



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

held in the Council Chambers

Tuesday 9 February 2021 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.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Members

Cr H M Wells	Shire of Irwin
Cr G S Eva	Shire of Irwin
Ms A Heitman	Community

Staff

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

Apologies

Ms J Finlay	Community
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3. CONFIRMATION OF MINUTES

3.1. Minutes of the Community Assistance Scheme & Events Committee Meeting held 1 December 2020

A copy of the minutes of the Community Assistance Scheme & Events Committee Meeting held 1 December 2021 has been provided to all Committee Members under separate cover.

OFFICER RECOMMENDATION AND COUNCIL DECISION 230221:

MOVED: Cr Eva

SECONDED: Cr Gillam

That Council receives the Minutes of the Shire of Irwin Community Assistance Scheme & Events (CASE) Committee Meeting held Tuesday 9 February 2021.

VOTING DETAILS:

Carried 8/0

4. BUSINESS ARISING FROM PREVIOUS MEETING

4.1. Irwin District Historical Society

The Irwin District Historical Society opted to utilise an alternative funding source for the print of the Dongara Heritage Walk brochure (now booklet) as applied for in Round 1. Case Committee recommendations to Council to approve funding are no longer applicable. IDHS have submitted a letter requesting that the pre-approved CASE funding of \$4200 be applied to the Cemetery Walk Brochure and the Port Denison Heritage Walk brochure.

OFFICER RECOMMENDATION AND COUNCIL DECISION 230221:

MOVED: Cr Leonard

SECONDED: Cr West

That Council support the Irwin District Historical Society applying for the pre-approved funding of \$4,200 from Round 1 that was not utilised, under a new Community Assistance Scheme Application for the Cemetery Walk and the Port Denison Heritage Walk brochure updates.

VOTING DETAILS:

Carried 8/0

4.2. Dongara Pottery Club

Due to family illness, the Dongara Pottery Club's approved \$450 for Christmas decorations was not used. The items required for the Committee to recommend the signage at the river entrance have also received no further action.

The Committee discussed that the Pottery Club may like to submit a new application for signage at the river entrance in Round 2 with the approved funds retained for this purpose.

5. NEW BUSINESS ITEMS

5.1. 2020/21 CASE Round 2

To allow sufficient time to complete projects prior to the end of financial year, the Committee have agreed to open Round 2 of the Community Assistance Scheme on 1 March 2021.

OFFICER RECOMMENDATION AND COUNCIL DECISION 230221:

MOVED: Cr Eva

SECONDED: Cr Gillam

That Council opens Round 2 of the Community Assistance Scheme from 1 March 2021 until 31 March 2021.

VOTING DETAILS:

Carried 8/0

6. GENERAL BUSINESS

Review the original application for the Thungarra Art Trail and Fairy Garden installations end date. CDO to contact Kelli Dawson to arrange a walkthrough to clarify which of the temporary art installations can be cleaned up or removed.

Cr Wells requested that unallocated funds be given to a non-for-profit community group. D Chandler indicated that this can be investigated after Round 2 taking into consideration;

- Total funds utilised for Round 2.
- If remaining funds will need a top up from unallocated funds.
- Recommendation made to Council if it can be substantiated.

Confirmed query from Cr Wells that two community groups can combine individual \$5k approved funding allocations for one project.

CDO to ensure community groups are aware that they can request assistance during the application process and to complete the CAS Application.

Each community group to be contacted to advise and encourage them to apply for funding.

CAS Guidelines and Application review

Outcomes from the Community Assistance Scheme Guidelines and Application Review

- Make available a pre-filled sample application for reference.
- Add context around the longevity of a project. If there is no end date, to emphasize the expectations for ongoing maintenance. For end date projects, identify responsibilities for cleanup and/or removal as part of the application process justification.
- Create a flowchart to include in the application to show approval process for CAS Applications
- Remove date specific wording in the form or make the section amendable.
- Include the requirement for two formal quotes with initial preference to be given to local and regional suppliers.
- Include page numbers on the application form.
- Sample budget should match the table on the actual grant application.
- Ensure Grant expense table is fillable.
- Clarify why we need a copy of an organisation's latest financial statement for the application.
- Update the document to new format.

The Committee members agreed to receive and review the document via email to streamline the process. Discussion was held around attempting to complete the document update in time to submit a recommendation for adoption by Council at the 23 February 2021 Ordinary Council Meeting.

Upon investigating the requirements to submit a new document in time for the 23 February OCM, D Chandler and F Boksmati, in consultation with the Process Improvement team have agreed that minor updates to tidy up the form and remove date specific text will be made for this Round 2, and then a complete overhaul of the document will be completed in time for 2021/22 CAS Funding Rounds.

7. SETTING OF FUTURE MEETING DATES

CASE Committee Meetings to be held:

- **Monday 15 March 2021 at 3.30pm**
- **Tuesday 20 April 2021 @ 3:30pm.**

8. CLOSURE

There being no further business, the Chairperson declared the meeting closed at 4.55pm.