



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Minutes**

### **Local Business Support**

### **Committee Meeting**

**08 June 2020**

UNCONFIRMED

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## Contents

1.	DECLARATION OF OPENING .....	4
2.	ATTENDANCE.....	4
3.1	APOLOGIES.....	4
3.2	APPROVED LEAVE OF ABSENCE .....	4
3.	DISCLOSURE OF INTERESTS.....	4
4.	CONFIRMATION OF MINUTES .....	5
4.1	COMMITTEE MEETING HELD 25 MAY 2020 .....	5
5.	COMMITTEE REPORTS .....	6
5.1	LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS.....	6
6.	URGENT BUSINESS APPROVED BY DECISION .....	11
7.	DATE OF NEXT MEETING .....	11
8.	DECLARATION OF CLOSURE .....	12



## 1. DECLARATION OF OPENING

The Shire President, Chris Antonio declared the meeting open at 4.01 pm.

## 2. ATTENDANCE

### Committee:

Shire President  
Deputy Shire President  
Councillor

C R Antonio  
J E G Williams  
A J Mencshelyi

### Staff:

Community Development Officer  
Executive Development Services  
Executive Assistant to the CEO

M Blackhurst  
C B Hunt  
N K Vinicombe

### 3.1 APOLOGIES

Chief Executive Officer  
Councillor

J Whiteaker  
M P Ryan

### 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
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Cr Antonio	Impartial	Knows most of the applicants
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Cr Mencshelyi	Impartial	Knows applicants of grants 16 and 17
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Community Development Officer Michelle Blackhurst	Impartial	Application 11

#### 4. CONFIRMATION OF MINUTES

##### 4.1 COMMITTEE MEETING HELD 25 MAY 2020

###### COMMITTEE DECISION

Minute No: LBSC.14

Moved: Cr Mencshelyi

Seconded: Cr Williams

That the minutes of the Local Business Support Committee meeting held on 25 May 2020 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

## 5. COMMITTEE REPORTS

### 5.1 LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	1.1.9.16
<b>Reporting Officer:</b>	Michelle Blackhurst, Community Development Officer
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Michelle Blackhurst, Community Development Officer declares an Interest in Application 12, her business could be viewed as a competitor to the applicant. The Executive Manager Community Services undertook the assessment of this application.
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	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 seven applications for assessment by the Committee.

The following applications were received:

Applicant	Funding stream	Project	Amount requested
Application 11 - Angie Roe Photography	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 12 - Eley Hooper Skin Therapist	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of stock for business and advertising of business	\$5,000
Application 13 - Everlastings on Fitzgerald	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Website and professional photography service	\$2,000
Application 14 - Grass Valley Tavern	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Completion of works stipulated for health and safety compliance to operate business	\$10,000
Application 15 - JLo Designs	Up to \$2,000 for training and professional development	Website development training to diversify business	\$2,000
Application 16 - Northam Caravan Park	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Refresh current website with new images and improve search engine optimism	\$2,000
Application 17 - Route 94 Bakers Hill	Up to \$5,000 for increasing business opportunity and sustainability	Logos and branding, new website and industry specific equipment	\$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 \$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 officers comments are included as Confidential Attachment 5.1.1.



**COMMITTEE DECISION**

**Minute No: LBSC.16**

**Moved: Cr Mencshelyi**  
**Seconded: Cr Williams**

**That the Local Business Support Committee does not approve grant application 11 - Angie Roe Photography.**

**CARRIED 3/0**

Clarification was sought with regards to Application 11 – Angie Roe Photography. It was discussed that the Community Development Officer will provide feedback to the applicant. This feedback will stipulate that the applicant must provide further detail of potential diversification. Upon sufficient demonstration and detail of diversification, the committee will reconsider the application.

**COMMITTEE DECISION**

**Minute No: LBSC.17**

**Moved: Cr Williams**  
**Seconded: Cr Mencshelyi**

**That the Local Business Support Committee does not approve grant application 12 - Eley Hooper Skin Therapist.**

**CARRIED 3/0**

Clarification was sought with regards to Application 12 – Eley Hooper Skin Therapist. It was discussed that the Community Development Officer will provide feedback to the applicant. This feedback will stipulate that the applicant must provide quotes for the courses the applicant wishes to undertake. Upon sufficient provision of quotes, the committee will reconsider the application.

**COMMITTEE DECISION**

**Minute No: LBSC.18**

**Moved: Cr Williams  
Seconded: Cr Mencshelyi**

**That the Local Business Support Committee approves grant application 13 - Everlastings on Fitzgerald - \$2,000 (ex GST).**

**CARRIED 3/0**

**COMMITTEE DECISION**

**Minute No: LBSC.19**

**Moved: Cr Williams  
Seconded: Cr Mencshelyi**

**That the Local Business Support Committee does not approve grant application 14 - Grass Valley Tavern.**

**CARRIED 3/0**

Clarification was sought with regards to Application 14 – Grass Valley Tavern. It was discussed that the Community Development Officer will provide feedback to the applicant. This feedback will stipulate that the applicant must demonstrate potential diversification (i.e. through the provision of accommodation services). Upon sufficient demonstration of diversification, the committee will reconsider the application and may fund the applicant up to 50% of the provided quote.

**COMMITTEE DECISION**

**Minute No: LBSC.20**

**Moved: Cr Williams  
Seconded: Cr Mencshelyi**

**That the Local Business Support Committee approve grant application 15 - JLo Designs - \$2,000 (ex GST)**

**CARRIED 3/0**

### COMMITTEE DECISION

Minute No: LBSC.21

Moved: Cr Williams  
Seconded: Cr Mencshelyi

**That the Local Business Support Committee does not approve grant application 16 - Northam Caravan Park**

**CARRIED 3/0**

Clarification was sought with regards to Application 16 – Northam Caravan Park. It was discussed that the Community Development Officer will provide feedback to the applicant. This feedback will stipulate that the applicant must provide quotes in their grant application. Upon sufficient provision of quotes, Application 16 will be reconsidered by the committee.

### COMMITTEE DECISION

Minute No: LBSC.22

Moved: Cr Mencshelyi  
Seconded: Cr Williams

**That the Local Business Support Committee approves grant application 17 - Route 94 Bakers Hill - \$5,000 (ex GST) – on the stipulation that the applicant will provide a quote for and procure from a local website designer**

**CARRIED 3/0**

## 6. URGENT BUSINESS APPROVED BY DECISION

Nil.

## 7. DATE OF NEXT MEETING

The next meeting will take place on Monday 22 June 2020, to commence at 4:00pm.

## 8. DECLARATION OF CLOSURE

There being no further business, the Shire President Chris Antonio declared the meeting closed at 4.46 pm.

"I certify that the Minutes of the Local Business Support Committee Meeting held on Monday, 8 June 2020 have been confirmed as a true and correct record."

\_\_\_\_\_ President

\_\_\_\_\_ Date

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