

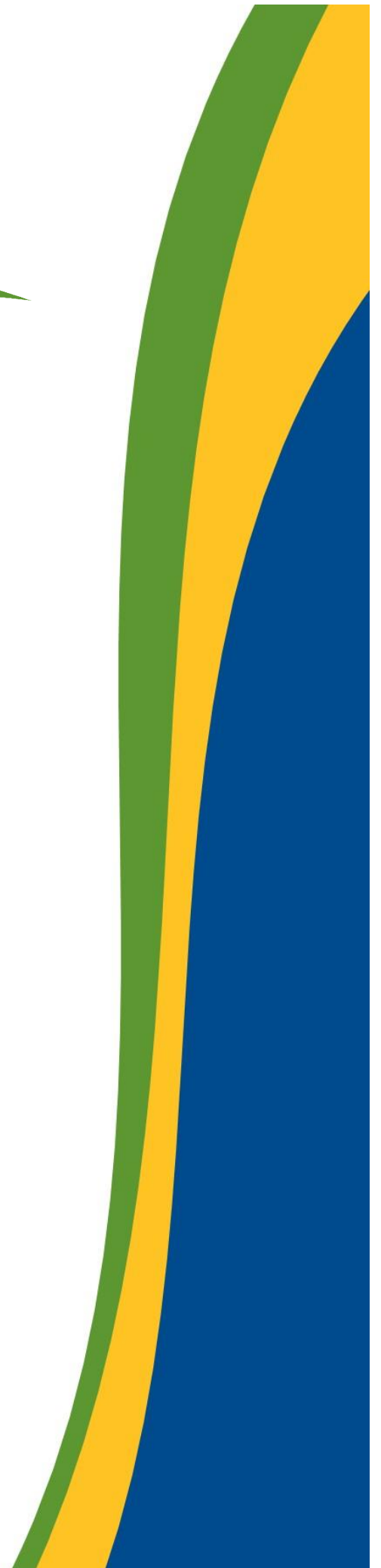


Shire of Northam

Minutes

Community Grants Assessment Committee

13 November 2024



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1 DECLARATION OF OPENING

The Presiding Member, President C R Antonio, declared the meeting open at 4:00pm.

2 ACKNOWLEDGEMENT OF COUNTRY

The Shire of Northam would like to acknowledge the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past present and emerging.

3 ATTENDANCE

3.1 ATTENDEES

Council:

Shire President
Councillors

C R Antonio
H J Appleton
L C Biglin
A J Mencshelyi
D A Hughes

Staff:

Chief Executive Officer
Executive Manager Development & Community
Services
Manager Community Development
Community Development Administration Officer

D Terelinck
C Hunt

J Hawkins
A Quin

3.2 APOLOGIES

Nil.

3.3 APPROVED LEAVE OF ABSENCE

Nil.

3.4 ABSENT

Nil.

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.

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Community Development Grant Applications	10.1	Cr Attila Mencshelyi	Impartiality	Some of the applicants are known to Cr Mencshelyi.
Update on Previously Awarded Community Development Grants	10.3	Cr Attila Mencshelyi	Impartiality	Members of the Bakers Hill RSL are known to Cr Mencshelyi. Cr Mencshelyi is considering becoming an Associate member.
Community Development Grant Applications	10.1	Cr Chris Antonio	Impartiality	Persons associated with West Australian Working Sheep Dog Association are known to Cr Antonio.
Community Development Grant Applications	10.1	Cr Lisa Biglin	Impartiality	Members of Wundowie Golf Club are known to Cr Biglin.
Update on Previously Awarded Community Development Grants	10.3	Cr Lisa Biglin	Impartiality	Members of Bakers Hill RSL are known to Cr Biglin.

5 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 CONFIRMATION OF MINUTES

**8.1 CONFIRMATION OF MINUTES FROM THE COMMUNITY GRANTS
ASSESSMENT COMMITTEE MEETING HELD 20 NOVEMBER 2023**

RECOMMENDATION / COMMITTEE DECISION

Minute No: CGAC.68

Moved: Cr A J Mencshelyi

Seconded: Cr H J Appleton

That the minutes of the Community Grants Assessment Committee Meeting held on 20 November 2023 be confirmed as a true and correct record of that meeting.

CARRIED 5/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin and Cr D A Hughes

Against: Nil

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

Nil

10 COMMITTEE REPORTS

10.1 Community Development Grant Program Applications

File Reference:	8.2.5.26
Reporting Officer:	Jaime Hawkins (Manager Community Development & Tourism), Alison Quin (Community Development Administration Officer)
Responsible Officer:	Chadd Hunt (Executive Manager Development Services)
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 grant applications received as part of the 2024/25 Community Grant Program.

ATTACHMENTS

1. C20 WUNDOWIE GOLF CLUB [**310.1.1** - 3 pages]
2. C21 NEUROLOGICAL COUNCIL OF WA 1 [**310.1.2** - 3 pages]
3. C23 WUNDOWIE P C [**310.1.3** - 4 pages]
4. C24 AVON VALLEY SHOTOKAN INC [**310.1.4** - 5 pages]
5. C25 WEST AUSTRALIAN WORKING SHEEP DOG ASSOC [**310.1.5** - 4 pages]

A. BACKGROUND / DETAILS

The Community Grants Program aims to strengthen and enhance the social wellbeing, development, and sustainability of the Shire of Northam community. Grants are awarded to local not-for-profit community organisations to support projects that will benefit specific target groups and the broader community.

The 'Community Grants Program' is governed by Council's Community Support Policy, which provides guidelines for requesting funds and/or sponsorship from the Shire of Northam and provides Council a framework to ensure a consistent and equitable decision-making process in the allocation of funds.

The Community Development Grant category is to support the strategic development, organisational capacity building and major projects of local

community groups and sporting clubs. Applications for funding between \$5,000 - \$20,000 are invited from incorporated not-for-profit local community groups and sporting clubs.

