



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Community Grants Assessment

Committee Meeting

3 December 2020



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1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 4:03pm.

2. 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

Chief Executive Officer

J Hawkins

A McCall

J Whiteaker

2.1 APOLOGIES

Councillor

A J Mencshelyi

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 ABSENT

Nil.

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 Applications	10.1	Cr C R Antonio	Impartiality	Both applicants are well known to him.

4. PUBLIC QUESTION TIME

4.1 PUBLIC QUESTIONS

Nil.

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

6.1 PETITIONS

Nil.

6.2 PRESENTATIONS

Nil.

6.3 DEPUTATIONS

Nil.

7. APPLICATION FOR LEAVE OF ABSENCE

Nil.

8. CONFIRMATION OF MINUTES

8.1 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 20 OCTOBER 2020

RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.8

Moved: Cr Williams

Seconded: Cr Della

That the minutes of the Community Grants Assessment Committee meeting held on 20 October 2020 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

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

Nil.

10. COMMITTEE REPORTS

Cr C R Antonio declared an "Impartiality" interest in item 10.1 – Community Grant Scheme Applications as both applicants are well known to him.

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:	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 6: Avon Valley Creators Collective.

Attachment 2: Grant Evaluation Report 2020/2021 Applicant 7: Northam Men's Shed.

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
Avon Valley Creators Collective - Application 6	Community Program and Events Grants	Twilight @ Gordon Place Markets	\$5,000
Northam Men's Shed – Application 7	Community Program and Events Grants	Men's Health & Wellbeing Activities	\$2,000

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 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 and 2).

Officers have assessed the current round of applications and have submitted the following recommendations for each of the 2 applications.

Applicant 6

Applicant	Grant Type	Project	Amount requested
Applicant 6 Avon Valley Creators Collective	Community Program & Events	Twilight @ Gordon Place Markets Total Project Cost \$6,675	\$5,000

RECOMMENDATION

That the Community Grants Assessment Committee approve a grant to Avon Valley Creators Collective of up to \$5,000 for the Twilight @ Gordon Place Markets event, subject to any profits being retained for future markets or returned to the Shire of Northam.

Discussion was held around the group not technically complying with the guidelines as they are private business, however the application is viewed as being for a community based event which supports what Council is trying to achieve in activating the area. The Committee discussed possibilities to ensure that the application was compliant, i.e. establishing a community group or committee to run the event, or the Council coordinating the markets.

Clarification was sought in relation to the risk measures in place to ensure that a good outcome is achieved. It was advised that the group will be required to demonstrate actual costs associated with the event. Discussion was held around the administration/staffing costs and whether this was an appropriate use of funds. Officers advised that Council staff generally provide support for events, e.g. Christmas on Fitzgerald event.

The timeframe for providing funding was queried. Officers advised that this application was submitted several weeks ago however the matter was not presented due to Officers forming a position on whether funding should be provided.

RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.9

Moved: Cr Della
Seconded: Cr Williams

That the Community Grants Assessment Committee approve a grant to Avon Valley Creators Collective of up to \$3,500 for the Twilight @ Gordon Place Markets event, subject to any profits being retained for future markets or returned to the Shire of Northam.

CARRIED 3/0

Reason for Change to Officer Recommendation

The Committee formed the view that staffing costs were not an appropriate use of the funds. Staff will liaise with the group to potentially provide some administrative support at the event.

Applicant 7

Applicant	Grant Type	Project	Amount requested
Applicant 7 Northam Men's Shed	Community Program & Events	Men's Health and Wellbeing Activities Total Project Cost \$5,240	\$2,000

RECOMMENDATION

That the Community Grants Assessment Committee approve a grant to Northam Men's Shed of \$2,000 for Men's Health and Wellbeing Activities.

Discussion was held around some of the men's health services/initiatives listed in their application being provided free of charge.

RECOMMENDATION / COMMITTEE DECISION

Minute No: CCAG.10

Moved: Cr Della

Seconded: Cr Williams

That the Community Grants Assessment Committee approve a grant to Northam Men's Shed of up to \$2,000 for Men's Health and Wellbeing Activities.

CARRIED 3/0

Reason for Change to Officer Recommendation

The Committee formed the view that some of the items listed in their application can be provided free of charge. Officers are to liaise with the group to determine free of charge and chargeable services/initiatives.

It was raised that an invoice has been received from a group which was normally provided funding through the sponsorship categories. It was determined that Officers would advise the group that this funding avenue is no longer current and an application must be made through this process.

Attachment 1

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Application 6 – Avon Valley Creators Collective	
Project Summary	<p>Twilight @ Gordon Place Markets</p> <p>Twilight @ Gordon Place is an intimate, artisan market under the stars – showcasing quality handmade products, and providing an opportunity for the community to come together, connect with each other and be involved in a special event. Stallholders are predominately sourced from the local region to highlight talent in our community. Surrounding local businesses bordering Gordon Place are encouraged and supported to open during the Market, so as to allow attendees to have additional opportunities to explore what is available in our town.</p>
Project/Event Date	19 December 2020
Applicant	<p>Avon Valley Creators Collective</p> <p>Lisa McDonald</p>
Amount requested	\$5,000
Quotes to support request	Not provided.
Financial Statements	Not provided.
Detailed Project budget	<p>Total Budget - \$6,675</p> <p>Administration expenses - \$200</p> <p>Advertising - \$600</p> <p>Entertainment - \$550</p> <p>Event Equipment - \$500</p>

