



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Minutes**

### **Local Business Support**

### **Committee Meeting**

**17 August 2020**

UNCONFIRMED

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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.

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## 1. DECLARATION OF OPENING

The Shire President Cr Chris Antonio declared the meeting open at 5.15pm.

## 2. ATTENDANCE

### Committee:

Shire President

Deputy Shire President

Councillor

C R Antonio

J E G Williams

A J Mencshelyi

### Staff:

Community Development Officer

Communist Development Officer

Chief Executive Officer

M Blackhurst

J Budas

J Whiteaker

### 3.1 APOLOGIES

Nil.

### 3.2 APPROVED LEAVE OF ABSENCE

Leave of absence has been approved for Councillor Ryan, from 17 August 2020 to 21 August 2020 (inclusive).

### 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 APPLICATIONS	5.1	Cr C R Antonio	Impartiality	Cr Antonio knows Applicants 40, 41, 42, 44, and 47
LOCAL BUSINESS SUPPORT GRANT APPLICATIONS	5.1	Cr A J Mencshelyi	Impartiality	Applicant 46 is a contractor for Cr Mencshelyi, and Applicant 47 is known to Cr Mencshelyi
LOCAL BUSINESS SUPPORT GRANT APPLICATIONS	5.1	Ms M Blackhurst	Impartiality	Applicant 46 is known to Ms Blackhurst

#### 4. CONFIRMATION OF MINUTES

##### 4.1 COMMITTEE MEETING HELD 27 JULY 2020

**RECOMMENDATION/COMMITTEE DECISION**

**Minute No: LBSC.51**

**Moved: Cr Mencshelyi**  
**Seconded: Cr Williams**

**That the minutes of the Local Business Support Committee meeting held on 27 July 2020 be confirmed as a true and correct record of that meeting.**

**CARRIED 3/0**

## 5. COMMITTEE REPORTS

Cr C R Antonio declared an impartiality interest in 5.1 – LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS as applicants 40, 41, 42, 44 and 47 are known to Cr Antonio.

Cr A J Mencshelyi declared an impartiality interest in 5.1 – LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS as Applicant 46 is a contractor for Cr Mencshelyi, and Applicant 47 is known to Cr Mencshelyi.

Ms M Blackhurst declared an impartiality interest in 5.1 – LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS as Applicant 46 is known to Ms Blackhurst.

### 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 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 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 39 applications to date and of these 31 have been approved at a value of \$86,107.

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

Applicant	Funding stream	Project	Amount requested
Application 40 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  Total project cost: \$1,950	\$2,000
Application 41 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  Total project cost: \$539,355	\$10,000
Application 42 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 Website  Total project cost: \$2,600	\$2,000
Application 43 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  Total project cost: \$5,648	\$4,050
Application 44 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  Total project cost: \$10,659	\$7,185.20
Application 45 Physio-Chi Jenny Lucy Physiotherapy	Up to \$5,000 for increasing business opportunity and sustainability	Upgrade current website  Total project cost: \$4,895	\$5,000

Application 46 Whittington Electrical Contracting <b>(assessed by Ross Rayson)</b>	Up to \$5,000 for increasing business opportunity and sustainability	Purchase new Imac System  Total project cost: \$2,799	\$2,799
Application 47 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  Total project cost: \$40,913	\$10,000

## 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 \$12,950 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 Confidential Attachment 5.1.1.

Application 40

Applicant	Funding stream	Project	Amount requested
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	\$2000

**RECOMMENDATION/COMMITTEE DECISION**

**Minute No: LBSC.52**

**Moved: Cr Mencshelyi  
 Seconded: Cr Williams**

**That the Local Business Support Committee approve a grant of \$1,950 to the business 'Better Health Support'.**

**CARRIED 3/0**

Clarification was sought regarding the normal funding provided to applicants seeking website purchases, and a description of the COVID-related loss-of-income impacts. The Community Development Officer advised that website upgrade projects are normally funded up to 50% of the total cost, however new website purchases providing companies with a new online presence are typically provided with more than 50% of the total cost. The Community Development Officer advised that information relating to COVID impacts had been sufficiently provided by the applicant.

Application 41

Applicant	Funding stream	Project	Amount requested
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

**RECOMMENDATION**

**That the Local Business Support Committee do not approve a grant to the business 'Beyond Cabinets & Renovations'.**

**COMMITTEE DECISION**

**Minute No: LBSC.53**

**Moved: Cr Williams**

**Seconded: Cr Mencshelyi**

**That the Local Business Support Committee approve a grant of \$10,000 to the business 'Beyond Cabinets & Renovations' for the construction of a new workshop including showroom and offices.**

**CARRIED 3/0**

Clarification was sought regarding the reasoning for the officer recommendation. The Community Development Officer advised that although there are no guidelines relating to such projects, it was decided that the requested funding would not affect the applicant's project progress, and the applicant would likely be progressing with the project regardless of whether grant funding was received or not; also diversification of business would not be achieved through the proposed project.

