



Shire of Northam  
*Heritage, Commerce and Lifestyle*

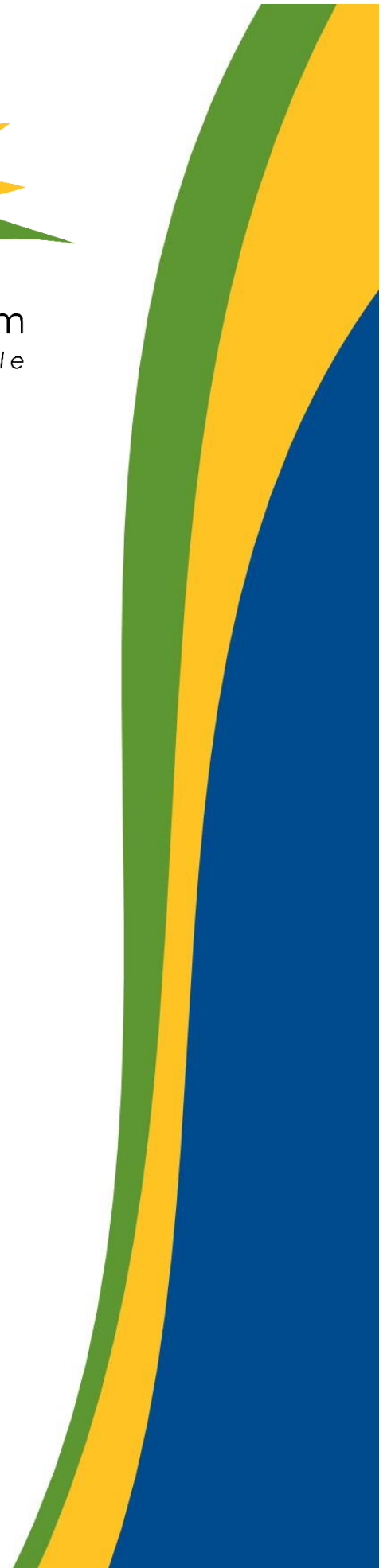
## **Shire of Northam**

### **Agenda**

### **Local Business Support**

### **Committee Meeting**

**1 May 2020**



**NOTICE PAPER**

**Local Business Support Committee Meeting**

**1 May 2020**

Committee Members

I inform you that Local Business Support Committee meeting will be held by electronic means on 1 May 2020 at 3:00pm.

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 Local Business Support Grant Scheme.

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

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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. ELECTION OF PRESIDING MEMBER

In accordance with section 5.12 of the Local Government Act 1995. The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1.

The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2.

Should the presiding member not be available or is unable or unwilling to perform the functions of presiding member, then the deputy presiding member, if any, may perform the functions of presiding member.

## 3. ATTENDANCE

### Committee:

Shire President

C R Antonio

Deputy Shire President

J E G Williams

Northam Chamber of Commerce President

M P Ryan

Chief Executive Officer

J B Whiteaker

Byfields Accountants

S Northey

### Staff:

Community Development Officer

M Blackhurst

### 2.1 APOLOGIES

Nil.

### 2.2 APPROVED LEAVE OF ABSENCE

Nil.

## 4. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest

## **5. CONFIRMATION OF MINUTES**

Nil.

## 6. COMMITTEE REPORTS

### 6.1 APPOINTMENT OF COMMITTEE MEMBER AND TERMS OF REFERENCE

<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>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For the committee to:

- Appoint Mr Simon Northey from Byfields Accountants as a member of the Local Business Support Committee; and
- Note the terms of reference for the Local Business Support Committee.

#### ATTACHMENTS

Nil.

#### A. BACKGROUND / DETAILS

Council established the Local Business Support Committee at its Ordinary Council Meeting held on 15 April 2020. Council appointed the following as its members:

- Shire of Northam President;
- Chief Executive Officer of the Shire of Northam;
- Deputy Shire of Northam President;
- President of the Chamber of Commerce & Industry; and
- A local accounting firm.

Council established the purpose of the Committee to oversee and make determinations on all matters associated with the Local Business Support Grant Scheme and delegated authority to the Committee to undertake the following:

- a. Receive and assess grant applications; and
- b. Make a final determination on all grant applications received.

