



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Minutes**

### **Community Grants Assessment**

### **Committee Meeting**

**1 October 2020**

## 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.

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.....	4
3.	DISCLOSURE OF INTERESTS.....	4
4.	CONFIRMATION OF MINUTES .....	5
4.1	COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 26 AUGUST 2020 .....	5
5.	COMMITTEE REPORTS .....	6
5.1	COMMUNITY GRANT SCHEME APPLICATION – AVON VALLEY VINTAGE VEHICLE ASSOCIATION.....	6
6.	URGENT BUSINESS APPROVED BY DECISION .....	13
7.	DATE OF NEXT MEETING .....	13
8.	DECLARATION OF CLOSURE .....	13

## 1. DECLARATION OF OPENING

The Shire President Cr Chris Antonio declared the meeting open at 4.00pm.

## 2. ATTENDANCE

### Committee:

Shire President

C R Antonio

Deputy Shire President

J E G Williams

Councillor

C P Della

### Staff:

Community Development Officer

J Hawkins

Acting Executive Assistant

N Vinicombe

Executive Manager Development Services

Chadd Hunt

### 2.1 APOLOGIES

Nil.

### 2.2 APPROVED LEAVE OF ABSENCE

Nil.

### 2.3 ABSENT

Councillor

A J Mencshelyi

## 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 – AVON VALLEY VINTAGE VEHICLE ASSOCIATION	5.1	Cr Carl Della	Impartiality	Some members of AVVVA are known to Cr Della

The Acting Executive Assistant to the CEO left the room at 4.01pm.

The Acting Executive Assistant to the CEO entered the room at 4.02pm.

#### **4. CONFIRMATION OF MINUTES**

##### **4.1 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 26 AUGUST 2020**

###### **RECOMMENDATION**

**Minute No: CGAC.2**

**Moved: Cr Williams**

**Seconded: Cr Della**

**That the minutes of the Community Grants Assessment Committee meeting held on 26 August 2020 be confirmed as a true and correct record of that meeting.**

**CARRIED 3/0**

## 5. COMMITTEE REPORTS

Cr Della declared an impartiality interest in 5.1 – COMMUNITY GRANT SCHEME APPLICATION – AVON VALLEY VINTAGE VEHICLE ASSOCIATION as some members of AVVVA are known to him.

### 5.1 COMMUNITY GRANT SCHEME APPLICATION – AVON VALLEY VINTAGE VEHICLE ASSOCIATION

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	8.2.5.30
<b>Reporting Officer:</b>	Jaime Hawkins, Community Development Officer
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil
<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 Community Grants Scheme.

#### ATTACHMENTS

Attachment 1: Grant Evaluation Report 2020/2021 Community Grant Application

---

#### 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
Application 2 Avon Valley Vintage Vehicle Association (AVVVA)	Community Program & Event grant	Northam Vintage Swapmeet	\$3,000

## 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.		

## **B. OFFICER'S COMMENT**

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

As part of the submitted budget for the event, the Avon Valley Vintage Vehicle Association has highlighted expenditure towards hiring of toilets, site booking fees, security, first aid, insurance and advertising for expenditure of grant funds. The budget provided is based upon verbal quotes costs associated with this year's event (February 2020). New quotes for the 2021 swap meet have not been supplied.

The event scope and budget is similar to previous years, where Council has contributed \$3,300 to the event.

It is the officer's recommendation that given this is a regular event held within the Shire of Northam and there are no plans to reduce the size and scope of the event due to COVID impacts, that the \$3,000 (excluding GST) requested be awarded to the Avon Valley Vintage Vehicle Association for the purpose of the Northam Vintage Swapmeet, on the proviso that all required event applications and COVID-19 Safety Plans are received and meet the necessary requirements.