The Community Development Grant funding round opened on 2 September and closed on 25 October 2024.

Council approved within the annual budget an allocation of \$40,000 in 2024/25 towards Community Development Grants.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: People.

Outcome 3: A happy, healthy, and connected community.

Objective 3.2: Grow participation in sport, recreation and leisure activities with quality regional facilities.

Priority Action: Nil.

Performance Area: People.

Outcome 3: A happy, healthy, and connected community.

Objective 3.3: Grow participation in arts, culture and community activities.

Priority Action: Nil.

Performance Area: People.

Outcome 3: A happy, healthy, and connected community.

Objective 3.4: Grow community capacity by supporting community groups and volunteers.

Priority Action: Nil.

B.2 Financial / Resource Implications

Council has \$40,000 of funding in the 2024/2025 budget towards the Community Development Grants Program.

B.3 Legislative Compliance

Nil

B.4 Policy Implications

Community Support C3.1 Community Grants Scheme

B.5 Stakeholder Engagement / Consultation

The grants were advertised to the community via the Shire of Northam website, social media and community email networks.

B.6 Risk Implications

{custom-field-risk-do-not-remove}

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Not enough funding to support all submissions.	Possible (3) x Minor (2) = (Moderate (6))	The council policy ensures a robust decision-making process is undertaken. Officers continue to work with applicants to assist in securing funds from external resources.
Health & Safety	Community organisations not experienced in delivering safe public events.	Unlikely (2) x Minor (2) = Low (4)	Ensure any funding for public events is subject to relevant public event approvals including food and stall holder permits.
Reputation	Funding allocations perceived to be allocated unfairly	Possible (3) x Insignificant (1) = Moderate	Grant applications assessed in accordance with Council Policy. Feedback provided to unsuccessful applicants and the opportunity given for them to reply in future years.
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

A summary of the applications received is provided, with further information on each application provided in the attachments.

C20 Wundowie Golf Club – Purchase of New Tractor

Applicant	Project Summary	Amount Requested (ex-GST)
Wundowie Golf Club	Purchase a suitable new tractor to replace current unserviceable one.	\$14,550

This project is recommended for approval as it is a major expense that helps a grass roots community club to continue to operate.

C21 Neurological Council of WA – Northam Neu Friends Support Group Development

Applicant	Project Summary	Amount Requested (ex-GST)
Neurological Council of WA	To develop sustainable peer led/nurse assisted support groups for individuals, carers & families impacted by neurological conditions.	\$15,955

This project is not recommended for approval as it has a small project reach and the applicant is not based in Northam.

C22 Wundowie Primary School – New Nature Playground.

Applicant	Project Summary	Amount Requested (ex-GST)
New Nature Playground	Install climbing play equipment at Wundowie Primary School.	\$11,000

Wundowie Primary School is not eligible under Council Policy C3.1 Community Grants Program. Upon discussion with the primary school the application was resubmitted by the Wundowie Primary School P&C who are eligible as a community group. See Application C23.

C23 Wundowie Primary School P&C - New Nature Play Playground

Applicant	Project Summary	Amount Requested (ex-GST)
New Nature Playground	Install climbing play equipment at Wundowie Primary School.	\$11,000

This application is not recommended for approval due to the questions regarding the responsibilities of state government.

C24 Avon Valley Shotokan Incorporated –USKU International Karate Championships and Cultural Exchange

Applicant	Project Summary	Amount Requested (ex-GST)
Avon Valley Shotokan Incorporated	An international karate competition (the first of its kind), featuring participants from various countries. Events include competitive matches, training seminars, and skills workshops held at the Northam Recreation Centre, Bakers Hill Recreation Centre, and Clackline Shotokan Dojo.	\$10,000

This application is recommended for approval with the potential to bring several people to the Shire of Northam, showcasing our towns and providing an economic benefit.

C25 Western Australian Working Sheep Dog Association – 2025 Hypro Supreme Australian Sheepdog Championships

Applicant	Project Summary	Amount Requested (ex-GST)
West Australian Working Sheep Dog Association	An annual event held in a different state each year of which Northam has been selected for 2025.	\$20,000

This application is recommended for approval with the potential to bring several people from across the country to Northam, showcasing our towns and providing an economic benefit. The event runs for a total of 9 days.

RECOMMENDATION / COMMITTEE DECISION

Minute No: CGAC.69

Moved: Cr A J Mencshelyi

Seconded: Cr D A Hughes

That the Community Grants Assessment Committee

1. APPROVES 2024 Community Development Grants for:
 - a. Application C20: Wundowie Golf Club up to \$14,500 (excluding GST) for the purchase of a new tractor on the condition that the tractor is purchased through a local business operating in the Shire of Northam
 - b. Application C24: Avon Valley Shotokan Inc. up to \$10,000 (excluding GST) for the USKU International Karate Championships and Cultural Exchange
 - c. Application C25: West Australian Working Sheep Dog Association up to \$10,000 (excluding GST) for the 2025 Hypro Supreme Australian Sheepdog Championships. Noting that an in-kind contribution (fee waiver) is being recommended to Council for consideration.
2. ENDORSES the following recommendation being presented to Council:
 - a. That Council ENDORSES a fee waiver of \$11,853 for the hire of Shire of Northam facilities for Application C25, West Australian Working Sheep Dog Association for the 2025 Hypro Supreme Australian Sheepdog Championships.
3. DOES NOT APPROVE 2024 Community Development Grants for:
 - a. Application C21: Neurological Council of WA for Northam Neu Friends Support Group Development
 - b. Application C23: Wundowie Primary School P&C for New Nature Play Playground

CARRIED 4/1

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton and Cr D A Hughes

Against: Cr L C Biglin

DISCUSSION:

C20 Wundowie Golf Club

Cr Mencshelyi queried how many members of Wundowie Golf Club.

Ms Hawkins we are not aware of how many members.

Cr Biglin queried who was the original quote from and if Perth based.

