



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Community Grants Assessment

Committee Meeting

20 October 2020

NOTICE PAPER

Community Grants Assessment Committee Meeting

20 October 2020

Committee Members

I wish to inform you that a Community Grants Assessment Committee meeting will be held in the Council Chambers at 395 Fitzgerald Street, Northam on 20 October 2020 at 4.00pm.

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 Community Grants 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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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

C P Della

A J Mencshelyi

Staff:

Community Development Officer

Acting Executive Assistant

Chief Executive Officer

J Hawkins

N Vinicombe

J Whiteaker

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 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
COMMUNITY GRANT SCHEME APPLICATION 4 – NORTHAM CHURCH OF CHRIST & APPLICATION 5 - NORTHAM CHAMBER OF COMMERCE	5.1	Ms J Hawkins	Impartiality	Ms J Hawkins attends Northam Church of Christ, her daughter is member of the music team to perform at the carols event, and the Northam Chamber of Commerce are collaborating with Northam Church of Christ at the carols event.

4. PUBLIC QUESTION TIME

4.1 PUBLIC QUESTIONS

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

6.1 PETITIONS

Local Government Act 1995 s6.10
 Shire of Northam Standing Orders Amendment Local Law 2018
 (1) A petition is to –
 (a) be addressed to the President;

- (b) be made by electors of the district;
- (c) state the request on each page of the petition;
- (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
- (e) contain a summary of the reasons for the request; and Page 13
- (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the Local Government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause(3).
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
 - (a) the matter is the subject of a report included in the agenda; and
 - (b) the Council has considered the issues raised in the petition.

6.2 PRESENTATIONS

Local Government Act 1995 s6.11

Shire of Northam Standing Orders Amendment Local Law 2018

- (1) In this clause, a "presentation" means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

6.3 DEPUTATIONS

Local Government Act 1995 s6.9

Shire of Northam Standing Orders Amendment Local Law 2018

- (1) Any person or group wishing to be received as a deputation by the Council is to either-
 - (a) apply, before the meeting, to the CEO for approval; or
 - (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either-
 - (a) approve the request and invite the deputation to attend a meeting of the Council; or
 - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

7. APPLICATION FOR LEAVE OF ABSENCE

Nil.

8. CONFIRMATION OF MINUTES

8.1 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 1 OCTOBER 2020

RECOMMENDATION

That the minutes of the Community Grants Assessment Committee meeting held on 1 October 2020 be confirmed as a true and correct record of that meeting.

9. ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY

10. COMMITTEE REPORTS

Ms Jaime Hawkins declared an impartiality interest in 8.1 – COMMUNITY GRANT SCHEME APPLICATIONS as, regarding applicants 4 and 5, she attends Northam Church of Christ, her daughter is in the music team to be performing at the carols event, and the Northam Chamber of Commerce are collaborating with the Northam Church of Christ for the carols event.

10.1 COMMUNITY GRANT SCHEME APPLICATIONS

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	8.2.5.30
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Jaime Hawkins, Community Development Officer declares an interest in Application 4 and Application 5, as she attends Northam Church of Christ, her daughter is in the music team to be performing at the carols event, and the Northam Chamber of Commerce are collaborating with Northam Church of Christ for the carols event. The Community Services Administration Officer undertook the assessment of these applications.
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 Community Grants Scheme.

ATTACHMENTS

Attachment 1: Grant Evaluation Report 2020/2021 Applicant 3: Silver Wings Seniors Club

Attachment 2: Grant Evaluation Report 2020/2021 Applicant 4: Northam Church of Christ

Attachment 3: Grant Evaluation Report 2020/2021 Applicant 5: Northam Chamber of Commerce

Attachment 4: Christmas on Fitzgerald Draft Event Map

A. BACKGROUND / DETAILS

The 2020/2021 Community Grants Scheme Guidelines guide the application process and evaluation of the Program and Events and the Sport & Active Recreation Grants.

Applications opened on Monday, 3 August 2020 and will remain open until further notice.

The Shire of Northam Community Grants Assessment Committee has been formed to oversee and make determinations on all matters associated with the Community Grants Scheme.