**REASON FOR NOT SUPPORTING OF OFFICER'S RECOMMENDATION:**

The officer's recommendation was not supported, as the committee formed a view that previous similar applications have been supported by the Committee, and that the proposal would result in the growth of the business.

Application 42

Applicant	Funding stream	Project	Amount requested
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 Website	\$2000

**RECOMMENDATION/COMMITTEE DECISION**

**Minute No: LBSC.54**

**Moved: Cr Williams  
 Seconded: Cr Mencshelyi**

**That the Local Business Support Committee approve a grant of \$2,000 to the business 'Jobs for Mark' for the development of a website.**

**CARRIED 3/0**

Application 43

Applicant	Funding stream	Project	Amount requested
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

**RECOMMENDATION/COMMITTEE DECISION**

**Minute No: LBSC.55**

**Moved: Cr Mencshelyi  
 Seconded: Cr Williams**

**That the Local Business Support Committee do not approve a grant to the business 'Northam Church of Christ' and recommend that 'Northam Church of Christ' apply for grant funding under the community grant scheme.**

**CARRIED 3/0**

Clarification was sought regarding further information behind the officer's recommendation, not-for-profit organisations, and the community grant scheme. The Community Development Officer advised that the guidelines do support not-for-profit organisations, however the applicant would not meet an economic outcome or an increase in employment opportunities. The Community Development Officer advised that the applicant could instead apply for a community grant when the community grant funding scheme begins.

Application 44

Applicant	Funding stream	Project	Amount requested
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

**RECOMMENDATION/COMMITTEE DECISION**

**Minute No: LBSC.56**

**Moved: Cr Mencshelyi**

**Seconded: Cr Antonio**

**That the Local Business Support Committee do not approve a grant to the business 'Northam Race Club'.**

**CARRIED 2/1**

Clarification was sought regarding a previous similar application that was also recommended to be unapproved, and the reasoning behind the officer's recommendation. The Community Development Officer advised the applications were similar enough to justify the officer's recommendation for Application 44, and the proposed equipment could be hired locally, which would be more beneficial than purchasing.

Application 45

Applicant	Funding stream	Project	Amount requested
Physio-Chi Jenny Lucy Physiotherapy	Up to \$5,000 for increasing business opportunity and sustainability	Upgrade current website	\$5,000

**RECOMMENDATION/COMMITTEE DECISION**

**Minute No: LBSC.57**

**Moved: Cr Mencshelyi**

**Seconded: Cr Williams**

**That the Local Business Support Committee approve a grant of \$2,000 to the business 'Physio –Chi Jenny Lucy Physiotherapy' to support the development of a website.**

**CARRIED 3/0**

Clarification was sought regarding funding for website applications. The Community Development Officer advised that each website project application has been provided with grant funding of around \$2000 – new website development has typically been provided with the full amount requested, website upgrades have been provided with 50% of the project cost, and this particular application will diversify Applicant 45's business opportunities, justifying the recommended grant funding.

Application 46 (assessed by Ross Rayson)

Applicant	Funding stream	Project	Amount requested
Whittington Electrical Contracting	Up to \$5,000 for increasing business opportunity and sustainability	Purchase new Imac System	\$2,799

**RECOMMENDATION/COMMITTEE DECISION**

**Minute No: LBSC.58**

**Moved: Cr Williams**

**Seconded: Cr Mencshelyi**

**That the Local Business Support Committee do not approve a grant to the business 'Whittington Electrical Contracting' and encourage the applicant to provide further information regarding how the Imac system will diversify business and increase business opportunity and sustainability.**

**CARRIED 3/0**

Application 47

Applicant	Funding stream	Project	Amount requested
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

**RECOMMENDATION**

**That the Local Business Support Committee approve a grant of \$5,000 to the business 'Way Signs' to purchase specialist printing equipment to diversify business.**

**COMMITTEE DECISION**

**Minute No: LBSC.59**

**Moved: Cr Williams**

**Seconded: Cr Mencshelyi**

**That the Local Business Support Committee approve a grant of \$10,000 to the business 'Way Signs' to purchase specialist printing equipment to diversify business.**

**CARRIED 3/0**

Clarification was sought regarding the applicant's original funding request and total project cost. The Community Development Officer advised that \$5,000 was considered a more suitable amount to provide for such a project rather than \$10,000, particularly as the project would not have a high return for the community.

**REASON FOR NOT SUPPORTING OF OFFICER'S RECOMMENDATION:**

The Committee formed a view that the maximum allocation should be made in this instance due to the scale of the proposal and potential economic outcomes.

**6. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**7. DATE OF NEXT MEETING**

To be confirmed – pending applications.

**8. DECLARATION OF CLOSURE**

There being no further business, the Shire President Cr Chris Antonio declared the meeting closed at 6.11pm.

"I certify that the Minutes of the Local Business Support Committee held on 17 August 2020 have been confirmed as a true and correct record."

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

