



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Community Grants Assessment

Committee Meeting

31 October 202

NOTICE PAPER

Community Grants Assessment Committee Meeting

31 October 2022

Committee Members

I wish to inform you that a Community Grants Assessment Committee meeting will be held at Create 298 at 298 Fitzgerald Street, Northam on 31 October 2022 at 6:00pm.

Yours faithfully



Jason Whiteaker
Chief Executive Officer

DISCLAIMER

This committee has been delegated authority by Council to receive and assess grant applications; and make a final determination on all grant applications received as part of the Community Grants Scheme.

This agenda has yet to be dealt with by the committee. The Recommendations shown at the foot of each item have yet to be considered by the committee and are not to be interpreted as being the position of the committee. The minutes of the meeting held to discuss this agenda should be read to ascertain the decision of the committee.

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.

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The Shire of Northam advises that anyone who has any application lodged with the Shire of Northam must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Northam in respect of the application.

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1. DECLARATION OF OPENING

2. ACKNOWLEDGEMENT TO COUNTRY

The Shire of Northam would like to acknowledge 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:

Presiding Member
Councillor
Councillor
Councillor
Councillor

C Antonio
A Mencshelyi
D Galloway
D Hughes
R Tinetti

Staff:

Executive Manager Community Services
Manager Community Development & Tourism

J Metcalf
J Hawkins

3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

Councillor

P Curtis

3.3 ABSENT

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 Development Grant Applications – C15	11.1	Jaime Hawkins	Impartiality	Shire Officer Jaime Hawkins is a committee member of Northam & Districts Little Athletics Centre. The assessment of this application was made by Jo Metcalf.

5. PUBLIC QUESTION TIME

5.1 PUBLIC QUESTIONS

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Local Government Act 1995 s6.10

Shire of Northam Standing Orders Amendment Local Law 2018

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

7.2 PRESENTATIONS

Local Government Act 1995 s6.11

Shire of Northam Standing Orders Amendment Local Law 2018

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

7.3 DEPUTATIONS

Local Government Act 1995 s6.9

Shire of Northam Standing Orders Amendment Local Law 2018

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

8. APPLICATION FOR LEAVE OF ABSENCE

Nil.

9. CONFIRMATION OF MINUTES

**9.1 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 22
NOVEMBER 2021**

RECOMMENDATION

That the minutes of the Community Grants Assessment Committee meeting held on 22 November 2021 be confirmed as a true and correct record of that meeting.

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

11. COMMITTEE REPORTS

11.1 COMMUNITY DEVELOPMENT GRANT PROGRAM APPLICATIONS

File Reference:	8.2.5.26
Reporting Officer:	Jaime Hawkins, Manager Community Development & Tourism
Responsible Officer:	Jo Metcalf, Executive Manager Community Services
Officer Declaration of Interest:	Jaime Hawkins Impartiality – Application C15
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 Community Development Grant Program.

ATTACHMENTS

All attachments are confidential and have been provided to the committee members as a separate confidential attachment.

- Attachment 1: Grant Evaluation Report Applicant C12 Northam Army Camp Heritage Association – Northam Heritage & Multicultural Festival 2023
- Attachment 2: Grant Evaluation Report Applicant C13 Spencers Brook Progress Association – Station Masters House
- Attachment 3: Grant Evaluation Report Applicant C14 Earth Solutions Avon Valley – Sustainability Workshops
- Attachment 4: Grant Evaluation Report Applicant C15 Northam & Districts Little Athletics Centre – Coaching & Skills Development

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 Scheme is governed by Council's Community Support Policy, which provides a framework for the community for requesting funds

and/or sponsorship from Council; and provides Council with a framework to ensure a consistent and equitable allocation of funds.

The Community Development Grant category was introduced to support the strategic development and organisational capacity building of local community groups and sporting clubs. Applications for funding between \$5,000 - \$20,000 were invited from incorporated not for profit local community groups and sporting clubs. Applications opened on Monday, 29 August 2022 and closed at 4pm Friday 7 October 2022.

A budget allocation of \$80,000 has been made in the 2022/2023 Annual Budget for Community Development Grants.

The following applications were received and are being presented for assessment:

Applicant	Project	Amount requested
Northam Army Camp Heritage Association Inc.	Northam Heritage & Multicultural Festival	\$20,000
Spencers Brook Progress Association Inc.	Station Masters House	\$20,000
Earth Solutions Avon Valley Inc.	Sustainability Workshops	\$5,000
Northam & Districts Little Athletics Centre Inc.	Coaching & Skills Development	\$20,000
	Total	\$65,000

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Outcome 3: A happy, healthy, and connected Community

Objective 3.4.3: Provide a community support grant program

B.2 Financial / Resource Implications

Council has allocated funds in the 2022/23 budget towards the Community Development Grants Program.