Ms Hawkins has spoken to Wundowie Golf Club and agreed to purchase locally.

Ms Biglin sought clarification if we ask for multiple quotes as cost buying locally could be more than original quote.

Ms Hawkins No we do not ask for more than one quote.

C24 Avon Valley Shotokan

Cr Biglin are they predominately based in Toodyay.

Ms Hawkins

C25 West Australian Sheep Dog Association

Cr Hughes If budget is \$40,000 does fee waiver take it over budget.

Ms Terelinck No it does not.

C23 Wundowie Primary School P&C

Cr Mencshelyi this is a state government initiative

Cr Appleton Schools are ineligible however what can P&C apply for if not state government.

Ms Hawkins no other funding available we do not support schools.

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Application C20 Wundowie Golf Club – Purchase of New Tractor		
Applicant	Wundowie Golf Club	
Project Summary	The project is the supply of suitable new tractor to replace current unserviceable one. The machine requires to have a front-end loader and power take off. The club would prefer a new machine, rather than a second-hand one that may not be reliable. The tractor is essential for the continued operation of the club. The current tractor is a 1978 model and is now unserviceable. The course has 18 sand greens. More than 5.8km of fairways and 29 tee boxes. It is used to cart sand to maintain fairways, greens, course maintenance & pick up branches after storms.	
Project Dates:	As soon as approved	
Amount requested	\$14,500	
Detailed project budget	Total Project Cost: \$29,100 T265 Hydrostatic 4WD ROPS on Industrial Tyres (with auto throttle) \$23,430 LT250L Front loader with bucket \$7,425 Sun Canopy \$825 Total Project Income: SON Request: \$14,550 Applicant Cash: \$14,550	
Quotes provided for expenses over \$500	YES ☒	NO ☐
Financial statements provided	YES ☒	NO ☐

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Eligibility Criteria		
Not-for-profit community organisation or sporting club?	YES ☒	NO ☐
Located within the Shire of Northam municipality	YES ☒	NO ☐
Project meets eligibility criteria as specified in Community Support Policy	YES ☒	NO ☐
Has no outstanding Shire of Northam funding acquittals	YES ☒	NO ☐
Assessment Criteria		
Aligns with Shire of Northam Council Plan	3.2 Grow participation in sport, recreation and leisure activities with quality regional facilities 3.4 Grow community capacity by supporting groups & volunteers	
Demonstrated management and financial capacity to deliver	Successfully administered previous funding. Public liability \$10,000,000 Are incorporated. All required paperwork submitted Financial statements are sound	
Collaboration with others	No.	
Access, opportunity & participation	The golf course is open to the public all year round.	
Evidence that other funding/support is being sought	No evidence provided	
Procuring from local suppliers	Quote provided however no indication if local.	

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Project Justification		
What is the need for the project?	The course and grounds cannot be maintained and will make the golf course unusable.	
How will the project benefit the Shire of Northam community	A community facility that can be used by the local community and visitors to be active. Encourages local sporting groups to be independent to maintain their own facility.	
What planning has been undertaken?	Quotes have been obtained.	
How will the success of the project be measured?	Increase use and membership of the Wundowie Golf Club. Increased community accessibility.	
Comments	Applicant & project meets eligibility criteria. Supports a grass roots community club. Community Grants have previously been awarded to the Northam Country Club for a golf course maintenance project Officers had a discussion with the club about procuring the tractor from a local Shire of Northam business, and they have agreed to do this if successful.	
Recommended for approval	YES ☒	NO ☐

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Application C21 Neurological Council of WA – Northam Neu Friends Support Group Development																										
Applicant	Neurological Council of WA																									
Project Summary	Northam NeuFriends project will develop sustainable peer led/nurse assisted support groups for individuals, carers & families impacted by neurological conditions.																									
Project Dates:	20.1.25 – 20.1.26																									
Amount requested	\$15,955																									
Detailed project budget	<table> <tr> <td>Total Project Cost:</td> <td>\$15,955</td> </tr> <tr> <td>Project Coordinator</td> <td>\$2,400</td> </tr> <tr> <td>Training and tool kit development</td> <td>\$1,600</td> </tr> <tr> <td>Nurse Attendance; 3hrs x 12 x \$120</td> <td>\$4,320</td> </tr> <tr> <td>Marketing: PR, digital media, press</td> <td>\$2,000</td> </tr> <tr> <td>Function room hire BKB x 11 monthly support groups</td> <td>\$770</td> </tr> <tr> <td>Catering x 11 monthly support groups</td> <td>\$1,015</td> </tr> <tr> <td>Materials & resources e.g. printing</td> <td>\$500</td> </tr> <tr> <td>Project governance, financial administration and reporting</td> <td>\$1,850</td> </tr> <tr> <td>Christmas Event & Catering</td> <td>\$1,500</td> </tr> <tr> <td>Total Project Income:</td> <td></td> </tr> <tr> <td>SON:</td> <td>\$15,955</td> </tr> </table>		Total Project Cost:	\$15,955	Project Coordinator	\$2,400	Training and tool kit development	\$1,600	Nurse Attendance; 3hrs x 12 x \$120	\$4,320	Marketing: PR, digital media, press	\$2,000	Function room hire BKB x 11 monthly support groups	\$770	Catering x 11 monthly support groups	\$1,015	Materials & resources e.g. printing	\$500	Project governance, financial administration and reporting	\$1,850	Christmas Event & Catering	\$1,500	Total Project Income:		SON:	\$15,955
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Christmas Event & Catering	\$1,500																									
Total Project Income:																										
SON:	\$15,955																									
Quotes provided for expenses over \$500	YES ☐	NO ☒ ONLY BKB Booking form not actual quote																								

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Financial statements provided	YES ☒	NO ☒
Eligibility Criteria		
Not-for-profit community organisation or sporting club?	YES ☒	NO ☐
Located within the Shire of Northam municipality	YES ☒	NO ☒
Project meets eligibility criteria as specified in Community Support Policy	YES ☐	NO ☒
Has no outstanding Shire of Northam funding acquittals	YES ☒	NO ☐
Assessment Criteria		
Aligns with Shire of Northam Council Plan	2.2 Improve support for vulnerable groups, including people who are at risk, seniors and those with a disability. 3.1 Remain a regional health centre and grow to safeguard access to quality health and community services.	
Demonstrated management and financial capacity to deliver	Public liability \$20,000,000 Are incorporated. All required paperwork submitted. Financial statements sound.	
Collaboration with others	No.	
Access, opportunity & participation	Allow community members	
Evidence that other funding/support is being sought	No.	