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

	<p>Miscellaneous Incidentals - \$100</p> <p>Promotional Signage – Market Feather Banners (3) - \$1055</p> <p>Staff – Administration - \$2,000</p> <p>Staff – Event (4) - \$1,120</p> <p>Supplies / Consumables</p>
Assessment Criteria	
Not-for-profit community organisation or sporting club	No
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>(a) Northam Weekend Markets (monthly)</p> <p>(b) Local events to support local suppliers, businesses etc. where possible</p> <p>(c) Northam Agricultural Show (September 2020)</p> <p>(d) Wundowie Iron Festival (October 2020)</p> <p>(e) Christmas on Fitzgerald (December 2020)</p> <p>(f) Bakers Hill Community Fair (December 2020)</p> <p>(g) Northam Motor Sport Festival (April 2021)</p> <p>(h) Avon Descent (August 2021)</p> <p>(i) Confirm 2021 World Women's Ballooning Championships (September 2021)</p>
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>Objective: Improve and expand the retail and hospitality offerings in Northam.</p>

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

	<p>OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.</p> <p>Objective: Facilitate the provision of varied cultural and artistic activities.</p>
Procuring from local suppliers	<p>Details not provided.</p> <p>Local suppliers are participating/benefiting from the markets.</p>
Acquitted previous funding	N/A
Responds to community need resulting from COVID-19	<p>It has been identified there are a lack of events/trading over the weekend within the town, by conversations with members of the local community. The Covid crisis had already created a sense of isolation for many individuals and the opportunity to utilize an area of the town, to promote community engagement and bring a sense of enjoyment was an important one.</p> <p>The community will benefit by being apart of a local event, organized by locals for locals, who are passionate about community inclusion and collaborating with local business to promote the town to the wider community. The community also are given a sense of responsibility by voting on the best Stallholder during the Market, which thus creates further engagement between Vendors and the Attendees.</p>
Comment	<p>The Gordon Place Twilight Markets align with the Shire's objective of activating the Northam CBD and livens up Gordon Place. The inaugural twilight markets hosted by the Avon Valley Creators Collective proved they are capable of running a community event at a highly professional level.</p>

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

	<p>Overwhelmingly positive community feedback was received.</p> <p>The Avon Valley Creators Collective do not fit the criteria of being a not for profit community organisation, however they do not make any profit from this event. It is put on purely for the benefit of the Northam community and local creators. The inaugural markets were hosted for the community at their own expense.</p>
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Attachment 2

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Application 7 – Northam Community Men's Shed Inc.	
Project Summary	<p>Men's Health & Wellbeing Activities</p> <p>A series of ten free men's health and wellbeing activities to be held throughout 2021 on the last Wednesday of each month between February and November.</p> <p>Sessions will be presented by a health professional or health promotions officer. Sessions will include:</p> <ul style="list-style-type: none"> • Prostate & bowel cancer • Continence • Dementia • Diabetes • Cardio-vascular disease • Addictions, gambling, alcohol, drugs & smoking • Nutrition & diet • Mental health first aid (2 day workshop) • Resilience, self-care, mindfulness • Hearing
Project/Event Date	1 February 2021 – 24 November 2021
Applicant	<p>Northam Community Men's Shed Inc.</p> <p>Fred Singleton</p>
Amount requested	\$2,000
Quotes to support request	Mental Health First Aid 2 day workshop – \$3,400
Financial Statements	Not provided

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Detailed Project budget	Total Project Budget - \$5,240 Income - \$2,500 Australian Men's Shed grant Expenditure Mental Health First Aid - \$3,400 The Listening Shed - \$380 Men's health teardrop banner (with Shire acknowledgement) - \$360 Catering - \$1,100
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	COMMUNITY iii) Medium term actions (1) Support & plan community events for recovery phase;
Aligns with Shire of Northam Strategic Community Plan	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;
Procuring from local suppliers	Local catering. Other not specified.

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	<p>Northam Men's Shed was adversely affected by COVID-19 as their membership comprises of those who were most vulnerable. All their members are aged between 63 – 90 years old. Their regular activities and meetings were cancelled for over 3 months and during this time their financial situation went backwards. Despite this once they were able to meet again they continued their regular outings and activities.</p> <p>Membership has dropped 30% since COVID-19 outbreak.</p> <p>These workshops will target priority groups including,</p> <ul style="list-style-type: none"> • Men living with mental illness • Men living in rural communities • Men in low socio-economic circumstances • Men with disabilities <p>Workshops will be delivered adhering to current COVID regulations.</p>
Comment	<p>This project is targeted at vulnerable members of our community and the organisation has demonstrated that they have experienced hardship as a result of COVID-19. They have other funding confirmed and are also contributing their own cash.</p> <p>The application meets the eligibility requirements for the Community Program & Event grant, however as the project is yearlong they will require an exemption to having to provide an acquittal at the grant at the end of the 2020/21 financial year.</p>

11. URGENT BUSINESS APPROVED BY DECISION

Nil.

12. DATE OF NEXT MEETING

To be confirmed.

13. DECLARATION OF CLOSURE

There being no further business, the Shire President Cr C R Antonio declared the meeting closed at 4.20pm.

"I certify that the Minutes of the Community Grants Assessment Committee Meeting held on 3 December 2020 have been confirmed as a true and correct record."

 President

10/02/2021 Date