



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

held in the Council Chambers

Monday 13 February 2023 at 3.15pm

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 3.20pm.
Quorum 50 percent attendance required to proceed.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Members

Cr H Palmer
Cr E Tunbridge
Ms A Heitman
Jon Arden

Shire of Irwin Councillor
Shire of Irwin Councillor
Community Members
Community Members

Staff

Ms F Boksmati
Mr P Bracegirdle

Community Development Officer CDO (Chair)
Manager Community Services (MCS)

Apologies / Guests

None

3. WELCOME

First meeting for Peter Bracegirdle, Manager Community Services and Jon Arden, Community Committee Member.

4. CONFIRMATION OF MINUTES

A copy of the minutes from the Community Assistance Scheme & Events Committee Meeting held 13 February 2023 has been provided to all Committee Members under separate cover.

COMMITTEE RECOMMENDATION AND COUNCIL DECISION 280223:

MOVED: Enter the Councillor name

SECONDED: Enter the Councillor name

That the Minutes of the Shire of Irwin Community Assistance Scheme Committee Meeting held on 13 February 2023, be confirmed as a true and accurate recording of that meeting.

VOTING DETAILS:

Carried 6/0

5. GENERAL BUSINESS

5.1. Terms of Reference (ToR)

- Overview of the ToR provided detailing the purpose and expectations of the Committee.
- The next ToR review is to Include further information relating to the 'Disclosure of Financial or Impartiality Interests' as relevant to Committee Members.

5.2. CASE Overview

Farah confirmed the breakdown of the Community Assistance Scheme and Events (CASE) funding structure partly administered in consultation with the committee.

- CASE \$5000 (or a combination made of the following funding per organisation, as long as the total cumulative value does not exceed \$5000)
- Waiver of fees up to \$1000
- Sundry Donation – Small grants up to \$500
- Confirmed that separate applications from two organisations towards one project may be considered

Committee Members were directed to 'C7 Financial Assistance Funding Policy' on Shire website to access the Policy details pertaining to the funding.

5.3. CASE Application and Guidelines

The Community Services Team (Farah and Peter) discussed the current CASE Guidelines and anticipated changes to broaden the scope of the CASE Funding.

The changes being proposed will;

- Incorporate the wording and process to allow industry to contribute towards community grants but via the Shire's already established funding scheme (Potential contributions are delivered into the CASE budget and administered using the criteria established).
- Manager Community Services 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 could potentially change into three funding streams for Community, Business and Community Activation and Individuals.
 - o Businesses – under a local activation scheme (must clearly define a means testing, co-contribution requirement and the benefit to the community)
 - o Community assistance – minor amendments to guidelines

6. BUSINESS ARISING FROM PREVIOUS MEETING

6.1. 2021/22 Funding Applications

6.1.1. Irwin Districts Historical Society (\$4,970) Carried Over

- Dongara and Port Denison Heritage Walk Booklets application for funding **was** approved to carry over into 2022/23 financial year (Acquitted July 22)
- Ensure a commitment from IDHS towards less printing and more online/QR signage to promote locations and the Heritage Trails – Discussed with IDHS

6.1.2. Dongara Blessing of the Fleet Committee – CDO waiting on acquittal documents

- Farah clarified that the acquittals can be finalised outside of the Committee Meeting if the selection criteria is met.

6.2. 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.
- At print, there is potential to include a blurb that will promote the return of the booklets to the Visitors Centre. This will be discussed with IDHS for the next printing round.

6.3. Promotion of CASE to Community Groups

- Recent advertising of the CASE Funding via Social Media Monday 13 February.
- Via emails direct to local groups (ongoing)

7. NEW BUSINESS ITEMS

7.1. Review new applications

Two disclosures of Interests declared to the committee at the opening of this Agenda item.

Declaration of Impartial Interest declared by Cr Elyce Tunbridge for CASE Application submitted by the Dongara Patchwork Club - by family association. Submitted by email to the CEO and acknowledged 10.02.23 and prior to agenda item discussion.

Disclosure of Financial Interest declared by Councillor Hayley Palmer for CASE Application received by St Johns – For association by waiver of costs for use of privately owned venue (Illegal Tender Rum Co. grounds) for the St John Event. Declared prior to agenda item discussion.