Applicant	Grant Type	Project	Amount requested
Application 2 Avon Valley Vintage Vehicle Association	Community Program & Event grant	Northam Vintage Swapmeet	\$3,000 (ex GST)



**RECOMMENDATION**

**Minute No: CGAC.3**

**Moved: Cr Williams  
Seconded: Cr Della**

**That the Community Grants Assessment Committee award \$3,000 (excluding GST) to the Avon Valley Vintage Vehicle Association for the purpose of conducting the Northam Vintage Swapmeet, subject to all required approvals being received.**

**CARRIED 3/0**

**Attachment 1 - Grant Evaluation Report 2020/2021 Community Grant Application**



Application – 2. Avon Valley Vintage Vehicle Association Inc Summary of Application	
Project Summary	<p><b>Northam Vintage Swapmeet</b></p> <p>The Northam Vintage Swapmeet has been a regular event since 1993. For the past 18 years it has been held annually.</p> <p>The Northam Vintage Swapmeet: selling vintage cars, trucks, tractors, motorcycles, machinery, engines, used spare parts, collectables and household items.</p> <p>It is run by the AVVVA Inc. for the benefit of and with the support of a number of community groups who volunteer their time before and on the day of the event.</p>
Project/Event Date	21 February 2021
Applicant	Avon Valley Vintage Vehicle Association Inc. Sylvia Bristow-Stagg
Amount requested	\$3,000.00
Quotes to support request	Not supplied.
Financial Statements	Yes
Detailed Project budget	Total Project Budget \$8,516.00 \$3,000 Shire of Northam Request \$5,116 Applicant Cash

# SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

	<p>\$400 Other grants &amp; sponsorship (Avon Waste)</p> <p>\$2,500 In-kind volunteer support</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><b>iii) Medium term actions</b></p> <p>(1) Support &amp; plan community events for recovery phase;</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"> <li>- Facilitate the provision of varied cultural and artistic activities;</li> <li>- Provide a range of quality activities for specific demographics, including seniors and youth;</li> </ul>
Procuring from local suppliers	<p>Where possible.</p> <p>Printing of promotional flyer – Country Copiers</p> <p>Purchase of incidentals - various</p>
Acquitted previous funding	Yes

# SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

<p>Responds to community need resulting from COVID-19</p>	<p>An average of 5,000 people have attended the event each year for the past 4 years.</p> <p>AVVA states,</p> <p>(the event) "Supports the community &amp; local business recover from COVID-19 with an injection of up \$75,000 in visitor money, with many staying in Northam for the weekend."</p>
<p>Comment</p>	<p>The funding requested from the Shire of Northam is to cover the costs of portable toilets (including AROC toilets and additional toilet requirements) and security. The applicant's budget also includes oval hire fee from the Shire of Northam of \$650; St Johns First Aid, public liability insurance, advertising and incidentals. Much of the work for the event is done in kind by their volunteers.</p> <p>In 2019/20 the AVVVA were granted \$3,300/year for 3 years, however due to the uncertainty surrounding events following COVID-19 this was agreement was placed on hold for 2020/2021.</p> <p>No written quotes have been provided, the budget is based upon verbal quotes and previous year's costings. AVVVA say they procure locally wherever possible, such as the printing of flyers at Country Copiers.</p> <p>Upon being made aware of the availability of the AROC portable toilets they amended their budget to incorporate these, however they still require additional toilets.</p> <p>A Notice of Intended Event applications has been submitted and a full event application will be submitted closer to the event date.</p>





**6. URGENT BUSINESS APPROVED BY DECISION**

Nil.

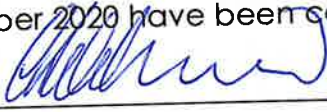
**7. DATE OF NEXT MEETING**

To be confirmed.

**8. DECLARATION OF CLOSURE**

There being no further business, the Shire President Cr Chris Antonio declared the meeting closed at 4.06pm.

"I certify that the Minutes of the Community Grants Assessment Committee Meeting held on 1 October 2020 have been confirmed as a true and correct record."

 President

20/10/2020 Date