



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Local Business Support

Committee Meeting

25 May 2020

NOTICE PAPER

Local Business Support Committee Meeting

25 May 2020

Committee Members

I inform you that Local Business Support Committee meeting will be held by on 25 May 2020 at 4:00pm in the Shire of Northam Council Chambers at 395 Fitzgerald Street, Northam WA 6401.

Yours faithfully



Jason Whiteaker
Chief Executive Officer

DISCLAIMER

This committee has been delegated authority by Council to receive and assess grant applications; and make a final determination on all grant applications received as part of the Local Business Support Grant Scheme.

This agenda has yet to be dealt with by the committee. The Recommendations shown at the foot of each item have yet to be considered by the committee and are not to be interpreted as being the position of the committee. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the committee.

In certain circumstances members of the public are not entitled to inspect material, which in the opinion of the Chief Executive Officer is confidential, and relates to a meeting or a part of a meeting that is likely to be closed to members of the public.

No responsibility whatsoever is implied or accepted by the Shire of Northam for any act, omission, statement or intimation occurring during Council or Committee meetings.

The Shire of Northam disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement of intimation occurring during Council or Committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or Officer of the Shire of Northam during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Northam.

The Shire of Northam advises that anyone who has any application lodged with the Shire of Northam must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Northam in respect of the application.

The Shire of Northam advises that any plans or documents contained within this agenda may be subject to copyright law provisions (*Copyright Act 1968*, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction. It should be noted that copyright owners are entitled to take legal action against any persons who infringe their copyright. A reproduction of material that is protected by copyright may represent a copyright infringement.

Contents

1.	DECLARATION OF OPENING	5
2.	ATTENDANCE.....	5
	3.1 APOLOGIES.....	5
	3.2 APPROVED LEAVE OF ABSENCE	5
3.	DISCLOSURE OF INTERESTS.....	5
4.	CONFIRMATION OF MINUTES	6
	5.1 COMMITTEE MEETING HELD 18 MAY 2020	6
5.	COMMITTEE REPORTS	7
	5.1 LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	7
6.	URGENT BUSINESS APPROVED BY DECISION	11
7.	DATE OF NEXT MEETING	11
8.	DECLARATION OF CLOSURE	11

1. DECLARATION OF OPENING

2. ATTENDANCE

Committee:

Shire President

Deputy Shire President

Councillor

Councillor

C R Antonio

J E G Williams

M P Ryan

A J Mencshelyi

Staff:

Community Development Officer

Chief Executive Officer

M Blackhurst

J B Whiteaker

3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3. DISCLOSURE OF INTERESTS

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

A **financial interest** occurs where a Councillor / Committee Member, or a person with whom the Councillor / Committee Member is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.

An **indirect financial** interest includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

A person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

An **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Item Name	Item No.	Name	Type of Interest	Nature of Interest

4. CONFIRMATION OF MINUTES

5.1 COMMITTEE MEETING HELD 18 MAY 2020

RECOMMENDATION

That the minutes of the Local Business Support Committee meeting held on 18 May 2020 be confirmed as a true and correct record of that meeting.

5. COMMITTEE REPORTS

5.1 LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	1.1.9.16
Reporting Officer:	Michelle Blackhurst, Community Development Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Chief Executive Officer declares a financial interest in Application 9, as he has a family member who works for the applicant. The Chief Executive Officer was not involved in the assessment of this application. It was undertaken by the Community Development Officer
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the committee to assess and make a determination on a grant application received as part of the Local Business Support Grant Scheme.

ATTACHMENTS

Applications have been provided as a separate confidential attachment to this agenda/minutes.

A. BACKGROUND / DETAILS

The Business Support Grant Scheme Guidelines guides the application process and evaluation of the Business Support Grants.

Applications opened on Monday, 27 April 2020 and will remain open until further notice.

Shire of Northam has received two applications for assessment by the Committee, including one resubmission.

The following applications were received:

Applicant	Funding stream	Project	Amount requested
Cadds Fashion Sportfirst Northam	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities.	Purchase of photography and display equipment to improve on-line shopping experience.	\$2,000
Riverside Hotel	Up to \$5,000 for increasing business opportunity and sustainability.	Development of website, new signage and radio advertising	\$5,000

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Economic Growth.

Outcome 1.1: The Shire of Northam is an attractive investment destination for a variety of economic sectors.

Outcome 1.2: Local businesses are valued and supported by investors and residents within the Shire of Northam.

B.2 Financial / Resource Implications

Council has allocated a budget of \$250,000 to fund the Business Support Grant Scheme. The officer recommendation is to support \$11,350 in grant funding.

B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		

COVID-19 impact not clearly articulated however, profit and loss statement shows loss of income.

Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

C. OFFICER'S COMMENT

Application 9

Applicant	Funding stream	Project	Amount requested
Cadds Fashions Sportfirst Northam	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities.	Purchase of photography and display equipment to improve on-line shopping experience.	\$2,000

The application has been assessed against the Business Support Grant Scheme Guidelines eligibility criteria and it meets all but one of the criteria. Not procuring from local business. This specific brand of camera is not available locally.

They are applying for replacement mannequins and a new camera. The need for this equipment is justified. They are starting to document their products for an online presence and to be competitive they need to produce high quality images of their products.

More affordable options could do a similar quality job. They have chosen Olympus brand. A quality base model camera with lens in this brand can be purchased for approximately \$1,000 (online research). Beyond this model is about choice not necessity. Photography lighting accessories also quoted total \$400.



Applicant has applied for the funding stream 'Up to \$2,000 for individual businesses for investing in online and e-commerce activities' however, it is more

Radio advertising is not a sustainable investment.

Not procuring from local supplier with website development or signage. suited to the 'Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, to adapt to changing conditions'. This is matching dollar for dollar.

Confidential Attachment: 6.1.9 Confidential Attachment Cadds Fashions Sportfirst Northam Summary

RECOMMENDATION

That the Local Business Support Committee approve a grant of \$920 (excluding GST) to the business 'Cadds Fashions Sportfirst Northam', being 50% of the cost to purchase new mannequins (up to \$220.00 (excluding GST)) and 50% of the cost to purchase a new camera and accessories (up to \$700.00 (excluding GST)).

Application 10

Applicant	Funding stream	Project	Amount requested
Riverside Hotel	Up to \$5,000 for increasing business opportunity and sustainability.	Development of website, new signage and radio advertising	\$5,000

The application has been assessed against the Business Support Grant Scheme Guidelines eligibility criteria and it meets all but one of the criteria. Not procuring from local business.

COVID-19 impact not well articulated however the Shire of Northam understands that this is one of the businesses (hospitality industry) with largest impacts.

Radio advertising is not a sustainable investment but signage will have a long lasting effect. Business does not have an online presence and website is required to grow business opportunity.

Requesting \$5,000 however quotes only total \$3,825.00 (excluding GST).



Confidential Attachment: 6.1.10 Confidential Attachment Riverside Hotel Summary

RECOMMENDATION

That the Local Business Support Committee approve a grant of \$1920 (excluding GST) to the business 'Riverside Hotel' for approximately 50% of the total project cost for the development of a business website and purchase of new signage, on the condition that business procures locally.

6. URGENT BUSINESS APPROVED BY DECISION

Nil.

7. DATE OF NEXT MEETING

To be confirmed.

8. DECLARATION OF CLOSURE