B.3 Legislative Compliance

N/A

B.4 Policy Implications

Community Support C3.1 Community Grants Scheme

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
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	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

C. OFFICER'S COMMENT

A summary of the application with officer's comments is included in the Confidential Grant Evaluation Reports, along with the full grant application. Total requests were lower than the budget allocation for Community Development Grants. It is proposed the remainder of the unallocated funds from this funding stream be transferred to the Quick Response Grant stream where in 2021/2022 there was a higher demand.

Officers have assessed the applications and have submitted the following recommendations for each of the 4 applications.

C12 – Northam Heritage & Multicultural Festival

Applicant	Project Summary	Amount requested
Northam Army Camp Heritage Association	2 day festival including music, dance and food from different cultures as well as a special activity area.	\$20,000

RECOMMENDATION

That the Community Grants Assessment Committee approve a grant to the Northam Army Camp Heritage Association of up to \$10,000 (excluding GST) for the 2023 Northam Heritage & Multicultural Festival.

C13 – Station Masters House

Applicant	Project Summary	Amount requested
Spencers Brook Progress Association	Restoration of the Old Station Masters House, Spencers Brook for use as a community hub for activities & get togethers.	\$20,000

RECOMMENDATION

That the Community Grants Assessment Committee approve a grant to the Spencers Brook Progress Association of up to \$20,000 (excluding GST) for the Station Masters House, on the condition that any relevant local government approvals are obtained.

C14 – Sustainability Workshops

Applicant	Project Summary	Amount requested
Earth Solutions Avon Valley	Educate the community on how to live sustainably, using the principles of reduce, reuse & recycle through workshops for adults and school holiday programs for children	\$5,000

RECOMMENDATION

That the Community Grants Assessment Committee approve a grant to Earth Solutions Avon Valley of up to \$5,000 (excluding GST) for Sustainability Workshops.

C15 – Coaching & Skills Development

Applicant	Project Summary	Amount requested
Northam & Districts Little Athletics Centre	To engage specialised coaches and officials to travel to Northam to run coaching clinics for each track & field event for athletes, but also provide training to volunteers & helpers on how to teach the skills & correctly officiate.	\$20,000

RECOMMENDATION

That the Community Grants Assessment Committee approves a grant to Northam & Districts Little Athletics of up to \$20,000 (excluding GST) for Coaching & Skills Development.

11.2 RETURN TO 3 YEAR COMMUNITY EVENT FUNDING AGREEMENTS

File Reference:	8.2.5.26
Reporting Officer:	Jaime Hawkins, Manager Community Development & Tourism
Responsible Officer:	Jo Metcalf, Executive Manager Community 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 returning to a 3 year agreement for major community partnership events.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

Prior to the outbreak of Covid-19 in Western Australia the Shire of Northam would support several of our regular, annual community events with a 3 year ongoing partnership funding agreement. This agreement would provide the community event organisers some certainty for the year ahead and therefore the ability to forward plan without having to wait for the adoption of the Council budget.

These 3 year allocations were due for renewal in the 2020/2021 financial year, however were not renewed because of the pandemic, which was causing the cancelation of most events and uncertainty for the future.

Now that Covid restrictions are no longer in place for gatherings, and events are returning with large crowds, some of the event organisers have requested a return to the 3 year funding commitment from the Shire.

Events that previously received a 3 year agreements include:

- The AVVVA Vintage Swap Meet
- The Northam Motorsport Festival
- The Northam Farmers Show
- Community Carols
- AVAS Northam Art Prize
- Northam Theatre Group production

- Northam RSL ANZAC Day
- Hurricane Go Kart Club, King of the Hill

It is proposed that these and other regular annual events that receive Council support through an annual budget allocation be considered for a 3 year funding agreement starting in 2023/2024.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Outcome 3: A happy, healthy, and connected Community

Objective 3.4.3: Provide a community support grant program

B.2 Financial / Resource Implications

Council would be committing to a financial contribution up to 3 years in advance. Support is currently given through an annual budget allocation and is assessed each financial year.

B.3 Legislative Compliance

N/A

B.4 Policy Implications

Community Support C3.1 Community Grants Scheme

B.5 Stakeholder Engagement / Consultation

Consultation has occurred with most previous 3 year funded community event organisers.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Unforeseen pressure on the Council budget.	Possible (3) x Minor (2) = Moderate (6)	Review community grant contributions in annual budget
Health & Safety	Another outbreak or pandemic leading to health & safety concerns regarding events with large crowds.	Possible (3) x Minor (2) = Moderate (6)	All public event approvals will still have to be applied for each year. This would include abiding by any government restrictions in place at the time. Should the event need to be cancelled, the agreement would

			stipulate that funding is to be withheld or returned if the event does not take place.
Reputation	Funding allocations perceived to be allocated unfairly	Possible (3) x Insignificant (1) = Moderate	3 year funding arrangements only provided to well established annual community events that Council has been regularly supporting.
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

D. OFFICER'S COMMENT

A 3 year funding agreement for events that are regularly supported by Council and that have an established history of being held annually, will provide the community event organisers, Council, and Shire Officers greater certainty to plan and deliver quality events in the Shire of Northam.

