



Shire of Northam
Heritage, Commerce and Lifestyle

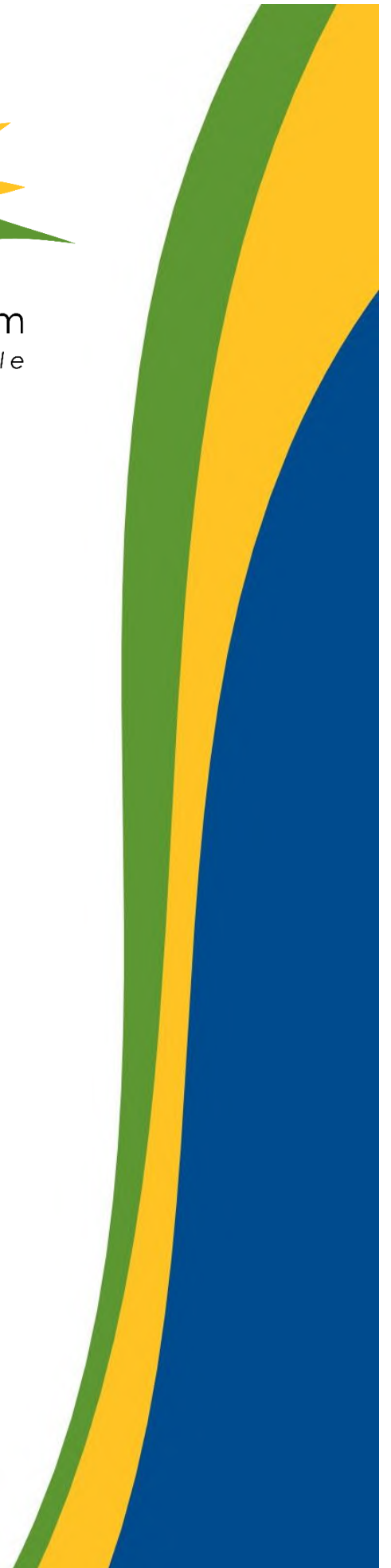
Shire of Northam

Agenda

Local Business Support

Committee Meeting

06 July 2020



NOTICE PAPER

Local Business Support Committee Meeting

06 July 2020

Committee Members

I inform you that Local Business Support Committee meeting will be held on 06 July 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.

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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.

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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 Whiteaker

3.1 APOLOGIES

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

4.1 COMMITTEE MEETING HELD 22 JUNE 2020

RECOMMENDATION

That the minutes of the Local Business Support Committee meeting held on 22 June 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:	
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 twelve applications for assessment by the Committee. Two of these are resubmissions and a further two were incomplete and have been returned with a request for further information.

The following ten applications are being presented for assessment:

Applicant	Funding stream	Project	Amount requested
Application 21 Autopro Northam	Up to \$5,000 for increasing business opportunity and sustainability	Activity Book – collaborative business marketing project	\$5,000
Application 22 Bakers Hill Rural Supplies & Hardware	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Storage extension to existing building	\$10,000
Application 23 Bakers Hill Pie Shop	Up to \$5,000 for increasing business opportunity and sustainability	Purchase a commercial dishwasher	\$5,000
Application 24 Confetti and Co.	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 and strategic planning	\$2,000
Application 25 Dokta Daycare	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of equipment to open day care to babies and toddlers	\$5,000
Application 26 Eley Hooper Skin Care	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of advanced training and equipment to grow skin care business	\$5,000
Application 27 Fox and Hen Handmade Crafts	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Website creation for online presence	\$1,862
Application 28 In-Balance Fitness	Up to \$5,000 for increasing business opportunity and sustainability	Software upgrade to enable business diversification	\$5,000

Application 29 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 30 Quin's Gourmet Butchers	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of laptop to be used for instant messaging, accessing emails at the shop and staff training	\$1,500

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

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

Application 21

Applicant	Funding stream	Project	Amount requested
Autopro Northam	Up to \$5,000 for increasing business opportunity and sustainability	Activity Book – collaborative business marketing project	\$5,000

RECOMMENDATION

That the Local Business Support Committee approve a grant of \$1,196 (excluding GST) to the business 'Autopro Northam' for printing costs involved with business activation project 'Activity Book'.