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

Applicant	Grant Type	Project	Amount requested
Applicant 3 Silver Wings Seniors Club	Community Program & Events	2020 Seniors Week Event	\$1,456
		Total Project Cost \$1,906	
Applicant 4 Northam Church of Christ	Community Program & Events	Northam Community Carols	\$5,000



Applicant 5 Northam Chamber of Commerce	Community Program & Events	Total Project Cost \$10,500 Christmas on Fitzgerald Total Project Cost \$8,612	\$5,000
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B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Community Wellbeing

Objective: Facilitate the provision of varied cultural and artistic activities

Outcome: Provide a range of quality activities for specific demographics, including seniors and youth

B.2 Financial / Resource Implications

Council has allocated funds in the 2020/21 budget towards community grants for program/event initiatives that promote community resilience and recovery in response to the COVID-19 pandemic.

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	COVID-19 risks and social distancing for large gathering.	Minor (2) x Possible (3) = Moderate (6)	COVID-19 Safety Plan to be submitted and approved by the Manager of Health & Environment.
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

C. OFFICER'S COMMENT

A summary of the application with officer's comments is included in the Grant Evaluation Report (Attachment 1).

Officers have assessed the current round of applications and have submitted the following recommendations for each of the 3 applications.

Applicant 3

Applicant	Grant Type	Project	Amount requested
Applicant 3 Silver Wings Seniors Club	Community Program & Events	2020 Seniors Week Event Total Project Cost \$1,906	\$1,456

RECOMMENDATION

That the Community Grants Assessment Committee DOES NOT approve a grant to Silver Wings Seniors Club for the 2020 Seniors Week Event.

Applicant 4

Applicant	Grant Type	Project	Amount requested
Applicant 4 Northam Church of Christ Assessed by Jordyn Budas	Community Program & Events	Northam Community Carols Total Project Cost \$10,500	\$5,000

RECOMMENDATION

That the Community Grants Assessment Committee approve a grant to Northam Church of Christ of \$5,000 for the Northam Community Carols Event subject to all required approvals being received.

Applicant 5



Applicant	Grant Type	Project	Amount requested
Applicant 5 Northam Chamber of Commerce Assessed by Jordyn Budas	Community Program & Events	Christmas on Fitzgerald Total Project Cost \$8,612	\$5,000

RECOMMENDATION

That the Community Grants Assessment Committee approve a grant to Northam Chamber of Commerce of \$5,000 for the Christmas on Fitzgerald Event subject to all required approvals being received.



**Attachment 1 - Grant Evaluation Report 2020/2021 Community Grant
 Application 3, Silver Wings Seniors Club**



Application – 3. Silver Wings Senior Citizens	
Project Summary	<p>2020 Seniors Week Event</p> <p>The Seniors Week outing a regular free event for seniors in the Wundowie area.</p> <p>The outing will be advertised on the notice boards & in the clubs newsletter. Vulnerable and socially isolated Seniors to be given priority should numbers exceed bus or car-pooling availability.</p> <p>The 2 Shire Community Buses will be hired. One bus will pick up the frail & disabled from their homes and then meet the second bus to travel to Kalamunda Pioneer Village for a tour and morning tea.</p> <p>They then travel to the Boab Tavern for lunch and return to Wundowie and return buses to Northam.</p>
Project/Event Date	12 November 2020
Applicant	Silver Wings Senior Citizens Group Inc. Lyn Blasgund
Amount requested	\$1,456
Quotes to support request	Not supplied
Financial Statements	Yes

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Detailed Project budget	Total Project Budget \$1,906 \$1,456 Shire of Northam Request \$450 Applicant Cash
Assessment Criteria	
Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	There is no provision in the strategy for seniors
Aligns with Shire of Northam Strategic Community Plan	<p>OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam . Objective: Provide a range of quality activities for specific demographics, including seniors and youth</p> <p>OUTCOME 2.4 Aged residents are able to remain in or near to their local community in the Shire of Northam at all stages of care. Objective: Offer seniors activities that are accessible across the Shire.</p>

