



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Community Grants Assessment

Committee Meeting

10 February 2021

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 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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1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 2:32pm.

2. ACKNOWLEDGEMENT TO COUNTRY

Cr Antonio acknowledged the Traditional Owners of the land, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past present and emerging.

3. ATTENDANCE

Committee:

Shire President

Deputy Shire President

Councillor

C R Antonio

J E G Williams

C P Della

Staff:

Community Development Officer

Executive Assistant - CEO

Executive Manager Community Services

J Hawkins

A McCall

Jo Metcalf

3.1 APOLOGIES

Chief Executive Officer

J Whiteaker

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Councillor

A J Mencshelyi

4. 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 Applications	11.1	Cr C R Antonio	Impartiality	Committee members are known to Cr Antonio.

5. PUBLIC QUESTION TIME

5.1 PUBLIC QUESTIONS

Nil.

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Nil.

7.2 PRESENTATIONS

Nil.

7.3 DEPUTATIONS

Nil.

8. APPLICATION FOR LEAVE OF ABSENCE

Nil.

9. CONFIRMATION OF MINUTES

9.1 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 3 DECEMBER 2020

RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.11

Moved: Cr Williams

Seconded: Cr Della

That the minutes of the Community Grants Assessment Committee meeting held on 3 December 2020 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

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

Nil.

11. COMMITTEE REPORTS

Cr C R Antonio declared an "Impartiality" interest in item 11.1 – Community Grant Scheme Applications as committee members are known to Cr Antonio.

11.1 COMMUNITY GRANT SCHEME APPLICATIONS

File Reference:	8.2.5.30
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
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 S1: Northam Lawn Tennis Club Mens Open Day.
- Attachment 2: Grant Evaluation Report 2020/2021 Applicant S2: Northam Lawn Tennis Club Mixed Doubles Open Day.
- Attachment 3: Grant Evaluation Report 2020/2021 Applicant 8: Northam RSL Sub Branch ANZAC Day Parade & Service.
- Attachment 4: Grant Evaluation Report 2020/2021 Applicant 9: Northam RSL Sub Branch Scoping Northam Military & 10th Light Horse Regiment Museum.

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
Northam Lawn Tennis Club - Application S1	Sport & Active Recreation Grant	Mens Open Day	\$500
Northam Lawn Tennis Club – Application S2	Sport & Active Recreation Grant	Mixed Doubles Open Day	\$500
Northam RSL Sub Branch	Community Program & Event Grant	Northam ANZAC Day Parade & Service	\$4,500
Northam RSL Sub Branch	Community Program & Event Grant	Scoping Northam Military Museum & 10 th Light Horse Regiment Museum	\$2,000

To date \$22,000 has been allocated to community organisations through the 2020/2021 Community Grants Scheme.

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 Shire.
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 Reports (Attachment 1,2 & 3).

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

Applicant S1

Applicant	Grant Type	Project	Amount requested
Applicant S1 Northam Lawn Tennis Club	Community Sport & Active Recreation Grants	Northam Mens Open Day Total Project Cost \$1,760	\$500

RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.12

Moved: Cr Della
Seconded: Cr Williams

That the Community Grants Assessment Committee approve a grant to Northam Lawn Tennis Club for \$500 for sponsorship of the Northam Men's Open Day tennis tournament.

CARRIED 3/0

Clarification was sought in relation to:

- Whether there was a budget item. The Community Development Officer advised that there is a budget item with a substantial amount remaining.
- Whether there was an event where they requested retrospective sponsorship. The Community Development Officer advised that they normally apply through the sporting fund and submitted an invoice retrospectively as sponsorship was assumed. It was advised that group has followed the correct process for the current grant scheme.

Applicant S2

Applicant	Grant Type	Project	Amount requested
Applicant S2 Northam Lawn Tennis Club	Community Sport & Active Recreation Grants	Northam Mixed Doubles Open Day Total Project Cost \$1,300	\$500

RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.13

Moved: Cr Della
Seconded: Cr Williams

That the Community Grants Assessment Committee approve a grant to Northam Lawn Tennis Club for \$500 for sponsorship of the Northam Mixed Doubles Open Day tennis tournament.

CARRIED 3/0

Clarification was sought in relation to whether they do a women's tournament. The Community Development Officer advised they do however we have not received a grant application for this.

Applicant 8

Applicant	Grant Type	Project	Amount requested
Applicant 8 Northam RSL Sub Branch	Community Program & Event Grants	Northam ANZAC Day Parade & Service Total Project Cost \$4,500 (estimated)	\$4,500

RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.14

Moved: Cr Della
Seconded: Cr Williams

That the Community Grants Assessment Committee approve a grant to Northam RSL Sub Branch for up to \$4,000 for the 2021 Northam ANZAC Day Parade & Service.

