



# Shire of Irwin Community Assistance Scheme & Events (CASE) Committee Meeting

held in the Council Chambers

Monday 31 January 2022 at 3.30pm

## Minutes

*It should be noted that recommendations made by this Committee are not final and will be subject to adoption at a future meeting of Council.*

### 1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson welcomed the committee and opened the meeting at 3.30pm.  
Quorum 50 percent attendance required to proceed.

### 2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

#### Members

Cr E Tunbridge	Shire of Irwin
Ms A Heitman	Community
Ms J Smith	Community

#### Staff

Ms F Boksmati	Community Development Officer
Mrs D K Chandler	A/Manager Corporate & Community

#### Apologies

Cr H M Wells	Shire of Irwin
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### 3. WELCOME AND INTRODUCTION

#### 3.1. Overview of the Community Assistance Scheme and New Committee Expectations

*First meeting for newly established Committee. Welcome new members Cr Elyce Tunbridge and Judy Smith.*

### 4. CONFIRMATION OF MINUTES

#### 4.1. Minutes of the Community Assistance Scheme & Events Committee Meeting held 30 August 2021

*A copy of the minutes of the Community Assistance Scheme & Events Committee Meeting held 30 August 2021 has been provided to all Committee Members under separate cover.*

### 5. BUSINESS ARISING FROM PREVIOUS MEETING

#### 5.1. Funding approved to carry over into 2021/22 financial year

5.1.1. Irwin Districts Historical Society – Dongara Port Denison Heritage Trail Booklets \$4,970 approved.

- The Dongara Heritage Walk book is complete and has been distributed. Port Denison Walk is still to be produced.
- To promote reuse of booklets, it was recommended that the Customer Service Officers suggest to tourists to return the books once they are finished with them either to the visitors centre, or to the library return slot if after hours.

5.1.2. Midwest Autumn Craft Roundup – Top up to \$5000 as the event was postponed to September 21 due to Cyclone Seroja, with the Acquittal due by 31 October 21.

- CDO has made multiple attempts to follow up with Kym (Event Manager) re. paperwork required to process the CASE Funding for Payment.
  - o CDO to follow up with pre-populated documents

## 6. NEW BUSINESS ITEMS

### 6.1. CASE Application and Guidelines (review and familiarisation)

- Outline of the funding scheme and timeframes discussed.
- CASE Application to include an approximate timeframe of 6 weeks turnover from submission date
- Triennial Hanging of the Quilts event in September 22 could be eligible for CASE Funding .
  - o CDO to discuss with the Dongara Patchwork Club
  - o CASE Application and information to be emailed direct to all community & sporting groups
  - o CDO to re-advertise CASE via social media, local rag and SOI Website

### 6.2. Terms of Reference (review and familiarisation)

- Outline of the funding scheme and timeframes discussed.
- Incorporate the wording and process to allow big industry who may be interested in contributing towards community grants but via the Shire's already established funding scheme, contribute to the initial CASE budget.
  - o CDO to contact other Shires who may already have a similar process in place.
  - o Question as to whether private enterprise / philanthropic small business donations could be channelled through CASE or kept separate? Notes for discussion at next meeting?

COMMITTEE RECOMMENDATION TO COUNCIL:	
<b>MOVED:</b> Enter the Councillor name	<b>SECONDED:</b> Enter the Councillor name
NIL	
<b>VOTING DETAILS:</b>	<b>Carried 0/0</b>

## **7. GENERAL BUSINESS**

### **7.1. CAS Timeframes (Proposed)**

- CASE Committee Meeting | Applications will be sent via email with an ad-hoc meeting arranged if further review is required
- CASE recommendations submitted for council review – Pending submissions
- Council meeting – To be determined
- Notification sent to any successful applicants – To be determined

## **8. SETTING OF FUTURE MEETING DATES**

4<sup>th</sup> April 2022 | 3:30pm

## **9. MEETING CLOSED**

There being no further business, the Chairperson declared the meeting closed at 4.00 pm.