The table below lists the events that could be considered for a 3 year funding agreement.

Funded Organisation	Event Summary	2022/23 Budget Allocation
Northam Agricultural Society	Northam Farmers Show. The Northam Farmers Show is an annual family friendly event held on the second Sunday in September each year. The Show comprises of rides, food entertainment animals and more.	\$5,000
Northam RSL Sub Branch	ANZAC Day The Northam RSL Sub Branch delivers ANZAC Day commemorations each year in the form of a Dawn Service and March, to honour, remember and reflect upon those who served in the defence of our Nation.	\$3,000

<p>Bridgeley Church of Christ / Northam Chamber of Commerce</p>	<p>Carols on Fitzgerald</p> <p>The Carols on Fitzgerald event hosted by Bridgeley Church of Christ and the Northam Chamber of Commerce commenced in 2020. The two organisations joined together to collaborate, merging the format of the former Christmas on Fitzgerald and the Community Carols events.</p> <p>The event takes place on the Northam Village Green and Fitzgerald Street in the heart of the CBD. It is a free Christmas themed event provided for the Northam community that</p> <p>includes music and entertainment provided by Bridgeley Church of Christ, the Northam Schools Band and others.</p>	<p>\$10,000</p>
<p>Wundowie Progress Association</p>	<p>Wundowie Iron Festival</p> <p>The Wundowie and surrounding community celebrate their rich industrial history each year with the Wundowie Iron Festival. The festival began many years ago as an opportunity to showcase local artists and has developed in recent times to incorporate the community's link to the Charcoal, Iron and Steel Mill which was founded in 1948. The Wundowie Progress Association aim to continue to grow the festival each year with the addition of a variety of competitions and entertainment for the local and surrounding communities to enjoy.</p>	<p>\$18,000</p>
<p>Avon Valley Vintage Vehicle Association</p>	<p>Vintage Vehicle Swap Meet</p>	<p>\$3,300</p>

	<p>The Northam Vintage Swap Meet began in 1993 as a bi-annual event known as the Vintage & Classic Fair. In 2003 the event changed its name to the Northam Vintage Vehicle Swap Meet and due to its success became an annual event. It is not your everyday market, the Vintage Vehicle Swap Meet features the sale of vintage cars, trucks, tractors, motorcycles, engines, used spare parts, collectables and household items.</p> <p>The Swap Meet is organised and run by volunteers from the Avon Valley Vintage Vehicle Association, with support from several other community groups who give many hours of their time on the day of the event.</p> <p>In the years prior to the Covid-19 pandemic the swap meet was drawing a steady crowd of around 5,000 people.</p>	
Hurricane Go Kart Club	<p>King of the Hill</p> <p>The King of the Hill is a State Cup meeting and is the premier meeting outside of the State Championships. In fact, it often draws more entries than the State Titles.</p>	\$5,000
Bakers Hill Progress & Recreation Association	<p>Community Christmas Fair</p> <p>The Bakers Hill Community Christmas Fair is a free community event comprising of market stalls, amusement rides, novelty games, vintage/classic cars, Santa and Christmas carols.</p>	\$5,000



<p>Vintage Sports Car Club</p>	<p>Northam Motorsport Festival</p> <p>The Northam Motor Sport Festival (NMSF) is a two-day historic motor sport themed event that is unique to Northam. With Northam's rich history of motor racing, the event (which has been delivered for 70 years) contributes significantly to the community's identity by maintaining the connection of the community to its history.</p> <p>The event provides an opportunity to draw together a large number of awe-inspiring historic motor vehicles for static displays and demonstrations, as well as creating exclusive opportunities that put the historic motor vehicles back in action and test the skill and nerve of their drivers.</p>	<p>\$25,000</p>
<p>Avon Valley Arts Society</p>	<p>Northam Art Prize</p> <p>The Northam Art Prize is an annual prize and week long exhibition that is open daily to the public. The Shire of Northam has a long history of sponsoring the Overall Winners prize and have obtained many works through the Prize for the Shire of Northam Art Collection.</p>	<p>\$3,000</p>
<p>Northam Theatre Group</p>	<p>Annual Theatre Productions</p> <p>Northam Theatre Group is a vibrant group of committed volunteers who have been brought together by their love of the arts and theatre.</p> <p>They put on regular performance in a range of genres at their home, the Link Theatre Northam.</p>	<p>\$3,000</p>



