



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

held in the Council Chambers

Wednesday 18 May 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  
Cr H Palmer

Shire of Irwin Councillor  
Shire of Irwin Councillor

Ms A Heitman  
Position Vacant

Community  
Community

#### Staff

Ms F Boksmati  
Mrs D K Chandler

Community Development Officer  
A/Manager Corporate & Community

#### Apologies

### 3. WELCOME

Loss of Community Committee Member – Judy Smith

### 4. CONFIRMATION OF MINUTES

*A copy of the minutes from the Community Assistance Scheme & Events Committee Meeting held 31 January 2022 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 - \$4,970 acquittal in progress

Dongara Heritage Walk – Complete

Port Denison Heritage Walk – In Review

- Changes required prior to ok for print
- Change word from demolished to dismantled for Bonds Store page
- Spelling of Dongara alternates between Dongara and Dongarra within booklet - acknowledge the reasons why within the booklet or rectify so that the spelling doesn't constantly change

- Ensure a commitment from IDHS towards less printing and more online/QR signage to promote locations and the Heritage Trails

5.1.2. Midwest Autumn Craft Roundup – Top up to \$5000 – Acquittal and payment complete

## **5.2. Promote reuse of booklets issued at the Visitors Centre**

To promote reuse of booklets, it was recommended that the Customer Service Officers suggest tourists return the books once they are finished with them either to the visitors centre, or to the library return slot if after hours.

- Look at implementing this once COVID numbers reduce to minimise transmission
- At print, a blurb will be included to promote the return of the booklets

## **5.3. Promote CASE to Community Groups**

Sent direct via email and promoted via Shire's website and Social Media.

## **5.4. CAS Application and Guidelines (Review)**

- The Guidelines have been updated to include wording indicating an approximate timeframe of 6 weeks turnover from and applications submission date (See CASE Application item 4.2)
- CASE Application and information to be emailed direct to all community & sporting groups
- CDO to re-advertise CASE via social media, Local Rag and SOI Website (Done)

## **5.5. Terms of Reference (review)**

Incorporate the wording and process to allow industry to contribute towards community grants but via the Shire's already established funding scheme, (to the CASE budget).

- Determined that The Terms of Reference is not the correct document as the ToR stipulates the obligations of the CASE Committee only, not the funding guidelines

Develop the process to allow local business and individuals to apply for CASE Funding. Either through the same process or under a small business funding scheme?

- CDO will look into developing an overarching Grants and Sponsorship Policy which will determine the process for Corporate Sponsors to contribute funding to the CASE Funding Pool as well as the scope for outgoing funding from the CASE Pool.
- CASE will be divided into three streams
  - o Individuals (ie similar to Kidsport funding which is no longer provided by DLGSC for kids who cannot afford sport uniforms/regio fees etc.)
  - o Businesses – under a local activation scheme (must clearly define a means testing, co-contribution requirement)
  - o Community assistance – minor amendments to guidelines

## **6. NEW BUSINESS ITEMS**

### **6.1. Review new applications**

6.1.1 Blessing of the Fleet Application Review (see recommendation to Council)

## **7. GENERAL BUSINESS**

CDO has re-advertised CASE via social media, local rag and SOI Website (In Progress – Advertising commenced 29 April)

- 1 EOI Received from Jon Arden who would like to be considered as a last resort. Advertising will continue. Calls to be made to increase interest in the committee member position.

## 8. RECOMMENDATIONS TO COUNCIL

COMMITTEE RECOMMENDATION TO COUNCIL:	
<b>MOVED: Cr Palmer</b>	<b>SECONDED: Cr Tunbridge</b>
That council receives the Minutes of the Shire of Irwin Community Assistance Scheme and Events (CASE) Committee Meeting held Wednesday 18 May 2022, as a true and accurate recording of that meeting.	
<b>VOTING DETAILS:</b>	<b>Carried 0/0</b>

COMMITTEE RECOMMENDATION TO COUNCIL:		
MOVED: Cr Palmer		SECONDED: Cr Tunbridge
That Council approves the following funding allocation for the Community Assistance Scheme and pre-approve its allocation from the 2022/2023 financial year budget.		
ORGANISATION	PROJECT DESCRIPTION	GRANT
Dongara Professional Fisherman's Association Inc	Towards costs relating to the 2023 Blessing of the Fleet event	\$5,000
	TOTAL	\$5,000
VOTING DETAILS:		Carried 0/0

## 9. SETTING OF FUTURE MEETING DATES

### 9.1 CAS Timeframes (Proposed)

CASE Funding Open on an Ongoing Basis (Until funding per financial year is deplete)  
 Next CASE Committee Meeting – TBC  
 Re-advertise EOI for New Committee Member (In Progress – Advertising commenced 29 April)  
 CASE minutes and recommendations submitted for next Council Meeting – by 19/05/22  
 Notification sent to successful applicants by 31/05/2022

## 10. MEETING CLOSED

There being no further business, the Chairperson declared the meeting closed at 4:55pm.