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Procuring from local suppliers	No evidence given.
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Project Justification		
What is the need for the project?	11 active clients in Northam living with neurological conditions.	
How will the project benefit the Shire of Northam community	Support, information & services to these clients and their support network.	
What planning has been undertaken?	Program previously ran successfully in 2016 with 25 attendees each month	
How will the success of the project be measured?	Program evaluation Pre & post surveys Attendance records Social impact tool	
Comments	Not a local organisation, although application does state it is for people in Northam. Very small project reach.	
Recommended for approval	YES ☐	NO ☒

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Application C23 Wundowie Primary School P&C – Nature Play Playground																			
Applicant	Wundowie P&C																		
Project Summary	The project of installing climbing play equipment at Wundowie Primary School involves the design, construction, and installation of a safe and engaging play area for students. This will include several key elements to ensure the space promotes physical activity, creativity, and social interaction. Climbing Structures Safety Surfacing Shade and Seating Areas Activity Zones Inclusive Features The project requires close coordination with playground designers, and school administration, with safety standards and educational value being the top priorities.																		
Project Dates:	Term 1 2025 – Term 2 2025																		
Amount requested	\$11,000																		
Detailed project budget	<table> <tr> <td>Total Project Cost:</td><td>\$16,180</td></tr> <tr> <td>Oscar Play Equipment</td><td>\$585</td></tr> <tr> <td>Hiab Delivery to site</td><td>\$7,425</td></tr> <tr> <td>Labour</td><td>\$3,150</td></tr> <tr> <td>Foundations</td><td>\$845</td></tr> <tr> <td>Total Project Income:</td><td></td></tr> <tr> <td>SON Request:</td><td>\$11,000</td></tr> <tr> <td>Applicant Cash:</td><td>\$3,000</td></tr> <tr> <td>Other grants & sponsorship:</td><td>\$2,180</td></tr> </table>	Total Project Cost:	\$16,180	Oscar Play Equipment	\$585	Hiab Delivery to site	\$7,425	Labour	\$3,150	Foundations	\$845	Total Project Income:		SON Request:	\$11,000	Applicant Cash:	\$3,000	Other grants & sponsorship:	\$2,180
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Applicant Cash:	\$3,000																		
Other grants & sponsorship:	\$2,180																		

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

	Wundowie Primary School Hon. Steven Martin Hon Darren West Melissa Price MP	
Quotes provided for expenses over \$500	YES ☒	NO ☐
Financial statements provided	YES ☒	NO ☐
Eligibility Criteria		
Not-for-profit community organisation or sporting club?	YES ☒	NO ☐
Located within the Shire of Northam municipality	YES ☒	NO ☐
Project meets eligibility criteria as specified in Community Support Policy	YES ☐	NO ☒
Has no outstanding Shire of Northam funding acquittals	YES ☒	NO ☐
Assessment Criteria		
Aligns with Shire of Northam Council Plan	3.2 Grow participation in sport, recreation and leisure activities with quality regional facilities. 8.3 Enhance public open space, parks and playgrounds	
Demonstrated management and financial capacity to deliver	Public liability \$20,000,000 Are incorporated. All required paperwork submitted. Financial statements provided	
Collaboration with others	Wundowie Primary School	

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Access, opportunity & participation	Encourages active play & health benefits. Benefits school community & Wundowie community.
Evidence that other funding/support is being sought	No evidence provided
Procuring from local suppliers	Quote provided however no indication if local.

Project Justification	
What is the need for the project?	Promote Physical & mental health Playground needs updating.
How will the project benefit the Shire of Northam community	Climbing play equipment promotes physical health with active outdoor play, which is crucial in combating sedentary lifestyles and related health issues such as obesity. Children will engage in activities that improve coordination, strength, balance, and overall fitness. This encourages healthier habits that can last into adulthood. It also promotes social cohesion. Play equipment will foster community interaction by providing a shared space for families and children to gather, socialise, and collaborate. It will become a hub where local residents, including children, parents, and caregivers, can meet and build relationships. Such communal spaces strengthen social ties and create a sense of belonging.
What planning has been undertaken?	Quotes have been obtained and Wundowie Primary School has undertaken thorough financial planning, including budget allocations for playground development, seeking funding through community grants, and considering sponsorship opportunities. A detailed cost estimate for equipment installation, maintenance, and safety features has been prepared. Operational planning includes assessing site readiness, ensuring compliance with safety standards, and coordinating with contractors for installation. Collaboration with the P&C, community, staff, and students has helped gather input on the

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

	equipment's design and functionality, ensuring it meets the needs of the Wundowie community and aligns with long-term recreational goals.	
How will the success of the project be measured?	Increase in physical activities, social interactions, emotional wellbeing of students.	
Comments	This project was initially submitting as the Wundowie Primary School, however they are ineligible as a government organisation. Officers understand the funding pressures under school, however question whether this should be the responsibility of state government. There is concern that this will set a precedence that Council will support all other schools with new play equipment etc.	
Recommended for approval	YES ☐	NO ☒

