



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

held in the Admin Meeting Room

Tuesday 18 March 2025 at 4.15pm

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 4.25pm. Quorum 50 percent attendance required to proceed.

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

Members

Cr E Tunbridge
Cr B Wyse
Ms A Heitman

Shire of Irwin Elected Member
Shire of Irwin Elected Member
Community

Staff

Ms F Boksmati

Acting Manager Community Services
(Chair / non-voting)

Apologies

VACANT Staff Position
Mrs S Bligh Lee

Community Development Officer (CDO)
Community

Guests

None

3. WELCOME

The Chairperson welcomed the committee and opened the meeting at 4.15pm. Three of four committee representatives were in attendance.

Welcome to Cr Barry Wyse and thank you for volunteering to the CASE Committee. As this is an election year, and with funding depleted for 24/25, this will likely be the last meeting until a new committee is formed in October 25.

In absence of a CDO, F Boksmati, Acting Manager Community Services has undertaken the Officer Reviews and will chair the meeting as a non-voting member.

4. CONFIDENTIALITY AND CODE OF CONDUCT

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

5. CONFIRMATION OF MINUTES

The last meeting was held on the 23/07/24 with a committee decision made via flying minutes. No new business arose from this meeting.

6. BUSINESS ARISING FROM PREVIOUS MEETING

Nil

6.1. CASE Overview –Guidelines and CASE Application

6.2. Funding Policy

Farah confirmed the breakdown of the Community Assistance Scheme and Events (CASE) funding structure, supported in consultation with the committee. All committee members confirmed a good understanding of the guidelines and happy with the template used for CASE Applications.

- 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 previously received copies of the 'C7 Financial Assistance Funding Policy' which is also available on the Shire website to access the overarching Policy details pertaining to the funding.

In the last committee meeting, members voted to elect Farah Boksmati, Community Development Officer as the committee's chair. Farah, currently Acting Manager Community Services confirmed to chair until the CDO role is filled. Elyce will chair if necessary

6.3. Terms of Reference Review (ToR) / Update

No review required.

7. GENERAL BUSINESS

7.1. 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.

7.1.1. Irwin Autumn Social Club Application for Funding

- **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

Elyce declared a potential financial interest as her business could service this request. A declaration was received prior to the commencement of the meeting.

Farah confirmed that this service was to be considered in lieu of the Shire Community Bus which is no longer available to hire, and a commitment provided by the Shire and Council. This commitment is outlined in the Shire's Strategic Community Plan for Objective 1. To achieve a friendly, safe, and inclusive community enjoying a high-quality lifestyle. Item 1.1.3 Support appropriate community transport options.

- **Funding Requested:** \$4000
- **Comments by Committee:** To ensure all requests received in 2024/25, if eligible and endorsed by the committee for funding can be considered. Their requested funding amount of \$4000 will be split over the current and next financial year. This will ensure trips can be accommodated for the remainder of 2024/25 as well as trips made into 2025/26, enough to see them through until the new committee is formed post elections (18 October 2025).

The last CASE funding to the IASC has a remaining amount of \$870 which will not carry into the 2025/26 financial year.

- **Funding endorsed by the Committee:** \$2,000 in 2024/25 and \$2000 in 2025/26
- **Relevant Attachments – CASE Officer Review and Criteria 24_25 Irwin Autumn Social Club Bus Hire** (provided as separate attachment).
Contains Officer recommendation and feedback with scores applied according to the CASE Selection Criteria.

7.1.2. GoShackathon Midwest Student Expo – 9th May 2025

- **Activity/Event:** GoSH is an innovative, free, two-day tech-innovation event designed to empower young people in regional Western Australia by aligning local challenges with global solutions. The event focuses on raising aspirations, increasing community capabilities, and enhancing workforce readiness for regional youth.

The Mid West hybrid events will be the first of its kind, running, parallel and in conjunction with the GoSH events in Geraldton - with live interactions and feeds between the two venues..

With local support, they aim to provide students within the Shire of Irwin (and beyond) the opportunity to participate in GoSH with all the merch, challenges, and fun of the event in Geraldton. As the below outlines, GoSH runs over two days – Day 1 in Dongara and Day 2 by invitation in Geraldton.

- **Funding Requested:** \$ 5000
- **Comments by Committee:** The event has been Auspiced by the Pollinators and run by Curtin University as a Not For Profit event.

Farah advised that as they are also requesting use of the Irwin Rec Centre Main Stadium and as sponsorship cannot exceed \$5000, a recommendation to council should reflect a reduced funding amount to cover costs of the stadium hire as a Waiver of Fees. Funding, once all CASE Funding is applied (including all sundry and waivers that have been approved but yet to take place) is now depleted.

To support the event and ensure it goes ahead, with the limited funding left available under CASE, a reduction to the funding amount requested will be applied.

- **Relevant Attachments – CASE Officer Review and Criteria Weighting GOSHACKATHON** (provided as separate attachment).
Contains Officer recommendation and feedback with scores applied according to the CASE Selection Criteria.
- **Funding endorsed by the Committee:** \$3,750
\$3,250 will be applied as a cash contribution and an estimated \$500 to be applied as a Waiver of Fees as is applicable to the Irwin Rec Centre Venue Hire.

8. NEW BUSINESS ITEMS

Unfortunately, after nearly four years supporting CASE as a committee member, Ann Heitman has formally resigned.

9. RECOMMENDATIONS TO COUNCIL

COMMITTEE RECOMMENDATION TO COUNCIL 180325:

That the Minutes of the Shire of Irwin Community Assistance Scheme and Events Committee Meeting held on 18 March 2025, be confirmed as a true and accurate recording of that meeting.

VOTING DETAILS:

Carried 3/0

COMMITTEE RECOMMENDATION TO COUNCIL 180325:

That Council approves the following funding allocation to the Community Assistance Scheme and approve its allocation from the 2024/2025 financial year budget.

ORGANISATION	PROJECT DESCRIPTION	GRANT
GoSHakathon Mid West Hybrid Event	Free two-day tech-innovation event designed to empower youth in the Midwest and focuses on raising aspirations, increasing community capabilities, and enhancing workforce readiness for regional youth.	\$3,750 \$3250 cash sponsorship and ~\$500 as a Waiver of Fees for Rec Centre Venue
Irwin Autumn Social Club	To support the hire of appropriate transport enabling social outings for the club and its members for the remainder of 2024/25.	\$2,000
	TOTAL CASE ALLOCATION 2024/25	\$5,750

VOTING DETAILS:

Carried 3/0

COMMITTEE RECOMMENDATION TO COUNCIL 180325:

That Council approves the following funding allocation to the Community Assistance Scheme and approve its allocation from the 2025/2026 financial year budget.

ORGANISATION	PROJECT DESCRIPTION	GRANT
Irwin Autumn Social Club	To support the hire of appropriate transport enabling social outings for the club and its members in 2025/26	\$2,000
	TOTAL CASE ALLOCATION 2025/26	\$2,000

VOTING DETAILS:

Carried 3/0

10. SETTING OF FUTURE MEETING DATES

10.1. CASE Timeframes (Proposed)

- CASE Funding Open on an Ongoing Basis
Funding is now depleted for 2025/25 – No new rounds will be open until a new committee is formed in October / November 2025.
- CASE recommendations submitted for council review – for Tuesday 22 April 2025 OCM
- Notification sent to successful applicants by Monday 28 April 2025.
- Next CASE Committee Meeting – October/November 2025 (DATE TBC)

11. MEETING CLOSED

There being no further business, the Chairperson declared the meeting closed at 4:50PM