Application 22

Applicant	Funding stream	Project	Amount requested
Bakers Hill Rural Supplies & Hardware	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Storage extension to existing building	\$10,000

RECOMMENDATION

That the Local Business Support Committee approve a grant of \$10,000 (excluding GST) to the business 'Bakers Hill Rural Supplies & Hardware' for approximately 50% of the total project cost to develop storage extensions to existing business, on the condition that the building improvements are approved by the Shire of Northam prior to commencement.

Application 23

Applicant	Funding stream	Project	Amount requested
Bakers Hill Pie Shop	Up to \$5,000 for increasing business opportunity and sustainability	Purchase a commercial dishwasher	\$5,000

RECOMMENDATION

That the Local Business Support Committee approve a grant to the business 'Bakers Hill Pie Shop' for of 50% of the total cost (up to \$4,410 (excluding GST)) being to purchase an industrial dishwasher.

Application 24

Applicant	Funding stream	Project	Amount requested
Confetti and Co.	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 and strategic planning	\$2,000

RECOMMENDATION

That the Local Business Support Committee approve a grant to the business 'Bakers Hill Pie Shop' for of 50% of the total cost (up to \$4,410 (excluding GST)) being to purchase an industrial dishwasher.

Application 25

Applicant	Funding stream	Project	Amount requested
Dokta Daycare	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of equipment to open day care to babies and toddlers	\$5,000

RECOMMENDATION



That the Local Business Support Committee do not approve a grant for the business 'Dakota Daycare and Vacation Care'.

Application 26

Applicant	Funding stream	Project	Amount requested
Eley Hooper Skin Care	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of advanced training and equipment to grow skin care business	\$5,000

RECOMMENDATION

That the Local Business Support Committee approve a grant to the business 'Eley Hooper Skin Care' for \$598 (excluding GST) to support training and 50% (up to \$2,000 excluding GST) to purchase specialist Dermalux machine.

Application 27

Applicant	Funding stream	Project	Amount requested
Fox and Hen Handmade Crafts	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Website creation for online presence	\$1,862

RECOMMENDATION

That the Local Business Support Committee approve a grant to the business 'Fox and Hen Handmade Crafts' of \$1,862 (excluding GST) for the development of a website.



Application 28

Applicant	Funding stream	Project	Amount requested
In-Balance Fitness	Up to \$5,000 for increasing business opportunity and sustainability	Software upgrade to enable business diversification	\$5,000

RECOMMENDATION

That the Local Business Support Committee approve a grant to the business 'In-Balance Physiotherapy and Fitness' for \$5,000 (excluding GST) to purchase software needed to diversify business.

Application 29

Applicant	Funding stream	Project	Amount requested
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

RECOMMENDATION

That the Local Business Support Committee approve a grant to the business 'Northam Caravan Park' for \$1,250 (excluding GST) being 50% of the cost to redevelop their website and \$695 (excluding GST) for professional photography.



Application 30

Applicant	Funding stream	Project	Amount requested
Quin's Gourmet Butchers	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of laptop to be used for instant messaging, accessing emails at the shop and staff training	\$1,500

RECOMMENDATION

That the Local Business Support Committee approve a grant to the business 'Quin's Gourmet Butchers' for \$1,500 (excluding GST) to purchase a laptop for business.

6. URGENT BUSINESS APPROVED BY DECISION

REQUEST TO CHANGE CONDITION

Application 17: Route 94 Bakers Hill requested a change to condition listed that procurement must be local for website development.

Request - I would like to request exemption from engaging a Web Designer within the Shire of Northam. The designer based in Northam has a specific target client base that our project falls outside, furthermore I think the timeline for delivery I am aiming at would be difficult for them to obtain. Other aspects of the project will be completed within the shire as previously outlined.

This has been discussed with Creative IQ and they have advised that they do not have an issue with this as they are not able to accept all requests to complete websites that are being received.

7. DATE OF NEXT MEETING

To be confirmed.

8. DECLARATION OF CLOSURE