RECOMMENDATION

That the Community Grants Assessment Committee approves a 3 year annual community event funding agreement commencing in 2023/2024, and to be reviewed in 2025/2026 for:

- a. Up to \$5,000 (excluding GST) to the Northam Agricultural Society for the Northam Farmers Show
- b. Up to \$3,000 (excluding GST) to the Northam RSL Sub Branch for ANZAC Day commemorations
- c. Up to \$10,000 (excluding GST) to Bridgeley Church of Christ & the Northam Chamber of Commerce for Carols on Fitzgerald
- d. Up to \$18,000 (excluding GST) to the Wundowie Progress Association for the Wundowie Iron Festival
- e. Up to \$3,300 (excluding GST) to the Avon Valley Vintage Vehicle Association for the Vintage Vehicle Swap Meet
- f. Up to \$5,000 (excluding GST) to the Hurricane Go Kart Club for the King of the Hill
- g. Up to \$5,000 (excluding GST) to the Bakers Hill Progress & Recreation Association for the Community Christmas Fair
- h. Up to \$25,000 (excluding GST) to the Vintage Sports Car Club for the Northam Motorsport Festival
- i. Up to \$3,000 (excluding GST) to the Avon Valley Arts Society for the Northam Art Prize
- j. Up to \$3,000 (excluding GST) to the Northam Theatre Group

11.3 QUICK RESPONSE GRANT APPLICATIONS UPDATE

File Reference:	8.2.5.26
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Jo Metcalf, Executive Manager Community Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Nil
Press release to be issued:	No

BRIEF

To update the committee with the progress of the Quick Response Grant applications.

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 Shire of Northam community. Funding can be utilised for wide range of purposes, including, but not limited to:

- One off community events
- 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 Shire Officers with approval delegated to the Chief Executive Officer.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Outcome 3: A happy, healthy, and connected Community

Objective 3.4.3: Provide a community support grant program

B.2 Financial / Resource Implications

There is an allocation of \$20,000 in the 2022/2023 Annual Budget for Quick Response Grants.

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	The grants program is oversubscribed with more requests for funding received greater than the funding available through the 2022/2023 Council Budget	Likely (4) x Insignificant (1) = Low (4)	The Executive Manager will make a determination on all applications and award grants to those who best demonstrate that they meet the funding objectives.
Health & Safety	Nil.		
Reputation	There is disagreement over the committee's decision to award/not award funding	Possible (3) x Insignificant (1) = Low (3)	Assessments will be made following the grant guidelines and against the Shire of Northam Community Strategic Plan and Community Plans.
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

C. OFFICER'S COMMENT

The following quick response grants were approved during the 2021/2022 financial year.

APPLICANT	PROJECT SUMMARY	AMOUNT APPROVED	ACQUITTAL COMPLETED
Avon Valley Environmental Society	John Curtin Weekend	\$500	Yes
Silver Wings Senior Citizens Club	Seniors Week Outing	\$1,132	Yes
Wundowie Golf Club	Replacement of Club House Ceiling	\$2,700	Yes
STRYKA Fight Team	Avon Valley Amateur Boxing Championships	\$2,000	No
Northam & Districts Little Athletics	NDLAC 50 th Anniversary	\$4,000	Postponed due to Covid

			Restrictions at scheduled time of event.
Northam Yorga's Group	Lunch & Craft Activities	\$2,000	No
Spencers Brook Progress Assoc.	Australia Day Breakfast	\$600	Yes
Horsepower Bakers Hill	Carriage driving for the disabled	\$2,674	No
Northam Springfield FC	Forrestfield United vs. Perth Glory	\$5,000	No
Clackline Muresk BFB	Items needed for brigade	\$369	No
Northam Bowling Club	Ladies Classic	\$500	No
Northam Lawn Tennis Club	Replacement of Shade Cloth	\$2,535	Yes
Northam Railways FC	NAIDOC Week Game	\$2,900	No
Spencers Brook Progress Assoc.	Blessing of the Plough	\$1,000	Yes
Northam Regional Gym	Gym Flooring	\$3,770	Yes
Northam & Districts Gun Club	Avon Valley Trap Carnival	\$750	Yes
Nathan Collins	Athlete travel subsidy	\$500	No
Northam Golf Club	Kennedy Cup	\$550	No
Northam Golf Club	Avon Valley Ladies Golf Championships	\$750	No
TOTAL		\$34,230	

RECOMMENDATION

That Council accept the update of the Quick Response Grant applications as provided.

12. URGENT BUSINESS APPROVED BY DECISION

Nil.

13. DATE OF NEXT MEETING

To be confirmed.

14. DECLARATION OF CLOSURE