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Application C24 Avon Valley Shotokan Inc – USKU International Karate Championships and Cultural Exchange					
Applicant	Avon Valley Shotokan Incorporated (Clackline-Toodyay Karate Club)				
Project Summary	The event will bring together martial artists from Japan, New Zealand, Malaysia, Philippines, South Africa and more to compete in Northam and participate in a cultural exchange across the Shire of Northam and Avon Valley. USKU International Karate Championships An international karate competition (the first of its kind), featuring participants from various countries. Events include competitive matches, training seminars, and skills workshops held at the Northam Recreation Centre, Bakers Hill Recreation Centre, and Clackline Shotokan Dojo Training Seminars (Bakers Hill Recreation Centre): Local and International coaches will conduct seminars and workshops to provide local youth and participants from surrounding areas with training in karate. This will foster skill development and increase interest in the sport. Cultural Exchange Events (Clackline, Bakers Hill & Northam): The project will include billeted homestays for international participants, allowing them to experience the local culture by living with local host families. An Aboriginal cultural experience will be incorporated, highlighting the region's Indigenous heritage. Additional cultural exchange activities, including a Welcome to Country ceremony and cultural and artistic performances, will be held.				
Project Dates:	19 August 2025 27 August 2025				
Amount requested	\$10,000				
Detailed project budget	<table> <tr> <td>Total Project Cost:</td><td>\$43,650.50</td></tr> <tr> <td>Venue/Catering</td><td>\$17,500</td></tr> </table>	Total Project Cost:	\$43,650.50	Venue/Catering	\$17,500
Total Project Cost:	\$43,650.50				
Venue/Catering	\$17,500				

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

	Equipment & Supplies	\$13,538
	Transportation/Fuel	\$3,772
	Culture and Community	\$5,000
	Insurance	\$940.50
	Misc Printing/gifts/t shirts etc	\$2,900
	Total Project Income:	
	SON Request:	\$10,000
	Applicant Cash: (Fundraising)	\$12,000
	Sponsorship	
	(Not applied/not open not confirmed)	
	DLGSC Country Support Enrichment Scheme	\$30,000
	DLGSC Event Project	\$15,000
	DLGSC Active Regional Communities Grants	\$5,000
	Shire of Toodyay Community Grants	\$15,000
	Bendigo Bank	No amount stated
	Other: Ticketing Income	\$5,000
	Applicant in Kind	\$5,000
Quotes provided for expenses over \$500	YES ☒	NO ☐
Financial statements provided	YES ☒	NO ☐
Eligibility Criteria		
Not-for-profit community organisation or sporting club?	YES ☒	NO ☐
Located within the Shire of Northam municipality	YES ☒ Also based in Toodyay	NO ☐

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Project meets eligibility criteria as specified in Community Support Policy	YES ☒	NO ☐
Has no outstanding Shire of Northam funding acquittals	YES ☒	NO ☐
Assessment Criteria		
Aligns with Shire of Northam Council Plan	3.4 Grow community capacity by supporting community groups and volunteers	
Demonstrated management and financial capacity to deliver	Public liability \$20,000,000 Are incorporated. All required paperwork submitted. Financials statements indicate that further funding will be required for this event. Evidence has been provided that more funding is being sought.	
Collaboration with others	Northam based Wado Ryu Club Karate Club	
Access, opportunity & participation	Will provide an opportunity for local sporting club to showcase talent with international clubs. Opportunity for local community to view international sport.	
Evidence that other funding/support is being sought	Stated applying for grants however not secured.	
Procuring from local suppliers	Where possible.	

Project Justification	
What is the need for the project?	Address health disparities Fostering cultural exchange Introducing international participants to Indigenous culture

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

How will the project benefit the Shire of Northam community	Economic & tourism Encouraging physical activity Cultural Exchange Providing youth development opportunities
What planning has been undertaken?	• The USKU International Karate Championships and Cultural Exchange has undergone detailed financial and operational planning, with collaboration from key stakeholders such as local businesses, karate clubs, and community members. Key elements of planning include: • Fundraising: Grant Applications: Funding is being pursued through grants from DLGSC, Bendigo Bank, and the Shire of Toodyay to cover venue hire, equipment, transport, and event coordination. Sponsorships: Packages are being developed to offer visibility and branding opportunities for sponsors. Community Fundraising: Events like raffles, trivia nights, and BBQs will raise additional funds and build excitement locally. • Insurance: Comprehensive insurance has been secured to cover participants and the event, ensuring safety and liability protection. • Collaboration with Local Karate Clubs: Northam based Wado Ryu contributing sending athletes, referees, and volunteers, promoting skill-sharing and engagement. • National Collaboration: National USKU clubs contributing athletes and officials, providing resources, referees, and coaches to ensure the event aligns with national and international standards. • Local Business Engagement: Local businesses will provide services like accommodation, catering, and transport. In-kind contributions, such as discounts and donations, will reduce costs and strengthen ties between the community and event. • Additional Collaborations: Local Government: The project is working with the Shires of Northam and Toodyay for permits and support. Aboriginal Cultural Collaboration: Partnerships with local Aboriginal groups will include cultural performances and a Welcome to Country ceremony. • Event Logistics: A dedicated team is managing logistics, including venue setup,

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

	equipment procurement, transportation, and security.	
How will the success of the project be measured?	To measure the success of the USKU International Karate Championships and Cultural Exchange, we will focus on key outcomes in participant engagement, community impact, and long-term benefits. 1. Participant Engagement: Number of Participants: Tracking local and international participants / Training Attendance: Measuring attendance at sessions and seminars / Karate Skill Development: Monitoring progress in belt ranks and techniques for local youth. 2. Cultural Exchange & Social Impact: Homestay Participation: Tracking international participants and local families involved / Cultural Exchange Feedback: Gathering feedback on interactions / Event Attendance: Measuring engagement at cultural events. 3. Economic Impact: Visitor Spending: Tracking estimated spending by visitors to boost the local economy. 4. Community Engagement & Cohesion: Volunteer Participation: Measuring community involvement / Post-event Activities: Monitoring continued participation in karate and cultural programs. 5. Long-Term Impact: Regional Reputation: Assessing media coverage and visitor feedback on Northam as a cultural and sports hub. 6. Stakeholder Satisfaction: Surveys and Feedback: Collecting satisfaction data from participants, businesses, and community members.	
Comments	Note, this event is being held in Toodyay, Bakers Hill, Clackline & Northam. This event has the potential to bring people to the Shire of Northam and showcase our towns and community, and provide economic benefit.	
Recommended for approval	YES ☒	NO ☐

