



Shire of Northam  
*Heritage, Commerce and Lifestyle*

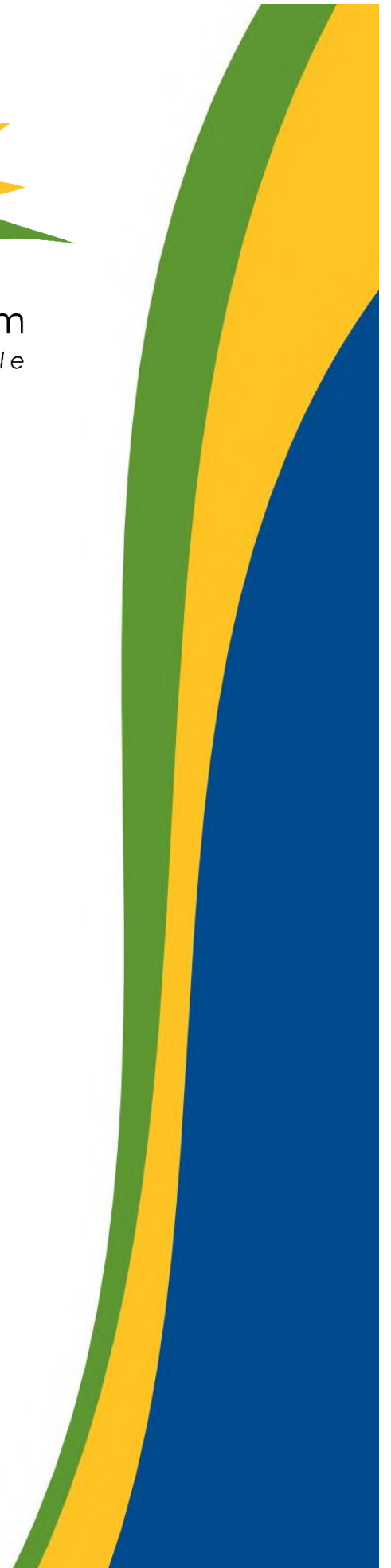
## **Shire of Northam**

### **Minutes**

### **Local Business Support**

### **Committee Meeting**

**3 September 2020**



## DISCLAIMER

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

In certain circumstances members of the public are not entitled to inspect material, which in the opinion of the Chief Executive Officer is confidential, and relates to a meeting or a part of a meeting that is likely to be closed to members of the public.

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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

The Shire President Cr Chris Antonio declared the meeting open at 4.03pm.

## 2. ATTENDANCE

### Committee:

Shire President

Deputy Shire President

C R Antonio

J E G Williams

### Staff:

Community Development Officer

Chief Executive Officer

Acting Executive Assistant

Community Services Admin

M Blackhurst

J Whiteaker

N Vinicombe

J Budas

### 3.1 APOLOGIES

Councillor

Councillor

M P Ryan

A J Mencshelyi

### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3.3 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
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Cr C R Antonio	Impartiality	Applicants 49, 50, 51, 52 and 54 are known to Cr Antonio

#### 4. CONFIRMATION OF MINUTES

##### 4.1 COMMITTEE MEETING HELD 17 AUGUST 2020

###### COMMITTEE DECISION/RECOMMENDATION

**Minute No: LBSC.60**

**Moved: Cr Williams**

**Seconded: Cr Antonio**

**That the minutes of the Local Business Support Committee meeting held on 17 August 2020 be confirmed as a true and correct record of that meeting.**

**CARRIED 2/0**

## 5. COMMITTEE REPORTS

Cr C R Antonio declared an impartiality interest in 5.1 – LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS as applicants 49, 50, 51, 52 and 54 are known to Cr Antonio.

### 5.1 LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	1.1.9.16
<b>Reporting Officer:</b>	Michelle Blackhurst, Community Development Officer
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For the committee to assess and make a determination on grant applications received as part of the Local Business Support Grant Scheme.

#### ATTACHMENTS

Attachment 1: Business Grants Spreadsheet

The Grant Assessment Summary has been provided as a separate confidential attachment to this agenda.

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#### A. BACKGROUND / DETAILS

The Business Support Grant Scheme Guidelines guide the application process and evaluation of the Business Support Grants.

Applications opened on Monday, 27 April 2020 and will remain open until further notice.

