



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Local Business Support

Committee Meeting

22 June 2020

UNCONFIRMED

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1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 4.00pm.

2. ATTENDANCE

Committee:

Shire President

Deputy Shire President

C R Antonio

J E G Williams

Staff:

Community Development Officer

Chief Executive Officer

Acting Executive Assistant to the CEO

M Blackhurst

J Whiteaker

N Vinicombe

2.1 APOLOGIES

Nil.

2.2 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
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Cr C R Antonio	Impartiality	Applicants are known to Cr Antonio
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Ms M Blackhurst	Impartiality	Applicant 18 (Angie Roe Photography) is known to Ms Blackhurst

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 08 JUNE 2020

RECOMMENDATION

Minute No: LBSC.23

Moved: Cr Williams

Seconded: Cr Antonio

That the minutes of the Local Business Support Committee meeting held on 08 June 2020 be confirmed as a true and correct record of that meeting.

CARRIED 2/0

5. COMMITTEE REPORTS

Cr Antonio declared an impartiality interest in 5.1 – Local Business Support Grant Scheme Applications, as several of the applicants are known to him.

Ms M Blackhurst declared an impartiality interest in 5.1 – Local Business Support Grant Scheme Applications, as applicant 18, Angie Roe Photography, is known to her.

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:	Michelle Blackhurst, Community Development Officer declares an Interest in Application 18, her business could be viewed as a competitor to the applicant. The Chief Executive Officer undertook the assessment of this application.
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.

The Shire of Northam has received three applications for assessment by the Committee. Two additional applications were received, however they were not complete and require further information for assessment.

The following applications were received for assessment:

Applicant	Funding stream	Project	Amount requested
Application 18 Angie Roe Photography (resubmission)	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	New computer	\$5,339.00
Application 19 Dokta Daycare and Vacation Care	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of equipment	\$5,000.00
Application 20 J & A Building/Shed Boss	Up to \$5,000 for increasing business opportunity and sustainability	Signage to increase street presence of business.	\$5,000.00

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 \$9,000 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.		
Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

C. OFFICER'S COMMENT

Shire of Northam has received seven applications for assessment by the Committee.

A summary of the applications with officer's comments is included as Confidential Attachment 5.1.1.

Application 18

Applicant	Funding stream	Project	Amount requested
Angie Roe Photography (resubmission)	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	New computer	\$5,339.00

RECOMMENDATION

Minute No: LBSC.24

Moved: Cr Williams

Seconded: Cr Antonio

That the Local Business Support Committee approve a grant of \$2,400 (excluding GST) to the business 'Angie Roe Photography' for approximately 50% of the total project cost for the purchase of a new computer.

CARRIED 2/0

Application 19

Applicant	Funding stream	Project	Amount requested
Dokta Daycare and Vacation Care	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of equipment	\$5,000

RECOMMENDATION

Minute No: LBSC.25

Moved: Cr Williams

Seconded: Cr Antonio

That the Local Business Support Committee do not approve a grant for the business 'Dokta Daycare and Vacation Care', and invite Dokta Daycare to consider resubmitting the grant application, focussing on local content and non-consumable items.

CARRIED 2/0

Application 20

Applicant	Funding stream	Project	Amount requested
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J & A Building/Shed Boss	Up to \$5,000 for increasing business opportunity and sustainability	Signage to increase street presence of business.	\$5,000.00
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RECOMMENDATION

Minute No: LBSC.26

Moved: Cr Williams

Seconded: Cr Antonio

That the Local Business Support Committee approve a grant of 50% of \$5,260 (approximately \$2630) (excluding GST) to the business 'J & A Building' to support the purchase of signage.

CARRIED 2/0

6. URGENT BUSINESS APPROVED BY DECISION

Nil.

7. DATE OF NEXT MEETING

The next meeting will be held on 29 June 2020.

8. DECLARATION OF CLOSURE

The Shire President, Cr C R Antonio declared the meeting closed at 4.41pm.