7.1.1. Event:

St Johns - Bundara Thagalangu Bundara (Star's under the Star's) 4th March

Attachment 1 – St Johns CASE Selection Criteria (provided as separate attachment). Contains Community Development Officer recommendation and feedback with scores applied according to the CASE Selection Criteria.

Funding Requested: \$ 5000

Event Description

2 Part Application – PART 1

Provide a 1 hour 'Outdoor Adventure' First Aid course, delivered by St John Ambulance trainers for young Indigenous kids from the Mid-West.

1 hour workshop that empowers those young kids from the Mid-West to explore their identity through a variety of workshop choices from cultural performance, mentoring, & art experiences delivered by Mitch Tambo a proud Gamilaraay man who is a qualified social worker with a passion for diversity awareness.

2 Part Application – PART 2

An 18 yrs. + open air music concert for our SJA Volunteers of the Mid-West & Dongara VBFB Volunteers plus one guest per Volunteer.

Funding agreed by Committee: \$5000 based purely on Part 2 of the event

Comments by Committee: Both Part 1 and 2 of the event have been targeted at a limited audience. Part 1 – Indigenous Youth (Primarily from Geraldton) and Part 2 – Emergency Service volunteers from the Midwest, although the target group should be celebrated and given the opportunity to celebrate with their families in an exclusive setting.

Agreed that Part 1 of the event is aimed at a minority group and irrelevant to the Part 2 of the event. The target audience should have been expanded to Dongara Local Youth also.

Shire will also be supporting the event via free camping for attendees of the event.

Overall, a well-planned and funded event that should be supported by the Funding Program.

7.1.2. Project:

Dongara Patchwork Club – Upgrade the AC system to a larger AC Unit in 'The Chapel' room at Denison House - utilised by the Community Group (33 members aged 60+)

Attachment 2 – CASE Selection Criteria (provided as separate attachment)
Contains Community Development Officer recommendation and feedback with scores applied according to the CASE Selection Criteria.

Funding Requested: \$ 5000

Project Description

To remove the existing AC unit and supply and install a new, larger 8kW unit. After a recent service, the Dongara Patchwork Club were informed that the AC was inadequate for the space it needs to cool. The current AC is unable to keep up on hot days and they have compensated with extra pedestal fans to increase airflow for the comfort of their members while using the space. This is not working.

CDO and Manager Community Services, prior to the meeting, reviewed the MOU and confirmed with the CEO that this should be incorporated under the Shire's standard maintenance program and not captured under the CASE Funding.

Attachment 2 - An Officer recommendation has been provided as separate attachment and scored according to the CASE Selection Criteria.

Funding agreed by Committee: \$0

Comments by Committee: Discussion based on the information from the CEO clarifying that this project is to be undertaken by the Shire

The application only provided one quote which committee members felt was too high. Two quotes are to be submitted and confirmed as a requirement in the CASE Application Form.

Could the Patchwork Club seek alternative opportunities ie. Utilise a portable ac or solar that can be moved with the committee to another location if required.

COMMITTEE RECOMMENDATION AND COUNCIL DECISION 280223:

MOVED: Enter the Councillor name

SECONDED: Enter the Councillor name

That Council approves a review of the adequacy of the heating and cooling system in The Chapel Room at Denison House and consider the units replacement costs be included in the 2023/24 budget.

VOTING DETAILS:

Carried 6/0

COMMITTEE RECOMMENDATION AND COUNCIL DECISION 280223:

MOVED: Enter the Councillor name

SECONDED: Enter the Councillor name

That Council approves the following funding allocation for the Community Assistance Scheme and approve its allocation from the 2022/2023 financial year budget.

ORGANISATION	PROJECT DESCRIPTION	GRANT
St John Ambulance WA Irwin Districts Sub Centre	Bundara Thagalangu Bundara (Star's under the Star's) Part 1 – Outdoor Adventure Workshop for Indigenous Kids Part 2 – Open air music concert for Midwest SJA and Dongara VBFB Volunteers	\$5000
	TOTAL	\$\$5,000

VOTING DETAILS:

Carried 6/0

8. SETTING OF FUTURE MEETING DATES

9.1 CAS Timeframes (Proposed)

CASE Funding Open on an Ongoing Basis (Until funding per financial year is depleted)
CASE recommendations submitted for council review – for Tuesday 28 February OCM
Notification sent to successful applicants by Friday 3 March
Next CASE Committee Meeting TBC

9. MEETING CLOSED

There being no further business, the Chairperson declared the meeting closed at 4:20pm