The Shire of Northam Business Support Committee has assessed 47 applications to date and of these 36 have been approved at a value of \$112,057.

The following applications have now been received and are being presented for assessment:

Applicant	Funding stream	Project	Amount requested
Application 48 Autopro Northam *Resubmission*	Up to \$5,000 for increasing business opportunity and sustainability	"Activity book" marketing multiple local businesses  Total Project cost \$4,999.60	\$5,000
Application 49 Boulevard Fine Jewellery	Up to \$5,000 for increasing business opportunity and sustainability	Purchase jewellery welder  Total Project cost \$10,961.39	\$5,000
Application 50 Christine Dunkerton Loan Market	Up to \$5,000 for increasing business opportunity and sustainability	Purchase laptop, portable printer, software  Total Project cost \$3,612.97	\$3,612.97
Application 51 Northam Sports Power	Up to \$5,000 for increasing business opportunity and sustainability	Purchase vinyl imprint machine  Total Project cost \$6,484.50	\$5,000
Application 52 Peter Byfield	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for increasing in online and e-commerce activities.	Update current website and purchase new laptop  Total Project cost \$2,527.58	\$2,000
Application 53 Studio Luxe Brows & Beauty	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System and laptop  Total Project cost \$2,497.58	\$2,497.58
Application 54 The Engagement Academy	Up to \$5,000 for increasing business opportunity and sustainability	Design for online course building  Total Project cost \$5,250	\$5,000

## B. CONSIDERATIONS

### B.1 Strategic Community / Corporate Business Plan

Theme Area: Economic Growth.

Outcome 1.1: The Shire of Northam is an attractive investment destination for a variety of economic sectors.



Outcome 1.2: Local businesses are valued and supported by investors and residents within the Shire of Northam.

**B.2 Financial / Resource Implications**

Council has allocated a budget of \$250,000 to fund the Business Support Grant Scheme. The officer recommendation is to support \$16,045 in grant funding.

**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	Nil.		
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

**C. OFFICER'S COMMENT**

A summary of the applications with officer's comments is included as a separate confidential attachment.

The Business Grant Spreadsheet (Attachment 1) provides a summary of grant applications received so far, including project summary, grant amount requested and grant amount received, and is included for background information on the Business Grants Scheme operation so far.

Officers have assessed the current round of applications and have submitted the following recommendations for each of the 7 applications.



Application 48

Applicant	Funding stream	Project	Amount requested
Autopro Northam *Resubmission*	Up to \$5,000 for increasing business opportunity and sustainability	"Activity book" marketing multiple local businesses	\$5,000

**COMMITTEE DECISION/RECOMMENDATION**

**Minute No: LBSC.61**

**Moved: Cr Williams**

**Seconded: Cr Antonio**

**That the Local Business Support Committee does not approve a grant to the business 'Autopro Northam'.**

**CARRIED 2/0**

Application 49

Applicant	Funding stream	Project	Amount requested
Boulevard Fine Jewellery	Up to \$5,000 for increasing business opportunity and sustainability	Purchase jewellery welder	\$5,000.00

**COMMITTEE DECISION/RECOMMENDATION**

**Minute No: LBSC.62**

**Moved: Cr Williams**

**Seconded: Cr Antonio**

**That the Local Business Support Committee approve a grant of \$5,000 (excluding GST) to the business 'Boulevard Fine Jewellery' for the purchase of a jewellery welder.**

**CARRIED 2/0**

Application 50

Applicant	Funding stream	Project	Amount requested
Christine Dunkerton Loan Market	Up to \$5,000 for increasing business opportunity and sustainability	Purchase laptop, portable printer, software	\$3,612.97

**RECOMMENDATION**

**That the Local Business Support Committee provide a grant of \$1800 (excluding GST) to the business 'Christine Dunkerton Loan Market' for the purchase of a laptop, portable printer and software.**

**COMMITTEE DECISION**

**Minute No: LBSC.63**

**Moved: Cr Williams**

**Seconded: Cr Antonio**

**That the Local Business Support Committee does not provide a grant to the business 'Christine Dunkerton Loan Market'.**

**CARRIED 2/0**

**REASON FOR REJECTION OF OFFICER'S RECOMMENDATION:**

The Committee did not support the officer's recommendation as the applicant's mobile business largely serves customers external to the Shire of Northam, therefore will not provide a satisfactory economic contribution to the Shire of Northam.