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Application C25 West Australian Working Sheep Dog Association- 2025 Hypro Supreme Australian Sheepdog Championships																									
Applicant	West Australian Working Sheep Dog Association (WAWSDA)																								
Project Summary	An annual event which is held in a different State each year which Northam WA has been selected for 2025. The supreme consists of four events run consecutively through you the week Novice, Improver and Open with finals, Open Top 20 and Open Top 10. The Ted Gaby Interstate is run over three rounds to select the 2025 Australian team. Approximately 60 competitors accompanied by 250 – 300 dogs. The event is run over 9 days encompassing two weekends.																								
Project Dates:	23 August 2025 – August 2025																								
Amount requested	\$20,000																								
Detailed project budget	<table> <tr> <td>Total Project Cost:</td><td>\$70,171</td></tr> <tr> <td>Sheep Cartage</td><td>\$5,000</td></tr> <tr> <td>Sheep Feed</td><td>\$1,200</td></tr> <tr> <td>Portable Water Troughs</td><td>\$3,772</td></tr> <tr> <td>Judges Accommodation</td><td>\$3,500</td></tr> <tr> <td>Judges Fees</td><td>\$4,000</td></tr> <tr> <td>Meals for Judges/Officials/Sponsors</td><td>\$945</td></tr> <tr> <td>Official Dinner Catering</td><td>\$700</td></tr> <tr> <td>Welcome bbq meat & salad</td><td>\$3000</td></tr> <tr> <td>Bar Staff</td><td>\$1000</td></tr> <tr> <td>Liquor Permit</td><td>\$123</td></tr> <tr> <td>Hire of Shire of Northam facilities</td><td>\$11,853</td></tr> </table>	Total Project Cost:	\$70,171	Sheep Cartage	\$5,000	Sheep Feed	\$1,200	Portable Water Troughs	\$3,772	Judges Accommodation	\$3,500	Judges Fees	\$4,000	Meals for Judges/Officials/Sponsors	\$945	Official Dinner Catering	\$700	Welcome bbq meat & salad	\$3000	Bar Staff	\$1000	Liquor Permit	\$123	Hire of Shire of Northam facilities	\$11,853
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Hire of Shire of Northam facilities	\$11,853																								

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

	Hire Ablution Blocks 2 x bank with showers/toilets \$7,500 Cleaning Toilets & Showers Daily \$1,500 Skip Bins x 2 \$650 Hire of 2 Golf Carts \$2,200 Electricity Generator for camping & diesel \$4,500 Sound System \$3,000 Filming Top 20 and Finals \$3,000 Advertising & Social Media \$3,000 Printing Programs \$2,000 Printing Judges Cards \$2,000 Prize Money \$9,000 Trophies & Sashes \$1,500 Total Project Income: SON Request: \$20,000 Applicant Cash: \$21,000 Grants: ASDWA \$5,000 Supreme Account Hydro Sponsor \$21,000 West Coast Wools \$500 Other: Entry Fees \$6,000 Camping Fees \$10,000 Applicant in Kind	
Quotes provided for expenses over \$500	YES ☒	NO ☐
Financial statements provided	YES ☐	NO ☒
Eligibility Criteria		

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Not-for-profit community organisation or sporting club?	YES ☐	NO ☐
Located within the Shire of Northam municipality	YES ☒	NO ☐
Project meets eligibility criteria as specified in Community Support Policy	YES ☐	NO ☒
Has no outstanding Shire of Northam funding acquittals	YES ☐	NO ☒
Assessment Criteria		
Aligns with Shire of Northam Council Plan	3.4 Grow community capacity by supporting community groups and volunteers	
Demonstrated management and financial capacity to deliver	Public liability \$20,000,000 Are incorporated. Financial statements not provided as Treasurer was away.	
Collaboration with others	No.	
Access, opportunity & participation	An event for spectators in Shire of Northam & beyond. Participation for local agricultural industry.	
Evidence that other funding/support is being sought	No evidence provided	
Procuring from local suppliers	Yes.	

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COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Project Justification		
What is the need for the project?	The event rotates from State to state each year, and Northam has been chosen for its close proximity to Perth. Enables agricultural industry to improve skills Encourages new workers into the industry.	
How will the project benefit the Shire of Northam community	Economically with accommodation & visitor spending. Tourism showcasing the Shire of Northam to interstate visitors. Procuring local catering vendors, agricultural businesses. Showcasing Northam as an agricultural hub Education for local schools with site visits Farmers will be able to network	
What planning has been undertaken?	Consultation with Shire of Northam booking Northam recreation Centre venue, caterers Quotes for ablutions and catering. Comprehensive budget prepared.	
How will the success of the project be measured?	The Australian team will be selected at this event to travel to New Zealand in October 2025.	
Comments	Event will bring people to Northam (competitors & spectators) = positive economic impact. Feel good event the community can spectate.	
Recommended for approval	YES ☒	NO ☐

10.2 Quick Response Grant Update

File Reference:	8.2.5.26
Reporting Officer:	Jaime Hawkins (Manager Community Development & Tourism), Alison Quin (Community Development Administration Officer)
Responsible Officer:	Chadd Hunt (Executive Manager Development Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To update the Committee with the applications for Quick response Grants over 2023/24.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

Quick Response Grants support innovative responses to community and individual needs, either as a whole or target groups (children, youth, seniors, people with disability, culturally or linguistically diverse). These grants are intended for ad hoc and smaller scale projects, or to assist one off projects, or to assist the delivery of projects/events for which opportunity has arisen.