CARRIED 3/0

Clarification was sought in relation to the reason for recommending \$4,000 instead of the full amount requested. The Community Development Officer advised that after discussing the application with them, some of the costs have come down. In addition, Council does not normally support advertising costs which were included in the total cost.

Applicant 9

Applicant	Grant Type	Project	Amount requested
Applicant 9 Northam RSL Sub Branch	Community Program & Event Grants	Northam Military & 10 th Light Horse Regiment Museum Total Project Cost \$22,200	\$2,000



RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.15

Moved: Cr Della

Seconded: Cr Williams

That the Community Grants Assessment Committee DOES NOT approve a grant to Northam RSL Sub Branch for up to \$2,000 for the scoping of a Northam Military & 10th Light Horse Museum.

CARRIED 3/0

Clarification was sought in relation to:

- The reason for not recommending approval. The Community Development Officer advised that the grants are for program and events and this did not fit within the guidelines.
- Whether there is another grant available for this application. The Community Development Officer advised that there are no suitable grants at this stage however it could be considered under the normal community grants scheme. It was advised that an agenda item is being prepared for the Strategic Council Meeting on 24 February 2021 to discuss how the 2021/2022 grants will run. The Executive Manager Community Services noted that it is not urgent. Discussion was held around how this would fit with the other projects happening in the area.
- Whether any additional grants have been received. The Community Development Officer advised that they are in discussion with the Pistol Club who are proposing to submit an application.

Attachment 1

SET FOR COMMUNITY SPORT & ACTIVE RECREATION GRANTS

2020/2021

Application S1 – Northam Lawn Tennis Club Mens Open Day Summary of Application	
Project Summary	Sponsorship of the Northam Mens Open Day a tournament organised by the Northam Lawn Tennis Club. It encourages men from the Wheatbelt and surrounds to come together for competition and socialisation.
Applicant	Northam Lawn Tennis Club
Amount requested	\$500 (ex GST)
Quotes to support request	Quotes not required as request does not exceed \$500.
Financial Statements	Total Budget \$1,760
Detailed Project budget	Tennis balls - \$120 Advertising - \$180 Food - \$300 Trophies - \$1,160 Other sponsorship provided by Boekeman Machinery, Byfields & CBH.
Assessment Criteria	

SET FOR COMMUNITY SPORT & ACTIVE RECREATION GRANTS

2020/2021

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>Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 restrictions;</p> <p>(i) Re-activate community facilities and sporting fields (ii) Facility bookings to be coordinated (iii) Explore opportunity to coordinate festival of sport week when sport is able to recommence (iv) Work with State Sporting Associations to provide assistance to local sporting groups</p> <p>(b) Provide ongoing support for sporting groups;</p> <p>(i) Make contact with each sporting club to ascertain their planning around future seasons.</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>

SET FOR COMMUNITY SPORT & ACTIVE RECREATION GRANTS

2020/2021

Procuring from local suppliers	Unknown
Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	<p>The event promotes tennis in Northam following the early closure of the 2019/20 season.</p> <p>The club have implemented COVID-19 procedures and these will be in place over the tournament.</p>
Comment	Sponsorship of this event has generally been provided in previous years through the Shire's Community Sponsorship grant category.

Attachment 2



Application S2 – Northam Lawn Tennis Club Mixed Doubles Open Day Summary of Application	
Project Summary	Sponsorship of the Northam Mixed Doubles Open Day a tournament organised by the Northam Lawn Tennis Club. It encourages tennis players from the Wheatbelt and surrounds to come together for competition and socialisation.
Applicant	Northam Lawn Tennis Club
Amount requested	\$500 (ex GST)
Quotes to support request	Quotes not required as request does not exceed \$500.
Financial Statements	
Detailed Project budget	Total Budget \$1,300 Tennis balls - \$120 Advertising - \$180 Catering - \$150 Trophies - \$850 Other sponsorship provided by Mayberry Hammond.
Assessment Criteria	

SET FOR COMMUNITY SPORT & ACTIVE RECREATION GRANTS

2020/2021

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>Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 restrictions;</p> <p>(i) Re-activate community facilities and sporting fields (ii) Facility bookings to be coordinated (iii) Explore opportunity to coordinate festival of sport week when sport is able to recommence (iv) Work with State Sporting Associations to provide assistance to local sporting groups</p> <p>(b) Provide ongoing support for sporting groups;</p> <p>(i) Make contact with each sporting club to ascertain their planning around future seasons</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>

SET FOR

COMMUNITY SPORT & ACTIVE RECREATION GRANTS

2020/2021

Procuring from local suppliers	Unknown
Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	<p>The event promotes tennis in Northam following the early closure of the 2019/20 season.</p> <p>The club have implemented COVID-19 procedures and these will be in place over the tournament.</p>
Comment	Sponsorship of this event has generally been provided in previous years through the Shire's Community Sponsorship grant category.

