



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

to be held in the Council Chambers

Tuesday 17 February 2026 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.

Quorum 50 percent attendance required to proceed.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITOR

1.1. Chairperson [Cr Berecz] to open Meeting

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Members

Cr Lesley Berecz	Shire of Irwin Elected Member (Chairperson)
Cr Luke Musulin	Shire of Irwin Elected Member
Mrs Steph Bligh Lee	Community
Mrs Kellie Dawson	Community

Staff

Ms F Boksmati	Manager Community Services (Acting Chair)
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Apologies

Vacant	Community Development Officer
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3. WELCOME

Meeting opened at 3.30pm

Quorum 50 percent attendance met with 100% attendance required to proceed

Manager Community Services [FB] acted as chair for meeting one at the request of Cr Berecz to gain an understanding of structure and expectations.

FB welcomed all to the first meeting for the financial year, noting the delay due to elections, awaiting nominations to committees by council and closure and holiday periods during December and January.

In absence of a CDO, FB also minuted the meeting noting attendance as a non-voting committee member.

Noted a change to the meeting structure due to LG Reforms. All committee meetings are advertised to the public and open to the public to attend.

4. CONFIDENTIALITY AND CODE OF CONDUCT

FB Reiterated the Shires Confidentiality and Code of Conduct for Committee Members. All members signed a confidentiality and code of conduct agreement as relevant to committees and provided a copy to FB.

5. CONFIRMATION OF PREVIOUS MINUTES

FB Confirmed the last meeting held in 2025 - No applications were received since the meeting and the funding program closes due to end of tenure of previous committee until current meeting 2026.

6. BUSINESS ARISING FROM PREVIOUS MEETING

No outstanding actions from previous meeting

7. GENERAL BUSINESS

7.1. CASE

FB confirmed the breakdown of the Community Assistance Scheme and Events (CASE) funding structure. All committee members confirmed an understanding of the guidelines and process

- 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 – maximum \$1000 per organisation per financial year
- Sundry Donation – Small grants up to \$500 – maximum \$1000 per organisation per financial year

Committee Members have received copies of the 'C7 Financial Assistance Funding Policy' via email prior to the meeting – The Policy is the overarching Policy pertaining to the Shire's funding program.

Reiterated importance of promoting the program to the community in support of enabling community led projects and activities that help activate benefits in the Shire of Irwin.

Confirmed approximately 2-3 meetings per year with most correspondence via email and flying minutes

7.2. CASE TERMS OF REFERENCE DOCUMENT

Terms of Reference needs to be updated to capture the new LG Reforms requiring all committee meetings to be advertised and opened to the public.

FB Confirmed this meeting was advertised and minutes will be made available on the Shire Website

FB Clarified the requirement for declarations of impartiality and financial interest by the committee

7.3. OTHER BUSINESS

- Steph noted a lack of advertising. FB confirmed advertising of program has been consistent since election of the committee and across all forums available including social media and the local rag.
- Steph requested a copy of previously successful applications to understand recipients, projects and the types of activities we previously supported. FB confirmed to send via email

8. NEW BUSINESS

8.1. New CASE Applications

Refer to attachments CASE Applications Review for each application – Officer Recommendations – Emailed prior to meeting) and included as attachments to these minutes.

8.1.1. Application from Irwin Autumn Social Club

Activity/Event: Support the hire of appropriate transport in lieu of the Shire Bus no longer being available to community groups. The Bus will be used to transport members for social outings to surrounding areas and to other Seniors Clubs.

Funding Requested: \$4000

Comments by committee

All – discussed method and how criteria and weighting is applied to the officer's recommendation. Steph noted that it was very generic to others she has seen and an example is that they should have received higher rating for their ability to complete the project.

FB – confirmed that this was reduced as they have previously not expended the amounts which have been requested in their applications.

Kellie – Budget is not sufficient. FB confirmed that the amount committed is invoiced as bus services are used and based on the actual invoiced amount for services rendered. But general agreement for more information to be included in budgets provided in applications.

FB noted that there is an income of \$5 fee per person per trip in their application which needs to be confirmed.

As the funding program covers all costs associated, revenue/profit cannot be generated. This will be added to the minutes via flying minutes and after conversation to clarify are undertaken with the IASC.

9. REVIEW RECOMMENDATIONS TO COUNCIL

From Flying Minutes attached and agreed upon after the conclusion of this meeting due to further budget clarifications being provided.

Committee Decision (Via Flying Minutes – see attached)

Email responses received from Committee Members indicate majority support for Option 2 – Approve \$2,000. The Committee therefore resolves to recommend partial approval of the application in the amount of \$2,000 for the 2025/2026 financial year.

This allocation, in addition to the remaining rolled-over funds (\$1300), provides sufficient support for the organisation's currently planned activities. Any further funding required will require a new application in accordance with CASE Guidelines.

COMMITTEE RECOMMENDATION TO COUNCIL:

That Council approves the following funding allocation from the Community Assistance Scheme from the 2025/2026 financial year budget:

Irwin Autumn Social Club	To support the hire of appropriate transport enabling social outings for the club and its members.	\$2,000
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10. SETTING OF FUTURE MEETING DATES

Happy to set as required. FB to reach out as applications are received

11. CLOSE MEETING

Meeting closed at 4.25pm