## 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

Nil.

### 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

Mr Simon Northey has advised that he is interested to be a member of this committee and it is therefore recommended that the committee endorse his appointment.



**RECOMMENDATION**

**That the committee appoint Mr Simon Northey from Byfields Accountants as a member of the Local Business Support Committee.**

**RECOMMENDATION**

**That the committee note the terms of reference as provided in Attachment 1.**

## Attachment 1

### Local Business Support Committee Terms of Reference

#### TERMS OF REFERENCE SHIRE OF NORTHAM LOCAL BUSINESS SUPPORT COMMITTEE

##### 1. Purpose of the Shire of Northam Local Business Support Committee

The purpose of the Local Business Support Committee is to oversee and make determinations on all matters associated with the Local Business Support Grant Scheme.

##### 2. Powers of the Local Business Support Committee

The Local Business Support Committee is a formally appointed committee of Council and is responsible to that body. The Local Business Support Committee is 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.

##### 3. Membership

Voting members:

- a) Shire of Northam President;
- b) Shire of Northam Deputy President;
- c) Shire of Northam Chief Executive Officer;
- d) Northam Chamber of Commerce President; and
- e) Representative from Byfields Accountants.

##### 4. Meetings

Meetings will be convened as required.

##### 5. Reporting

Minutes and decisions of each Local Business Support Committee meeting shall be presented to the next Ordinary Meeting of the Council.

##### 6. Duties and Responsibilities

- a) Receive and assess grant applications for the Local Business Support Grant Scheme; and
- b) Make a final determination on all grant applications received as part of the Local Business Support Grant Scheme.

## 6.2 GRANT GUIDELINES - LOCAL BUSINESS SUPPORT GRANT SCHEME

<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>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

### BRIEF

For the committee to consider adopting the grant guidelines for the Local Business Support Grant Scheme.

### ATTACHMENTS

Attachment 1: Grant Guidelines.

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### A. BACKGROUND / DETAILS

The Shire of Northam has endorsed the establishment of the Small Business Support Grant Scheme. The scheme has been advertised/promoted, based on broad guidelines established by Council.

### 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.

#### 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	Council does not support the business community during times of need.	Medium (3) x Possible (3) = Moderate (9)	Formal approval and implementation of grant guidelines by Committee.
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

### C. OFFICER'S COMMENT

Staff have developed grant guidelines to articulate the process of submitting, assessing and awarding an application for funding through the Business Support Grant Scheme. The grant guidelines to articulate the process of submitting, assessing and awarding an application for funding through the Business Support Grant Scheme. The grant guidelines will be available to each applicant as the key informing document for the Business Support Grant Scheme.

#### RECOMMENDATION

**That the committee endorse the grant guidelines for the Local Business Support Grant Scheme as provided in Attachment 1.**

## Attachment 1

# Shire of Northam Business Support Grant Scheme



READY FOR  
BUSINESS

### PROGRAM OVERVIEW

As part of our economic support package for Northam businesses, the Shire of Northam is offering \$250,000 in grants for small to medium sized businesses and non-profit organisations to invest in online and e-commerce capabilities, take part in training and professional development to position themselves for future opportunities, and undertake capital works.

The **Business Support Grant Scheme** for business and non-profit organisations include:

- Up to \$1,000 for financial planning advice.
- Up to \$2,000 for training and professional development.
- Up to \$2,000 for individual businesses and up to \$10,000 for collaborative solutions, for investing in online and e-commerce activities.
- Up to \$5,000 for increasing business opportunity and sustainability.
- Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions.

COVID-19 is testing us all – and part of our response must be to innovate. These new grants could be used to undertake online learning and webinars, purchase hardware and software, develop websites and e-commerce, or boost digital marketing.

### GUIDELINES

#### Objectives

The **Business Support Grant Scheme** will provide financial assistance to eligible businesses affected by COVID-19. Four programs are available to support businesses to:

1. Invest in capital works during this challenging time and position their business to strongly benefit from the economic recovery when it happens.
2. Develop their online and e-commerce capabilities;
3. Undertake training and professional development to better prepare for return to business activities.
4. Seek financial planning advice to position their business for successful economic recovery.

