.

All successful applicants must provide a completed Youth Incentive Scheme acquittal form accompanied by evidence of their participation, within four weeks after their approved activity or event.

### 8.7.2 Heritage Incentive Scheme

Light Regional Council is committed to, and supportive of, conservation and recognition of Heritage within the State of South Australia.

The Heritage Incentive Scheme offers owners of Local Heritage Listed properties and Contributory Items situated within Light Regional Council boundaries a subsidy for work associated with the conservation of the listed item. Further, grant funding may be awarded to **Special Projects** within a Historic Conservation Zone or Policy Area (which may or may not be a listed heritage item) which contribute or improve the integrity of a heritage area.

#### (i) Assessment process

Applications for funding under the Heritage Incentive Scheme are restricted to owner(s) of a listed Local Heritage Place or Contributory Item. The beneficiary of the funding must be either the owner or occupier of the heritage item and, in the event the applicant is not the owner (i.e. a community group or church group), the applicant must provide letters of support from the owner accompanying the application.

Applications will be accepted during two defined funding rounds per year.

All valid applications will be assessed by Council's Strategy Committee, with recommendations approved by the Elected Body of Council. Applicants will be notified in writing of the outcomes of their application within two weeks following the Council meeting.

All successful applicants must complete their conservation works or special project within twelve (12) months of the funding approval date.

All successful applicants must provide an evaluation of their completed conservation works or special project using a Heritage Incentive Scheme acquittal form, accompanied by evidence of their completed project, within twelve (12) months of the funding approval date, or within four weeks after their approved project was completed whichever is sooner.

### 8.7.3 Community Development Grants Program

The Light Regional Council area is enriched and benefits greatly from the work performed by local community groups and organisations to provide services, resources, events, projects, cultural experiences and community-based activities.

The Community Development Grants Program provides one-off grants (maximum amount of \$1000) to support the work undertaken by organisations based, or predominantly providing events or services within the Light Regional Council boundaries.

#### (i) Assessment process

Applicants must submit their funding request on the prescribed *Community Development Grants Program Application Form* within the two prescribed annual funding rounds. Late or out-of-round applications will not be accepted.

Community Development Grant projects should address at least one of the following areas: health and wellbeing, recreation and sport (where an organisation is not eligible to apply for Office of Recreation & Sport funding), environment, arts/culture, equipment purchase, and community education, to meet community need. A maximum of one project will be assessed per application.

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Applications should clearly show the contribution of the organisation applying to the project or activity through cash, in kind or volunteer support. Preference will be given to those projects which demonstrate sourcing of other funding options.

If an organisation has been successful in one funding round, it cannot apply again in a subsequent round in the same financial year. Previous Community Development Grant Program recipients are ineligible to apply for another Community Development Grant for a set period of two years (subject to Council's discretion and availability of funding).

All valid applications will be assessed by Council's Strategy Committee, with recommendations approved by the Elected Body of Council. Applicants will be notified in writing of the outcomes of their application.

All successful applicants must complete their approved project, program or activity within twelve (12) months of the funding approval date.

All successful applicants must provide an evaluation and financial acquittal of their completed project using a *Community Development Grants Program acquittal form*, accompanied by evidence of their completed project, within twelve (12) months of the funding approval date, or within four weeks after their approved project was completed whichever is sooner.

#### 8.7.4 Event Sponsorship Program

Council aims to support large creative events within the Light Regional Council boundaries that deliver economic, social, cultural and other benefits to the residential and business community.

Event Sponsorship funding is available to a variety of events including sporting, tourism, cultural, general and major community events and activities that fit within either the regional or community event category (as defined in 4.7 and 4.8).

Dependent on meeting a range of eligibility criteria, applicants can apply for up to a maximum of \$1,000 for community events, or up to a maximum of \$5,000 for regional events under the Event Sponsorship Program. Funding is not guaranteed beyond one year.

##### (i) Assessment process

Applicants must submit their funding request on the prescribed *Event Sponsorship Program Application Form* within the two prescribed annual funding rounds. Late or out-of-round applications will not be accepted.

The amount of Event Sponsorship Program funding is limited and therefore not all sponsorship applications may be approved to receive funding or may not receive the full amount requested. A maximum of one event will be assessed per application. Funding will not be allocated for multiple events listed within the one Event Sponsorship application.

Council may assess the Event Sponsorship Program application to be of a different event category to that of the applicant and may vary the funding amount endorsed accordingly. Council may choose to set conditions on the expenditure of the grant funding.

Council's event sponsorship funding is to be utilised on advertising, marketing and infrastructure associated with your event activity. This includes hiring marquees, designing and printing of posters or flyers, hire cost of halls, event advertising signage and event entertainment.

Under the Event Sponsorship Program, Council's contribution may include cash, and/or reducing or waiving Council fees for service, promotion of the event on Council's website, Facebook page, and/or through Council's Visitor Information Centre events calendar.

Applicants to the Event Sponsorship Program should note that all events require approval from the Council if held on Council-managed land or designated public space. Approval of a sponsorship or grant for an event in such circumstances does not fetter the Council's role as a consent authority and does not imply that the Council has given consent to a particular event. Advice on relevant consents and permits for events can be obtained directly from the Council.

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All successful applicants must complete their approved event within twelve (12) months of the funding approval date. The successful applicant must expend the allocated grant only for the purpose as set out in the application form and approved by Council. Any alterations to the original grant proposal must be provided in writing for Council's consideration and approval.

Funding will be released to successful applicants on provision of all documentation requested as part of the Event Application requirements (Refer 9.06 Event Management Policy), along with a tax invoice rendered to Council for the approved amount.

Successful applicants must keep separate accounts and financial records in relation to expenditure of the grant and will provide Council with reasonable access to those accounts and records upon request. Where an Event Sponsorship Program allocation is made to any one organisation that exceeds \$2,000 then the organisation must submit to Council with the acquittal report an audited financial statement establishing that the Council donation has been used for the purposes it was approved.

Successful applicants must acknowledge Council's support in all promotional activity and reports for public information. This includes the placement of Council's logo on promotional materials and programs.

All successful applicants must provide an evaluation of their completed event using an *Event Sponsorship Program acquittal form*, accompanied by evidence of their completed event (including photos, media coverage, financial statement and invoices), within four (4) weeks after their approved event was held.

## 9. Policy Review and Re-evaluation

The Grant Funding Policy will be reviewed in line with Council's Policy Framework or earlier in the event of major changes to legislation or related policies/procedures or if deemed necessary by the Chief Executive Officer or delegate.

## 10. Access to Policy

This policy is available on Council's website: [www.light.sa.gov.au](http://www.light.sa.gov.au)

Hard copies can be provided at Council's principal office at 93 Main Street, Kapunda SA 5373.

## 11. Further information

For further information about the Grant Funding Policy please contact:

Community Development Officer  
Light Regional Council  
93 Main St  
Kapunda SA 5373

## 12. History of Policy Amendment

Policy adopted by Council on 24 April 2012, Council Minutes Reference S&P9.4.2/2012, Page 2012/67

1. Amendment 1 of Policy adopted by Council on 22 October 2013, Council Minutes Reference 10.4.1 Page 2013/311.

2. Recommencement of Heritage Incentive Scheme adopted by Council on 27 May 2014, Council Minutes Reference 10.4.1 Page 2014/104.

3. Amendment 2 of Policy adopted by Council on 25 July 2017, Council Minutes Reference 13.3.2 Page 2017/264

4. Amendment 3 of Policy adopted by Council on Tuesday 26 June 2018, Council Minutes Reference 13.2.2 Page 2018/222.

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