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Procuring from local suppliers	No
Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	There is limited transport via buses & no taxi service in Wundowie. The Transperth bus departure and return times make for too long a day for seniors who are frail or disabled. Due to the COVID pandemic there has also been a reluctance to use public transport by many seniors who are at high risk. As there are few activities that take place in Wundowie, many seniors in the area have become at greater risk of social isolation. Priority will be given to socially isolated and vulnerable seniors should the event reach capacity.
Comment	<p>The Seniors Week outing is a regular event that in previous years has been funded through a \$1,000 COTA WA Seniors Week Grant and a \$750 annual budget allocation provided by the Shire of Northam. The COTA Seniors Week funding was not supplied this year due to uncertainties resulting from COVID-19. The \$750 allocation from the Shire remained in the 2020/21 Council Budget and is able to be paid to Silver Wings.</p> <p>As the event takes place outside of the Shire of Northam it does not meet the eligibility requirements of the 2020/2021 Community Grants Scheme, therefore the application for additional funding is not supported.</p>

**Attachment 2 - Grant Evaluation Report 2020/2021 Community Grant
 Application 4, Northam Church of Christ**



Application – 4. Northam Church of Christ	
Project Summary	<p>Northam Community Carols</p> <p>The Northam Church of Christ will deliver Community Carols and a Christmas themed event.</p> <p>Music & performances from local community groups, including Northam Schools band, Bridgeley Church of Christ, local drama group, and others.</p> <p>Other entertainment includes nativity photo shoot, family craft, moving nativity play, DFES trucks on display and games and activities for families.</p> <p>For the first time ever Northam Church of Christ is planning to collaborate with the Northam Chamber of Commerce to merge the Community Carols with the Christmas on Fitzgerald on Fitzgerald event. The carols will run in conjunction with the market stalls on Christmas on Fitzgerald from the stage set up on the Village Green. (See Application 5)</p> <p>Anticipated crowd 600 – 1,000</p>
Project/Event Date	Friday 11 December 2020
Applicant	<p>Northam Church of Christ</p> <p>Kym Edwards</p>
Amount requested	\$5,000
Quotes to support request	Not provided
Financial Statements	Not provided

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Detailed Project budget	<p>Total Project Budget \$10,500</p> <p>Stage, sound & lighting - \$2,200</p> <p>Promotion - \$1,100</p> <p>Safe candles - \$600</p> <p>Traffic control - \$1,100</p> <p>Nativity props - \$200</p> <p>Activities & games - \$300</p> <p>Volunteer/ in kind support - \$5,000</p>
Assessment Criteria	
Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	<p>c) Community</p> <p>iii) Medium term actions</p> <p>(1) Support & plan community events for recovery phase;</p> <p>(e) Christmas on Fitzgerald (December 2020)</p>
Aligns with Shire of Northam Strategic Community Plan	<p>OUTCOME 2.2</p> <p>There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.</p> <p>Objectives:</p> <ul style="list-style-type: none"> - Facilitate the provision of varied cultural and artistic activities; - Provide a range of quality activities for specific demographics, including seniors and youth; <p>OUTCOME 2.1</p>

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

	<p>People in the Shire of Northam feel that their community is caring and inclusive.</p> <ul style="list-style-type: none"> - Support is provided to encourage a strong culture of volunteering;
Procuring from local suppliers	Details not provided
Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	<p>This will be a free event that the community can attend and participate in to celebrate Christmas together, no matter what their back ground. There have been very few community events held in Northam this year due to COVID-19, Northam Church of Christ want to hold COVID safe event that encourages families and those in the community to participate in a safe and friendly environment.</p> <p>The stage show will be recorded and available to watch on the Bridgeley Youtube channel post event.</p> <p>Local businesses will benefit from food sales as well as other areas (planning and organising) where possible.</p>
Comment	<p>Northam Church of Christ are partnering with the Northam Chamber of Commerce to deliver Christmas Carols and other Christmas activities and celebrations on the Village Green in place of the regular Christmas on Fitzgerald event that the Shire will not be hosting this year. By combining the 2 events it is anticipated that both events will achieve a greater community reach and will reduce event management expenses. Though this is a collaboration it is important to note that the two organisation are delivering their own specialised</p>