Attachment 3



Application 6 – Northam RSL Sub Branch ANZAC Day Parade & Service	
Project Summary	ANZAC Day parade from Grey Street Northam to the RSL Memorial Hall and service.
Project/Event Date	25 April 2021
Applicant	Northam RSL Sub Branch
Amount requested	\$4,500
Quotes to support request	Yes
Financial Statements	Not provided.
Detailed Project budget	Hire of Band - \$2,000 Bus transport for band - \$1,170 Traffic management plan update - \$400 (estimated) Advertising and other expenses - \$500 (estimated) Gunfire breakfast - \$600 (approved funding from Lotterywest)
Assessment Criteria	
Not-for-profit community organisation or sporting club	Yes

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	C) Community iii) Medium term actions (1) Support & plan community events for recovery phase;
Aligns with Shire of Northam Strategic Community Plan	OUTCOME 2.1 People in the Shire of Northam feel that their community is caring and inclusive.
Procuring from local suppliers	No, Perth based concert band and bus company used as per previous years. Professional concert band not available locally.
Acquitted previous funding	Yes.
Responds to community need resulting from COVID-19	The Northam RSL Sub Branch ANZAC Day parade and service is a significant annual commemorative event for the Northam community. It demonstrates community spirit as the wider community come together to honour and show appreciation for Australia and Northam's military sacrifice. It is likely to be moral boosting for the community following the unfortunate cancelation of 2020 ANZAC Day commemorations due to the COVID-19 pandemic.
Comment	This annual event has been supported by the Shire of Northam for several years. In 2020 the Northam RSL did not claim their allocated funds as ANZAC Day

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

	<p>services were cancelled due to the COVID-19 pandemic.</p> <p>The amount requested this year has increased from \$3,100 to \$4,500. Costs for band hire and transport have increased. Other costs are estimated.</p>
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Attachment 4



Application 9 – Northam RSL Sub Branch Scoping Northam Military & 10 th Light Horse Regiment Museum	
Project Summary	To create an Avon Regional RSL Hub, and Northam RSL Sub Branch Museum. The project concerns a portable exhibition display of Northam and Wheatbelt militaria, specifically relating to the local history of the 10 th Light Horse Regiment. By necessity, the display units will be portable to enable multi-use of the Memorial Hall. This funding is sought for a full scoping document, design, sourcing products, local trades, funding applications.
Project/Event Date	February 2021 – August 2021
Applicant	Northam RSL Sub Branch
Amount requested	\$2,000
Quotes to support request	\$2,200 Red Kamel Consulting
Financial Statements	Not provided
Detailed Project budget	Consultant fee for project scoping - \$2,200 Construction of portable equipment including plinths, display panels & signage - \$20,000 (to follow the scoping phase)
Assessment Criteria	

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

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	C) Community (2) Focus on activation of Northam Central Business District;
Aligns with Shire of Northam Strategic Community Plan	<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 1.4 A robust tourism industry which contributes to the economic development of the Shire of Northam and optimises Northam's role as a hub for tourists to the region. Objectives:</p> <ul style="list-style-type: none"> • Develop tourism opportunities based around the Shire's unique cultural, heritage and environmental assets; <p>OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam. Objectives:</p> <ul style="list-style-type: none"> • Facilitate the provision of varied cultural and artistic activities;
Procuring from local suppliers	Yes
Acquitted previous funding	Yes

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

<p>Responds to community need resulting from COVID-19</p>	<p>Grant application draws upon the objectives of the Northam Town Centre Development & Connectivity Strategy and town centre activation which is a long-term community objective within the COVID-19 Response Strategy.</p>
<p>Comment</p>	<p>This is not a program or event. It does meet all other eligibility criteria for the Community Program & Event Grants as outlined in the grant guidelines.</p> <p>The RSL have their own collection of wartime memorabilia and if successful in being able to open a museum it will offer another experience in the CBD of Northam and activate the old St John's POS which is currently under development.</p> <p>Concern over potential duplication of NACHA's military display at the Old Northam Railways Station and scoping already underway by the Northam Heritage Forum for the development of the Old Northam Railway Station Precinct into a local historical hub and tourism attraction. Would advise that this should be considered and the Northam heritage Forum consulted as a stakeholder within the scoping phase.</p>

12. URGENT BUSINESS APPROVED BY DECISION

Nil.

13. DATE OF NEXT MEETING

To be confirmed.

14. DECLARATION OF CLOSURE

There being no further business, the Shire President Cr C R Antonio declared the meeting closed at 2:46pm.

"I certify that the Minutes of the Community Grants Assessment Committee Meeting held on 10 February 2021 have been confirmed as a true and correct record."

_____ President

_____ Date