Projects must take place within the Shire of Northam and significantly benefit the community. Funding can be utilised for a wide range of purposes, including, but not limited to:

- One off community event.
- Community projects that address a clearly defined community need
- Sponsorship of regional or state level sporting tournaments or competitions hosted in the Shire of Northam (i.e. not for the regular season)
- Funding can be applied for by individuals, 18 years or under and still at school who have qualified to participate in recognised State, National or International level events.

Quick Response Grants can be applied for year-round and are assessed by Officers with approval delegated to the Chief Executive Officer.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: People.

Outcome 3: A happy, healthy, and connected community.

Objective 3.2: Grow participation in sport, recreation and leisure activities with quality regional facilities.

Priority Action: Nil.

Performance Area: People.

Outcome 3: A happy, healthy, and connected community.

Objective 3.3: Grow participation in arts, culture and community activities.

Priority Action: Nil.

Performance Area: People.

Outcome 3: A happy, healthy, and connected community.

Objective 3.4: Grow community capacity by supporting community groups and volunteers.

Priority Action: Nil.

B.2 Financial / Resource Implications

\$20,000 was budgeted for quick response grants in 2024/25, noting the Community Grants Program Policy provides for grants up to a maximum of \$5,000.

B.3 Legislative Compliance

Nil

B.4 Policy Implications

Community Support C 3.1 Community Grants Program

To support innovative responses to community and individual needs, either as a whole or target groups (sports, children, youth, seniors, persons with a disability, culturally or linguistically diverse). These grants are intended for ad hoc and smaller scale projects or to assist the delivery of projects/programs for which opportunity or need has arisen.

B.5 Stakeholder Engagement / Consultation

The grants were advertised to the community via the Shire of Northam website, social media networks, and local sporting club networks.

B.6 Risk Implications

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Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	The grants program is oversubscribed with more requests for funding received greater than the funding available through the 2024/2025 Council Budget	Likely (4) x Insignificant (1) = Low (4)	The CEO will make a determination on all applications and award grants to those who best demonstrate that they meet the funding objectives.
Health & Safety	N/A		
Reputation	There is disagreement over the decision to award/not award funding	Possible (3) x Insignificant (1) = Low (3)	Assessments were made following the grant guidelines and against the Shire of Northam Council Plan and Community Plans.
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		

B.7 Natural Environment Considerations

Nil

C. OFFICER'S COMMENT

The following quick response grants were approved during the 2023/24 financial year.

Community Grants Assessment Committee Minutes
13 November 2024

APPLICANT	PROJECT SUMMARY	AMOUNT APPROVED	ACQUITTAL COMPLETED	PEOPLE DIRECTLY INVOLVED	PEOPLE INVOLVED INDIRECTLY
AVON & HILLS CARRIAGE DRIVING CLUB	Gordon Oliver Memorial Cones Event	\$750	YES	35	28
NORTHAM PISTOL CLUB	ISSF State Level Competition	\$500	YES	10	5
AVON VALLEY ENVIRONMENTAL SOCIETY	Island Rehabilitation Northam Avon River Pool	\$1,000	YES	15	5
STAY ACTIVE SENIORS GROUP	New Supportive Chairs	\$2,000	YES	3	30
NORTHAM LAWN TENNIS CLUB	Mixed Open Doubles Day/Ladies Doubles day/Mens Doubles Day/Junior Tournament	\$2,000	NO (No not due)		
NORTHAM LADIES BOWLING CLUB	Ladies Bowls Classic	\$500.00	YES	20	120
AVON VALLEY ENVIRONMENTAL SOCIETY	Construction of Gazebo Broome Terrace - Catering	\$1,000	NO		
NORTHAM YORGAS GROUP	Art & Craft Supplies	\$1,300	NO (Not due)		
NORTHAM & DISTRICTS HISTORICAL SOCIETY	Develop & Update Website	\$2,000	YES	2	3
WEST COAST COWBOYS	Repair & Replace	\$2,000	YES	7	200

**Community Grants Assessment Committee Minutes
13 November 2024**

	Obstacles and Event Signage				
GRASS VALLEY PROGRESS ASSOCIATION	Purchase sixty Stackable Stools for Grass Valley Hall	\$2,000	YES	100	20
NORTHAM NETBALL ASSOCIATION	First Nations Round Event	\$1,640	NO		
NORTHAM & DISTRICTS CLAY TARGET CLUB	60th Annual Avon Valley Trap Carnival	\$800	YES	74	50
WUNDOWIE GOLF CLUB	2024 Ranger Cup	\$500	YES	38	15
NORTHAM COUNTRY CLUB – GOLF DIVISON	Ladies Open day/Kennedy Cup & Open Weekend/ New Junior Golf Comp	\$2,000	NO (Not due)		
	TOTAL	\$19,700			

RECOMMENDATION / COMMITTEE DECISION

Minute No: CGAC.70

Moved: Cr H J Appleton

Seconded: Cr A J Mencshelyi

That the Community Grants Assessment Committee endorses the following recommendation being presented to Council:

That Council accepts the update of Quick Response Grant Applications for 2023/24.

CARRIED 5/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin and Cr D A Hughes

Against: Nil

10.3 Update on Previously Awarded Community Development Grants

File Reference:	8.2.5.26
Reporting Officer:	Jaime Hawkins (Manager Community Development & Tourism), Alison Quin (Community Development Administration Officer)
Responsible Officer:	Chadd Hunt (Executive Manager Development Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To update the Committee with the progress of previously awarded Community Development Grants since their introduction in 2021/22.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

Community Development Grants were introduced in 2021/22 following a review of Council's Community Support Policy.

The Community Development Grants aim to support the strategic development and organisational capacity building of local community groups and sporting clubs.

These grants are open for one grant round per year for applications between \$5,000 - \$20,000 for larger scale or longer-term projects that can be achieved over an 18-month period.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: People.

Outcome 3: A happy, healthy, and connected community.