Application 51

Applicant	Funding stream	Project	Amount requested
Northam Sports Power	Up to \$5,000 for increasing business opportunity and sustainability	Purchase vinyl imprint machine	\$5,000

**COMMITTEE DECISION/RECOMMENDATION**

**Minute No: LBSC.64**

**Moved: Cr Williams**

**Seconded: Cr Antonio**

**That the Local Business Support Committee approve a grant of \$5,000 (excluding GST) to the business 'Northam Sports Power' for the purchase of a vinyl imprint machine.**

**CARRIED 2/0**

Application 52

Applicant	Funding stream	Project	Amount requested
Peter Byfield	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for increasing in online and e-commerce activities.	Refresh current website and purchase new laptop	\$2,000

**COMMITTEE DECISION/RECOMMENDATION**

**Minute No: LBSC.65**

**Moved: Cr Williams**

**Seconded: Cr Antonio**

**That the Local Business Support Committee does not approve a grant to the business 'Peter Byfield'.**

**CARRIED 2/0**

**COMMENT:**

Officers will provide feedback to the applicant that the applicant may resubmit the application, but the resubmission must provide more detail.

Application 53

Applicant	Funding stream	Project	Amount requested
Studio Luxe Brows & Beauty	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System and laptop	\$2,497.58

**COMMITTEE DECISION/RECOMMENDATION**

**Minute No: LBSC.66**

**Moved: Cr Williams**

**Seconded: Cr Antonio**

**That the Local Business Support Committee provide a grant of \$1745 (excluding GST) to the business 'Studio Luxe Brows & Beauty' for the purchase of a laptop and 50% of the total cost of a POS System.**

**CARRIED 2/0**

Application 54

Applicant	Funding stream	Project	Amount requested
The Engagement Academy	Up to \$5,000 for increasing business opportunity and sustainability	Design for online course building	\$5,000.00

**COMMITTEE DECISION/RECOMMENDATION**

**Minute No: LBSC.67**

**Moved: Cr Antonio**

**Seconded: Cr Williams**

**That the Local Business Support Committee provide a grant of \$2,500 (excluding GST) to the business 'The Engagement Academy' for online course building design.**

**CARRIED 2/1  
 CASTING VOTE**

### Attachment 1 – Business Grants Spreadsheet

SKA	CR	ORGANISATION	FUNDING STREAM \$	PROJECT	AMOUNT REQUESTED	APPROVED \$	GST?	TOTAL
A1	D286	2 Days Café	Up to \$1,000 for financial planning advice	Financial Assistance with Legal advice with negotiating with landlord and lease	\$1,000.00	\$320.00	\$32.00	\$352.00
A2	F173	Farm Life Fitness	Up to \$5,000 for increasing business opportunity and sustainability	Development of website to run online fitness program	\$2,814.90	\$2,120.00	\$0.00	\$2,120.00
A3	H272	Happy Days Coffee Pot	Up to \$1,000 for financial planning advice	Financial Assistance with Legal advice with negotiating with landlord and lease	\$1,000.00	\$400.00	\$40.00	\$440.00
A4	M416	Mind your Money (formerly Specialised Office Services)	Up to \$2,000 for individual businesses for investing in online and e-commerce activities	Develop a website with bookings functionality	\$2,000.00	\$980.00	\$98.00	\$1,078.00
A5	M89	Morris Pest and Weed Control	Up to \$5,000 for increasing business opportunity and sustainability	Re-establish website and training cost to offer a new employment opportunity	\$3,800.00	\$2,900.00	\$290.00	\$3,190.00
A6	N190	Northam Autos (t/as Northam Holden, Mazda & Suzuki)	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchase diagnostic equipment that will assist with the other brands of vehicles	\$7,989.00	\$4,000.00	\$0.00	\$4,000.00
A7	P327	Professionals Avon Valley	Up to \$2,000 for training and professional development	Train receptionist to become a property manager	\$510.00	\$510.00	\$0.00	\$510.00
A8		Spectrum Celebrations	Up to \$2,000 for training and professional development	Increase advertising in the local area	\$1,800.00	\$0.00	\$0.00	\$0.00