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

	<p>aspects, with some shared costs. Given the large scale and cost of the event they are each applying for their own grant to deliver their own part of the event.</p> <p>The Community Carols has been an ongoing community event and was awarded a 3 year rolling grant of \$5,000/year in 2019/20. The \$5,000 was not allocated this year due to the uncertainties regarding Covid 19.</p> <p>In 2019 the Shire spent approximately \$30,000 on the Christmas on Fitzgerald event.</p> <p>Funding is only being sourced by the Shire</p> <p>No quotes are provided so it is not known if items stated in project are being procured by local businesses.</p> <p>The application meets all eligibility criteria of the Community Program & Events Grants.</p>
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**Attachment 3 - Grant Evaluation Report 2020/2021 Community Grant
 Application 5, Northam Chamber of Commerce**



Application – 5. Northam Chamber of Commerce	
Project Summary	<p>Christmas on Fitzgerald In collaboration with Northam Church of Christ the Chamber of Commerce will present a Northam Christmas themed event, similar to previous Christmas on Fitzgerald events, which the Shire will not be hosting this year.</p> <p>Fitzgerald Street will be closed to road traffic for the evening between Grey and Gordon Streets. Set up along the road will be market and food stalls, side show alley (traditional games), Santa, family activities and a water slide.</p> <p>Northam Church of Christ will be merging the Community Carols (usually held separate to this event) and presenting carols and nativity themed entertainment on the Village Green.</p> <p>Anticipated crowd 600 – 1,000</p>
Project/Event Date	Friday 11 December 2020
Applicant	Northam Chamber of Commerce Esther Bliss
Amount requested	\$5,000
Quotes to support request	Promotional Bags - \$618 Water Slides - \$1,788 Other costs estimated based on previous years

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Financial Statements	Provided
Detailed Project budget	<p>Total Project Budget \$8,612</p> <p>Water slides - \$1,788</p> <p>Graphic Design - \$450</p> <p>Animal hire - \$100</p> <p>Traffic Management Plan - \$400</p> <p>AROC Toilet hire & management - \$3,500</p> <p>Additional lighting towers - \$380</p> <p>Lighting tower management - \$300</p> <p>Road closure application - \$82</p> <p>Avon Waste - \$390</p> <p>Videography - \$450</p> <p>Promotional Bags - \$618</p> <p>Event application fee - \$154</p>
Assessment Criteria	
Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus	c) Community iii) Medium term actions

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Response Strategy/ Framework	(1) Support & plan community events for recovery phase; (e) Christmas on Fitzgerald (December 2020)
Aligns with Shire of Northam Strategic Community Plan	<p>OUTCOME 1.2 Local businesses are valued and supported by investors and residents within the Shire of Northam. Objectives: - Encourage local consumers to 'buy local' and support local businesses;</p> <p>OUTCOME 1.3 Northam central business area is a strong and vibrant centre with a variety of cultural/art, retail and hospitality choices on offer every day of the week.</p> <p>OUTCOME 2.1 People in the Shire of Northam feel that their community is caring and inclusive. Objectives: - Improved facilities and activities for youth are available within the Shire.</p> <p>OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam. Objectives: - Facilitate the provision of varied cultural and artistic activities; - Provide a range of quality activities for specific demographics, including seniors and youth;</p> <p>OUTCOME 6.1 The Shire of Northam is recognised as a desirable place to live and residents are proud to live here. Objectives: - Positive internal and external perceptions about the Shire of Northam; - Foster a sense of community pride; - Develop a clear brand identity and market it within the Shire of Northam, and beyond the Shire to investors, visitors and potential residents.</p>
Procuring from local suppliers	Yes – Oxter Services