#### What We Fund

Program	What we fund	Funding available
<b>Business Financial Planning grants</b>	<p>Costs associated with seeking financial planning advice to position the business for a successful economic recovery.</p> <p>Please note that retrospective financial planning advice is not eligible. Applicant must not have sought financial advice from a Northam accounting or financial planning firm within the last 6 weeks.</p> <p>Use of local suppliers from within the Shire of Northam will be favourably considered.</p>	Up to \$1,000 (excluding GST).

## Shire of Northam Business Support Grant Scheme

**READY FOR  
BUSINESS**

<p><b>Online and e-commerce grants</b></p>	<p>Costs associated with online and e-commerce activities, including the purchase of hardware, software and services in any of the following areas:</p> <ul style="list-style-type: none"> <li>• Website design and development;</li> <li>• E-commerce platforms (selling online and receiving payments);</li> <li>• Online content development (web pages, mobile apps, audio and visual media);</li> <li>• Digital marketing and promotion;</li> <li>• Mentoring and training in online and e-commerce activities.</li> </ul> <p>Use of local suppliers from within the Shire of Northam will be favourably considered.</p>	<p>Up to \$2,000 (excluding GST) for individual businesses.</p> <p>Up to \$10,000 (excluding GST) is available for collaborative solutions where 2 or more businesses are working together.</p>
<p><b>Training and professional development</b></p>	<p>Costs associated with increasing and enhancing worker capability to better prepare for return to business activities. Suitable professional development activities can include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Online learning, webinars;</li> <li>• Attendance at training courses, seminars, workshops, forums or conferences; in-house courses delivered by an external provider or other training.</li> </ul> <p>Use of local suppliers from within the Shire of Northam will be favourably considered.</p>	<p>Up to \$2,000 (excluding GST).</p>
<p><b>Increasing business opportunity and sustainability</b></p>	<p>Costs associated with increasing the capacity of the business to seek and attain tenders and contracts for sustainable business growth. Suitable activities can include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• External administrative support to prepare and submit tenders;</li> <li>• External support to seek opportunities for business growth.</li> </ul> <p>Use of local suppliers from within the Shire of Northam will be favourably considered.</p>	<p>Up to \$5,000 (excluding GST) on a matching dollar for dollar basis.</p>
<p><b>Capital works grants</b></p>	<p>Costs associated with capital works (in partnership with property Landlord) used to produce income, including in any of the following areas:</p> <ul style="list-style-type: none"> <li>• Equipment, including major catering, processing and production equipment;</li> <li>• Business fittings, including retail, wholesale, and hospitality shop fittings; physical alterations, including remodelling of premises;</li> <li>• IT and software;</li> </ul> <p>Use of local suppliers from within the Shire of Northam will be favourably considered.</p>	<p>Up to \$10,000 (excluding GST) on a matching dollar for dollar basis.</p>

# Shire of Northam Business Support Grant Scheme

READY FOR  
BUSINESS

## Eligibility

To be eligible for funding applicants must:

- Have an Australian Business Number (ABN);
- Be classified as a small to medium business (large businesses will be considered based on the combined positive net effect on small to medium businesses);
- Be located within the Shire of Northam municipality; and
- Demonstrate how the grant will help support business in response to the impact of COVID-19.

Applicants that will be procuring from local suppliers in the Shire of Northam for their proposal will be favourably considered. It is expected the proposed activity will be completed by 31 December 2020 and preference will be given to those that can be completed in shorter time frame.

## General Ineligibility

The program will not support:

- Businesses located outside the Shire of Northam municipality.
- Organisations that are political or that have a political purpose, government departments of agencies, foundations or grant making bodies, or have a primary focus on fundraising.
- Organisations that have an outstanding debt to the Shire of Northam or that have failed to comply with the terms and conditions of any previous funding agreement with Shire of Northam.
- Retrospective funding.
- Current Shire of Northam employees, immediate families and their contractors.

