



Shire of Northam  
*Heritage, Commerce and Lifestyle*

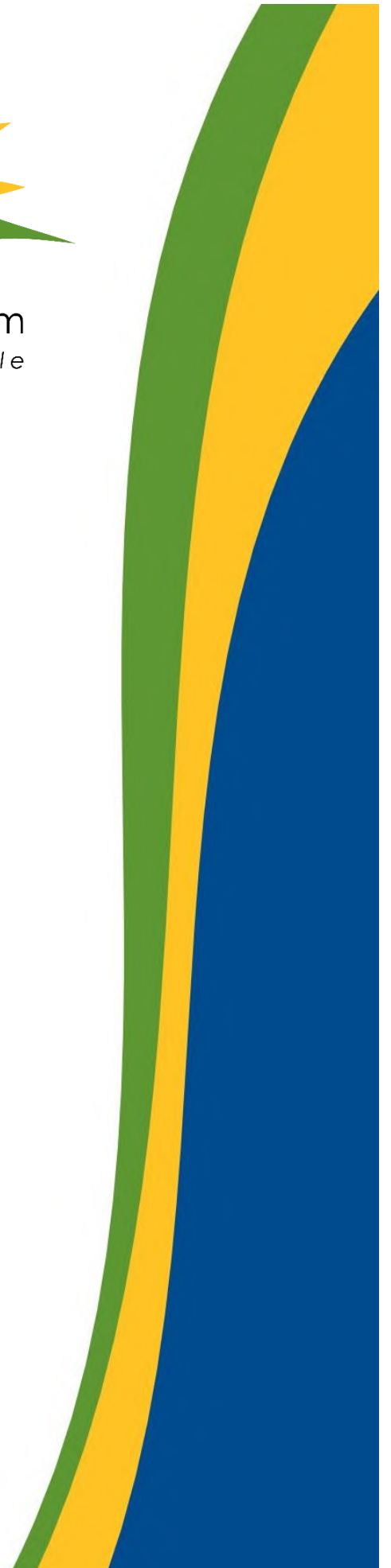
## **Shire of Northam**

### **Agenda**

### **Local Business Support**

### **Committee Meeting**

**20 July 2020**



**NOTICE PAPER**

**Local Business Support Committee Meeting**

**20 July 2020**

Committee Members

I inform you that Local Business Support Committee meeting will be held on 20 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.

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.

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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

Acting Executive Assistant

M Blackhurst

J Whiteaker

N Vinicombe

### 3.1 APOLOGIES

### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3.3 ABSENT

## 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.*

*As defined in section 5.60A of the Local Government Act 1995, 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.*

*As defined in section 5.61 of the Local Government Act 1995, 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.*

*As defined in section 5.60B of the Local Government Act 1995, 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.

As defined in 34C of the Local Government (Administration) Regulations 1996, 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 06 JULY 2020

###### RECOMMENDATION

That the minutes of the Local Business Support Committee meeting held on 06 July 2020 be confirmed as a true and correct record of that meeting.



## 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> |  |
| <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.

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#### A. BACKGROUND / DETAILS

The Business Support Grant Scheme Guidelines guide 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 Business Support Committee has assessed 30 applications to date and of these 23 have been approved at a value of \$58,815.

The following 6 applications have been received are being presented for assessment:

| Applicant  | Funding stream   | Project   | Amount requested |
|--|--|---|------------------|
| Application 31<br>Avon Valley<br>Creators Collective   | Up to \$5,000 for increasing business opportunity and sustainability   | Purchase POS System and workshop equipment  | \$5,000          |
| Application 32<br>Café Yasou                           | Up to \$5,000 for increasing business opportunity and sustainability   | Purchase POS System and staff training  | \$5,000          |
| Application 33<br>Northam Optical                      | Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions | Purchase equipment to diagnose optic nerve disorders  | \$10,000         |
| Application 34<br>Northam Travel and Cruise            | Up to \$5,000 for increasing business opportunity and sustainability   | Website update, Social Media Marketing Plan, Subscription to Tour Finder and Financial Assistance planning. | \$5,000          |
| Application 35<br>Spectrum Celebrations (Resubmission) | Up to \$2,000 for training and professional development  | Increase advertising in local area, purchase of training and equipment to diversify business                | \$1,800          |
| Application 36<br>Summer Creek                         | Up to \$5,000 for increasing business opportunity and sustainability   | Concreting and equipment maintenance/adjustments  | \$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<br>(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 31

| Applicant                       | Funding stream   | Project                                    | Amount requested |
|---------------------------------|--|--|------------------|
| Avon Valley Creators Collective | Up to \$5,000 for increasing business opportunity and sustainability | Purchase POS System and workshop equipment | \$5,000          |

**RECOMMENDATION**

**That the Local Business Support Committee approve a grant of \$1,480 (excluding GST) to the business 'Avon Valley Creators Collective' to purchase point of sale equipment.**

Application 32

| Applicant  | Funding stream   | Project   | Amount requested |
|------------|--|---|------------------|
| Café Yasou | Up to \$5,000 for increasing business opportunity and sustainability | Purchase POS System - initial purchase cost, staff training | \$5,000          |

**RECOMMENDATION**

**That the Local Business Support Committee approve a grant of \$2,426 (excluding GST) to the business 'Café Yasou' to purchase point of sale equipment. Note: this does not include staff training, annual support fees or monthly subscription costs.**

Application 33

| Applicant       | Funding stream   | Project  | Amount requested |
|-----------------|--|--|------------------|
| Northam Optical | Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions | Purchase equipment to diagnose optic nerve disorders | \$10,000         |

**RECOMMENDATION**

**That the Local Business Support Committee approve a grant to the business 'Northam Optical' for 50% (up to \$10,000 (excluding GST)) to purchase optic nerve diagnostic equipment and diversify business.**

Application 34

| Applicant                 | Funding stream   | Project   | Amount requested |
|---------------------------|--|---|------------------|
| Northam Travel and Cruise | Up to \$5,000 for increasing business opportunity and sustainability | Website update, social media marketing plan, subscription to tour finder and financial advisor. | \$5,000          |

**RECOMMENDATION**

**That the Local Business Support Committee approve a grant of \$1,454 (excluding GST) for 50% of the cost to produce social media marketing plan and up to 50% of the cost to update website.**

Application 35

| Applicant                            | Funding stream  | Project  | Amount requested |
|--------------------------------------|---|--|------------------|
| Spectrum Celebrations (Resubmission) | Up to \$2,000 for training and professional development | Increase advertising in local area, purchase of training and equipment to diversify business | \$1,800          |

**RECOMMENDATION**

**That the Local Business Support Committee does not provide a grant to Spectrum Celebrations.**

Application 36

| Applicant                         | Funding stream   | Project                  | Amount requested |
|-----------------------------------|--|--------------------------|------------------|
| Summer Creek Restaurant & Brewery | Up to \$5,000 for increasing business opportunity and sustainability | Concreting and equipment | \$5,000          |

**RECOMMENDATION**

**That the Local Business Support Committee approve a grant the business 'Summer Creek Restaurant & Brewery' of \$1,077 (excluding GST) for 50% of the cost to purchase brewing equipment to diversify business product.**



**6. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**7. DATE OF NEXT MEETING**

To be confirmed.

**8. DECLARATION OF CLOSURE**