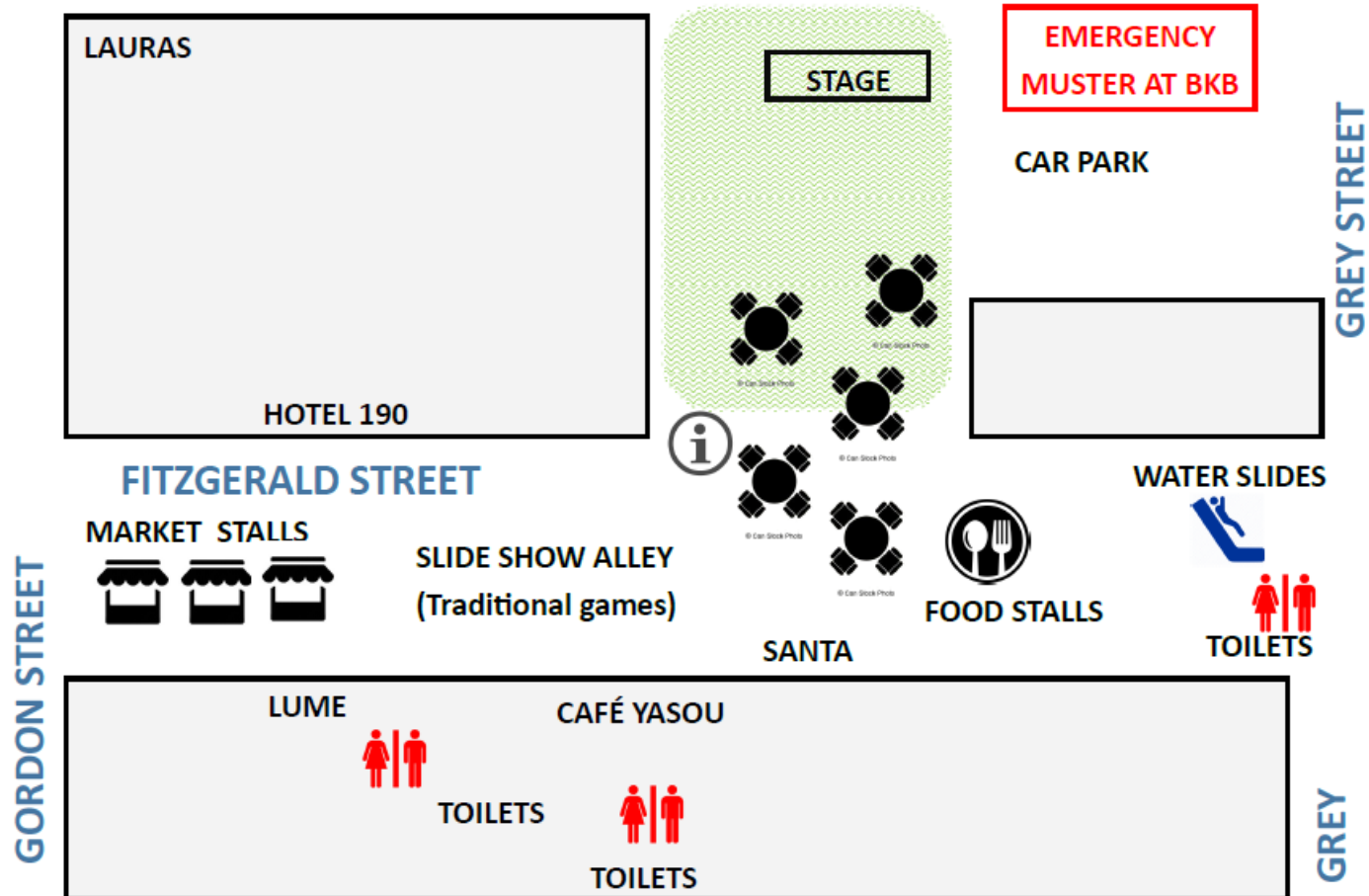
SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	<p>This will be a free event that the community can attend and participate in to celebrate Christmas together, no matter what their back ground. There have been very few community events held in Northam this year due to COVID-19, the Northam Chamber of Commerce wish to hold a COVID safe event that encourages the community to participate in a safe and friendly environment.</p> <p>Local businesses will benefit from sales, market stalls, food, as well as other areas where possible.</p>
Comment	<p>Though collaborating with the Northam Church of Christ, the two organisations are delivering their own specialised aspects, with some shared costs. Given the large scale and cost of the event (merging two previous events into one) they are each applying for their own grant to deliver their own part of the event.</p> <p>In 2019 the Shire spent approximately \$30,000 on the Christmas of Fitzgerald event.</p> <p>Notice of Intended event form will be completed if application is successful.</p> <p>Provided quotes are minimal - procuring locally from Oxter Services</p> <p>The application meets eligibility requirements for the Community Program & Events Grant.</p>



Attachment 4 - Christmas on Fitzgerald Draft Event Map



CHRISTMAS ON FITZGERALD MAP—DRAFT

11. URGENT BUSINESS APPROVED BY DECISION

Nil.

12. DATE OF NEXT MEETING

To be confirmed.

13. DECLARATION OF CLOSURE