A9	C11	Caddis Fashions Sportfirst Northam	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities.	Purchase of photography and display equipment to improve online shopping experience	\$2,000.00	\$920.00	\$0.00	\$920.00
A10	R188	Riverside Hotel	up to \$5,000 for increasing business opportunity and sustainability	Development of website, new signage and radio advertising	\$5,000.00	\$1,920.00	\$192.00	\$2,112.00
					<b>\$14,070.00</b>			
A11	R589	Angie Roe Photography	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	New computer	\$5,339.00	\$0.00	\$0.00	\$0.00
A12		Eley Hooper Skin Therapist	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of stock for business and advertising of business	\$5,000.00	\$0.00	\$0.00	\$0.00
A13	E61	Everlastings on Fitzgerald	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities.	Website and professional photography service	\$2,000.00	\$2,000.00	\$200.00	\$2,200.00
A14	G207	Grass Valley Tavern	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Completion of works stipulated for health and safety compliance to operate business	\$10,000.00	\$0.00	\$0.00	\$0.00
A15	J111	JLo Designs	Up to \$2,000 for training and professional development	Website development training to diversify business	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
A16	N51	Northam Caravan Park	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities.	Refresh current website with new images and improve search engine optimism	\$2,000.00	\$0.00	\$0.00	\$0.00

A17	R73	Route 94 Bakers Hill	Up to \$5,000 for increasing business opportunity and sustainability	Logos and branding, new website and industry specific equipment	\$5,000.00	\$5,000.00	\$500.00	\$5,500.00
					<b>\$9,000.00</b>			
A18	R589	**RESUBMISSION ** Angie Roe Photography	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects,	New computer	\$5,339.00	\$2,400.00	\$0.00	\$2,400.00
A19		Dokta Daycare and Vacation Care	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of equipment	\$5,000.00	\$0.00	\$0.00	\$0.00
A20	J89	J&A Building/Shed Boss	Up to \$5,000 for increasing business opportunity and sustainability	Signage to increase street presence of business	\$5,000.00	\$2,630.00	\$263.00	\$2,893.00
					<b>\$5,030.00</b>			
A21	A151	Autopro Northam	Up to \$5,000 for increasing business opportunity and sustainability	"activity book" containing business information, parks/playground equipment in the area, activity sheets for children	\$5,000.00	\$0.00	\$0.00	\$0.00
A22	B13	Bakers Hill Rural Supplies & Hardware	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	To build under-cover storage for stock	\$10,000.00	\$10,000.00	\$1,000.00	\$11,000.00
A23		Bakers Hill Pie Shop	Up to \$5,000 for increasing business opportunity and sustainability	Purchase a commercial dishwasher	\$5,000.00	\$4,410.00		
A24	C436	Confetti & Co.	Up to \$2,000 for individual business or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Refresh current website and strategic planning	\$2,000.00	\$1,400.00	\$140.00	\$1,540.00
A25		**RESUBMISSION ** Dokta Daycare and Vacation Care	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of equipment to open day care to babies and toddlers	\$5,000.00	\$2,000.00		

<b>A26</b>	H276	**RESUBMISSION ** Eley Hooper Skin Therapist	Up to \$5,000 for increasing business opportunity and	Purchase of advanced training and	\$5,000.00	\$2,598.00	\$0.00	\$2,598.00
<b>A27</b>	F175	Fox and Hen Handmade Crafts	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities.	Website creation for online presence	\$1,862.00	\$1,862.00	\$0.00	\$1,862.00
<b>A28</b>	R28	In Balance Physiotherapy and Fitness	Up to \$5,000 for increasing business opportunity and sustainability	Software upgrade to enable business diversification	\$5,000.00	\$5,000.00	\$500.00	\$5,500.00
<b>A29</b>	N51	Northam Caravan Park	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities.	Refresh current website with new images and improve search engine optimism	\$2,000.00	\$1,945.00	\$0.00	\$1,945.00
<b>A30</b>	Q10	Quin's Gourmet Butchers	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of Laptop to be used for instant messaging, accessing emails at the shop and staff training	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
					<b>\$30,715.00</b>			
<b>A31</b>	A511	Avon Valley Creators Collective	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System	\$5,000.00	\$1,480.00	\$0.00	\$1,480.00
<b>A32</b>	C179	Café Yasou	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System - initial purchase cost, staff training	\$5,000.00	\$2,426.00	\$242.60	\$2,668.60
<b>A33</b>		Northam Optical	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchase equipment to diagnose optic nerve disorders	\$10,000.00	\$10,000.00		
<b>A34</b>	N125	Northam Travel and Cruise	Up to \$5,000 for increasing business opportunity and sustainability	Revamp website, include new addition of Tour finder and cruise booking engine	\$5,000.00	\$1,454.00		



