



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Minutes**

### **Local Business Support**

### **Committee Meeting**

**06 July 2020**

UNCONFIRMED

## 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.

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 .....	4
2.	ATTENDANCE.....	4
2.1	APOLOGIES.....	4
2.2	APPROVED LEAVE OF ABSENCE .....	4
2.3	ABSENT WITHOUT APOLOGY .....	4
3.	DISCLOSURE OF INTERESTS .....	4
4.	CONFIRMATION OF MINUTES .....	5
4.1	COMMITTEE MEETING HELD 22 JUNE 2020 .....	5
5.	COMMITTEE REPORTS .....	6
5.1	LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS.....	6
6.	URGENT BUSINESS APPROVED BY DECISION .....	14
	REQUEST TO CHANGE CONDITION .....	14
7.	DATE OF NEXT MEETING .....	15
8.	DECLARATION OF CLOSURE .....	15

## 1. DECLARATION OF OPENING

The Shire President Cr Chris Antonio declared the meeting open at 4.02 pm.

## 2. ATTENDANCE

### Committee:

Shire President  
Deputy Shire President  
Councillor

C R Antonio  
J E G Williams  
A J Mencshelyi

### Staff:

Community Development Officer  
Chief Executive Officer  
Executive Assistant to the CEO

M Blackhurst  
J Whiteaker  
N K Vinicombe

### 2.1 APOLOGIES

Nil.

### 2.2 APPROVED LEAVE OF ABSENCE

Nil.

### 2.3 ABSENT WITHOUT APOLOGY

Cr M P Ryan

## 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	Some of the applicants are known to Cr Antonio
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Cr J E Williams	Impartiality	Some of the business owners applying for grants are well known to Cr Williams
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Cr A J Mencshelyi	Impartiality and Financial	Financial with respect to Quin's Gourmet Butchers (Cr Mencshelyi's wife supplies the business with products); Impartial with respect to Bakers Hill Pie Shop, Rural Supplies + Hardware and Northam Caravan Park, as the owners are known to Cr Mencshelyi

#### 4. CONFIRMATION OF MINUTES

##### 4.1 COMMITTEE MEETING HELD 22 JUNE 2020

###### RECOMMENDATION

**Minute No: LBSC.27**

**Moved: Cr Williams**

**Seconded: Cr Mencshelyi**

**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, with missing Councillors being marked as absent.**

**CARRIED 3/0**

## 5. COMMITTEE REPORTS

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

Cr J E Williams declared an impartiality interest in 5.1 – Local Business Support Grant Scheme Applications as some of the business owners applying for grants are well known to her.

Cr A J Mencshelyi declared an impartiality interest and a financial interest in 5.1 – Local Business Support Grant Scheme Applications as his wife supplies Quin's Gourmet Butchers with products, and the owners of the Bakers Hill Pie Shop, Rural Supplies + Hardware and Northam Caravan Park are well known to Cr Mencshelyi.

### 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>	
<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.

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	Website creation for online presence	\$1,862

	working together for investing in online and e-commerce activities		
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

Minute No: LBSC.28

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee not approve a grant of \$1,196 (excluding GST) to the business 'Autopro Northam' for printing costs involved with business activation project 'Activity Book', and that feedback will be provided to the applicant indicating that further details are required and business uptake quantified.

CARRIED 3/0

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**

**Minute No: LBSC.29**

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

**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.**

**CARRIED 3/0**

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**

**Minute No: LBSC.30**

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

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

**CARRIED 3/0**

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**

**Minute No: LBSC.31**

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

**That the Local Business Support Committee approve a grant to the business 'Confetti and Co.' for 50% of the total cost (up to \$1400 (excluding GST)) being to refresh current website and strategic planning.**

**CARRIED 3/0**

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**

**Minute No: LBSC.32**

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

**That the Local Business Support Committee approve a grant for the business 'Dokta Daycare and Vacation Care' up to \$2000 for primary furniture items associated directly with childcare (including change tables and cots) .**

**CARRIED 3/0**

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**

**Minute No: LBSC.33**

**Moved: Cr Mencshelyi**

**Seconded: Cr Williams**

**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.**

**CARRIED 3/0**

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**

**Minute No: LBSC.34**

**Moved: Cr Williams**

**Seconded: Cr Mencshelyi**

**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.**

**CARRIED 3/0**

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**

**Minute No: LBSC.35**

**Moved: Cr Williams**

**Seconded: Cr Mencshelyi**

**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.**

**CARRIED 3/0**

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**

**Minute No: LBSC.36**

**Moved: Cr Williams**

**Seconded: Cr Mencshelyi**

**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.**

**CARRIED 3/0**

Cr Mencshelyi declared a financial interest in this item and left the room at 4.50pm.

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**

**Minute No: LBSC.37**

**Moved: Cr Williams  
 Seconded: Cr Antonio**

**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.**

**CARRIED 2/0**

Cr Mencshelyi entered the room at 4.52pm.

**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.



**RECOMMENDATION/DECISION**

**Minute No: LBSC.38**

**Moved: Cr Williams**

**Seconded: Cr Antonio**

**That the Local Business Support Committee approve an amendment to a grant condition imposed on the business 'Route 94 Bakers Hill' to now allow Website Development to be undertaken by a supplier outside of the Shire of Northam.**

**CARRIED 3/0**

**7. DATE OF NEXT MEETING**

The next meeting will occur on 20 July 2020.

**8. DECLARATION OF CLOSURE**

The Shire President Cr Chris Antonio declared the meeting closed at 5.11 pm.