In addition, canvassing or lobbying of Councillors or employees of the Shire of Northam in relation to any grant application is prohibited during the application process. The Shire of Northam reserves the right to reject any application that is ineligible or does not meet the eligibility criteria.

## APPLICATION PROCESS

### Key dates

- Applications open – 27 April 2020, 9.00am.
- Assessment - applications will be assessed on an ongoing basis and we will endeavour to process your application and provide you with a response in writing with a turnaround of 10 working days.

### How to apply

1. Complete and submit the online **Business Support Grant Scheme** application form via the Shire of Northam website. Submit one application only.
2. On submission, you will receive a submission acknowledgement receipt.

## Shire of Northam Business Support Grant Scheme

READY FOR  
**BUSINESS**

Applications are kept confidential and the application details will not be disclosed to any person outside the application and assessment process, however a short summary of the application activity will be utilised in briefings to Council and the list of successful applicants will be published on the Shire of Northam's website.

The Shire of Northam reserves the right to request further information in considering any application.

### **ASSESSMENT**

Applications are assessed by a Committee of Council with delegated authority to make determinations on grants.

The Committee will include:

- Shire President
- Chief Executive Officer
- Deputy Shire President
- President of Chamber of Commerce
- Representative of local account firm

All funding decisions are final.

### **Assessment Criteria**

Applications will be assessed on the demonstration of an identified business need resulting from the impact of COVID-19 and the anticipated outcomes in response to the identified need.

Applicants that will be procuring from local suppliers in the Shire of Northam for their proposal will be favourably considered.

Applicants must have an Australian Business Number (ABN), be classified as a small to medium business (large businesses will be considered based on the combined positive net effect on small to medium businesses) and be located within the Shire of Northam municipality.

### **Notification of Application Outcome**

Applications will be assessed on an ongoing basis and we will endeavour to process your application and provide you with a response in writing with a turnaround of 10 working days.

### **Terms and Conditions for Successful Applicants**

Successful applicants are required to comply with the following terms and conditions:

- Sign a letter of agreement detailing the grant obligations.
- Submit an acquittal report evidencing the invoices and receipts for the funding approved and demonstrate how the grant helped support the business in response to the impact of COVID-19.



# Shire of Northam Business Support Grant Scheme

READY FOR  
BUSINESS

## Funding Agreement

Prior to payment, successful applicants must sign a funding agreement stating:

- Funds will be expended only for the purposes specified in the agreement unless otherwise agreed in writing by the Shire of Northam.
- Funds will be expended by 31 December 2020. The recipient will notify the Shire in writing of any delays to the proposed timeframe.
- The recipient will notify the Shire in writing of any change in scope and the Shire retains the right to refuse/reduce level of financial assistance in that instance.
- Where possible, the recipient will acknowledge the support of the Shire. This could be via media release or social media posts.
- Any additional special terms and conditions.

## WANT TO KNOW MORE?

If you would like further information about these guidelines, or require assistance in filling in the application, please contact the Shire of Northam's Community Development Officer Michelle Blackhurst on 6608 0233 or [cdo@northam.wa.gov.au](mailto:cdo@northam.wa.gov.au).

### 6.3 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>	Nil
<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 a grant application received as part of the Local Business Support Grant Scheme.

#### ATTACHMENTS

Applications have been provided as a separate confidential attachment to this agenda/minutes.

#### A. BACKGROUND / DETAILS

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

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

Shire of Northam has received one application for assessment by the Committee. The following application was received:

Applicant	Mind Your Money
Funding stream	Up to \$2,000 for investing in online and e-commerce activities.
Amount requested	\$2,000
Project	Development of a website for an online business.

## 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.

### 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

The application has been assessed against the Business Support Grant Scheme Guidelines eligibility criteria and it meets eligibility.

Applicant is a relatively new rebranded business and as such cannot demonstrate impact of COVID-19 on the business. Quotes provided total \$1,700 (inc).

**RECOMMENDATION**

**That the committee does not approve a grant to the business 'Mind Your Money' for the development of a business website as the business has not been impacted by COVID-19.**

**7. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**8. DATE OF NEXT MEETING**

To be confirmed.

**9. DECLARATION OF CLOSURE**