Objective 3.2: Grow participation in sport, recreation and leisure activities with quality regional facilities.

Priority Action: Nil.

Performance Area: People.

Outcome 3: A happy, healthy, and connected community.

Objective 3.4: Grow community capacity by supporting community groups and volunteers.

Priority Action: Nil.

Priority Action 3.4.1: Provide support for community groups to build their capacity in governance, marketing, and grant acquisition.

B.2 Financial / Resource Implications

There was a budgeted allocation of \$80,000 for Community Development Grants in the 2021/22, 2022/23, 2023/24 Council Budget.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Community Support C3.1 Community Grants Program.

B.5 Stakeholder Engagement / Consultation

The grants were advertised to the community via the Shire of Northam website, local Newspaper, radio announcements and social media networks.

B.6 Risk Implications

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Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Grant projects are not completed and acquitted	Possible (3) x Minor (2) = Moderate (6)	
Health & Safety	N/A		
Reputation	N/A		
Service Interruption	N/A		

Compliance	N/A		
Property	N/A		
Environment	N/A		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

The following application was approved in 2021 & was granted an extension due for completion by June 2024.

APPLICANT	PROJECT SUMMARY	AMOUNT APPROVED	ACQUITTAL COMPLETED	PEOPLE INVOLVED DIRECTLY	PEOPLE INVOLVED INDIRECTLY
NORTHAM AMATUER BASKETBALL ASSOCIATION	NABA HOOPS PATHWAYS-NORTHAM & WHEATBELT JUNIOR BASKETBALL DEVELOPMENT	\$18,000	PARTIAL ACQUITTAL WAITING FOR FURTHER EVIDENCE		
	TOTAL	\$18,000			

Note: Numbers for people directly involved & indirectly involved are supplied by the applicant and may not be accurate.

The following applications were approved in 2022. These grants are not due for acquittal until 30 June 2024.

APPLICANT	PROJECT SUMMARY	AMOUNT APPROVED	ACQUITTAL COMPLETED	PEOPLE DIRECTLY INVOLVED	PEOPLE INDIRECTLY INVOLVED
Northam Army Camp Heritage Association	2023 Northam Heritage & Multicultural Festival	\$10,000 + \$10,000	YES	300	300
Spencers Brook Progress Association	Station Master House	\$20,000			

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Earth Solutions Avon Valley Inc.	Sustainability Workshops	\$1,000			
Northam & Districts Little Athletics Inc.	Coaching & Skills Development	\$20,000	NO		
	TOTAL	\$51,000			

Note: Numbers for people directly involved & indirectly involved are supplied by the applicant and may not be accurate.

The following applications were approved in 2023. These grants are not due for acquittal until 30 June 2025.

APPLICANT	PROJECT SUMMARY	AMOUNT APPROVED	ACQUITTAL COMPLETED	PEOPLE INVOLVED DIRECTLY	PEOPLE INVOLVED INDIRECTLY
NORTHAM BALLOONING EVENTS	Delivery 2023 5th FAI Women's World Hot Air Ballooning Championships	\$40,000	YES	185	82
NORTHAM ARMY CAMP HERITAGE ASSOCIATION	2023 Northam Heritage & Multicultural Festival	\$10,000	YES	N/A	N/A
BAKERS HILL RETURNED SERVICES LEAGUE SUB BRANCH	Extension and Improvements to Bakers Hill Golf Club	\$19,020	NO (not due)		
NORTHAM COUNTRY CLUB – GOLF DIVISION	Rebuild Tee Boxes No.1 & No.10	\$10,980	YES	10	10
	TOTAL	\$80,000			

Note: Numbers for people directly involved & indirectly involved are supplied by the applicant and may not be accurate.

RECOMMENDATION

That the Community Grants Assessment Committee endorses the following recommendation being presented to Council:

That Council accept the update of the progress of the Community Development Grants

MOTION / COMMITTEE DECISION

Minute No: CGAC.71

Moved: Cr H J Appleton

Seconded: Cr A J Mencshelyi

That the Community Grants Assessment Committee endorses the following recommendation being presented to Council:

That Council:

- 1. That Council accept the update of the progress of the Community Development Grants**
- 2. Council requests the Chief Executive Officer to ask Bakers Hill Returned Services League Sub Branch to provide an amended application for the Community Development Grants program given the changes in scope and location of initial request by 30 June 2025.**
- 3. Council supports a special meeting of Community Grants Assessment Committee be held to consider amended application once received.**

CARRIED 5/0

Reason for change to the Officer's Recommendation

The Community Grants Assessment Committee formed the view that the Bakers Hill RSL Sub Branch are proposing a significant change of scope to their previously awarded Community Development Grant and therefore an amended application is necessary to understand their new project plan.

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin and Cr D A Hughes

Against: Nil

DISCUSSION:

Ms D Terelinck updated that the Bakers Hill RSL Sub Branch no longer wanted to move into the Bakers Hill Golf Club and the current Community Development Grant relates to extensions at golf club. The scope of the grant has changed significantly.

Waiting for Management order for old St Nicholas Anglican Church building. Recommend the Bakers Hill RSL Sub Branch reapply for funding.

Cr Hughes do they require a different application.

Mr C Hunt they do not have a tender at this time.

Ms D Terelinck suggested recommending request Bakers Hill RSL Sub Branch reapply for funding in October 2025 or call a special meeting for Community Grants Committee or Council to consider outside normal process.

Cr Biglin were funds carried forward.

Ms J Hawkins No

11 URGENT BUSINESS APPROVED BY DECISION

12 DATE OF NEXT MEETING

To be confirmed.

13 DECLARATION OF CLOSURE

There being no further business, the Presiding Member, Cr C R Antonio, declared the meeting closed at 4.32pm.

"I certify that the Minutes of the Community Grants Assessment Committee Meeting held on 13 November 2024 have been confirmed as a true and correct record."



Presiding Member

6/5/2025

Date