A35		**RESUBMISSION ** Spectrum Celeb	Up to \$2,000 for training and professional development	Increase advertising in the local area	\$1,800.00	\$1,712.00	\$0.00	\$1,712.00
A36	S535	Summer Creek Restaurant and Bre	Up to \$5,000 for increasing business opportunity and sustainability	Small bottling plant for offsite sales/door sales	\$5,000.00	\$0.00		
						<b>\$17,072.00</b>		
A37		Avon a Ride	Up to \$5,000 for increasing business opportunity and sustainability	Advertising	\$2,000.00	\$0.00		
A38		Laura's Wine Bar	Up to \$5,000 for increasing business opportunity and sustainability	Purchasing TV to mount on wall, and blinds	\$5,000.00	\$2,000.00		
A39		The Yoga Lounge Northam	Up to \$5,000 for increasing business opportunity and sustainability	Purchase website and upgrade building signage	\$5,000.00	\$3,220.00	\$322.00	\$3,542.00
A36	S535	Summer Creek Restaurant and Bre	Up to \$5,000 for increasing business opportunity and sustainability	Small bottling plant for offsite sales/door sales	\$5,000.00	\$5,000.00		
						<b>\$10,220.00</b>		
A40		Better Health Support	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Purchase of website	\$2,000.00	\$1,950.00		
A41		Beyond Cabinets & Renovations	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Build factory new workshop include showroom and offices	\$10,000.00	\$10,000.00		
A42		Jobs for Mark	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Develop of website	\$2,000.00	\$2,000.00		
A43		Northam Church of Christ	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Hold 2 workshops and purchase laser projectors	\$4,050.00	\$0.00		

A44	Northam Race Club	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchase event venue equipment	\$7,185.20	\$0.00		
A45	Physio-Chi - Jenny Lucy Physiotherapist	Up to \$5,000 for increasing business opportunity and sustainability	Upgrade current website	\$5,000.00	\$2,000.00		
A46	Whittington Electrical Contracting	Up to \$5,000 for increasing business opportunity and sustainability	Purchase I mac system	\$2,799.00	\$0.00		
A47	Way Signs	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchasing new equipment	\$10,000.00	\$10,000.00		
				<b>\$25,950.00</b>			
A48	** RESUBMISSION** Autopro Northam	Up to \$5,000 for increasing business opportunity and sustainability	"activity book" containing business information, parks/playground equipment in the area, activity sheets for children	\$5,000.00			
A49	Boulevard Fine Jewellery	Up to \$5,000 for increasing business opportunity and sustainability	Purchase new equipment	\$5,000.00			
A50	Christine Dunkerton	Up to \$5,000 for increasing business opportunity and sustainability	Purchase laptop, portable printer, software	\$3,612.97			
	Northam Sports Power	Up to \$5,000 for increasing business opportunity and sustainability	Purchase equipment to diversify business	\$5,000.00			
A51	Peter Byfield	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for increasing in online and e-commerce activities.	Purchase upto date website and laptop	\$2,000.00			

<b>A52</b>	Studio Luxe Brows & Beauty	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System and laptop	\$2,497.58			
<b>A53</b>	The Engagement Academy	Up to \$5,000 for increasing business opportunity and sustainability	Specialised support in online course building	\$5,000.00			
					\$0.00		

\$112,057.00



**6. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**7. DATE OF NEXT MEETING**

To be confirmed.

**8. DECLARATION OF CLOSURE**

There being no further business, the Shire President Cr Chris Antonio declared the meeting closed at 4.28pm.

"I certify that the Minutes of the Local Business Support Committee held on 3 September 2020 have been confirmed as a true and correct record."

  
\_\_\_\_\_ President

17/9/2020 Date

