



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Community Grants Assessment

Committee Meeting

26 August 2020

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1. DECLARATION OF OPENING

The Shire President Cr Chris Antonio declared the meeting open at 4.35pm.

2. ELECTION OF PRESIDING MEMBER

The Executive Manager Community Services called for nominations for the role of Presiding Member.

Cr Antonio nominated himself as Presiding Member of the committee. There was a vote for the nomination, with four councillors voting in favour of the nomination, and no councillors voting against. There being no further nominations forthcoming, the Executive Manager Community Services declared the nomination period closed and Cr Chris Antonio was declared Presiding Member.

3. ATTENDANCE

Committee:

Shire President

Deputy Shire President

Councillor

Councillor

C R Antonio

J E G Williams

C P Della

A J Mencshelyi

Staff:

Community Development Officer

Executive Manager Community Services

Acting Executive Assistant

J Hawkins

R Rayson

N Vinicombe

3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 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.

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 GRANT SCHEME APPLICATION - NORTHAM AGRICULTURAL SOCIETY	6.1	Cr Antonio	Impartiality	Cr Antonio's family members are members of the Northam Agricultural Society
COMMUNITY GRANT SCHEME APPLICATION - NORTHAM AGRICULTURAL SOCIETY	6.1	Cr Williams	Impartiality	Some of the Northam Agricultural Society committee are well known to Cr Williams

5. CONFIRMATION OF MINUTES

Nil.

6. COMMITTEE REPORTS

Cr Antonio declared an impartiality interest in 6.1 – COMMUNITY GRANT SCHEME APPLICATION – NORTHAM AGRICULTURAL SOCIETY as Cr Antonio's family members are members of the Northam Agricultural Society.

Cr Williams declared an impartiality interest in 6.1 – COMMUNITY GRANT SCHEME APPLICATION – NORTHAM AGRICULTURAL SOCIETY as some of the Agricultural Society committee are well known to Cr Williams.

6.1 COMMUNITY GRANT SCHEME APPLICATION - NORTHAM AGRICULTURAL SOCIETY

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	8.2.5.30
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Ross Rayson, 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 a grant application received as part of the Community Grants Scheme.

ATTACHMENTS

Attachment 1 Grant Evaluation Report 2020/2021 Community Grant Application

A. BACKGROUND / DETAILS

The 2020/2021 Community Grants Scheme Guidelines guide the application process and evaluation of the Program and Events and the Sport & Active Recreation Grants.

Applications opened on Monday, 3 August 2020 and will remain open until further notice.

The Shire of Northam Community Grants Assessment Committee has been formed to oversee and make determinations on all matters associated with the Community Grants Scheme.

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

Applicant	Grant Type	Project	Amount requested
Application 1 Northam Agricultural Society	Community Program & Event grant	Northam Farmers Show	\$5,000

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Community Wellbeing

Outcome Facilitate the provision of varied cultural and artistic activities

Outcome Provide a range of quality activities for specific demographics, including seniors and youth

B.2 Financial / Resource Implications

Council has allocated funds in the 2020/21 budget towards community grants for Program/Event initiatives that promote community resilience and recovery in response to the COVID-19 pandemic.

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	COVID-19 risks and social distancing for large gathering.	Minor(2) x Possible(3) = Moderate(6)	COVID-19 Safety Plan to be submitted and approved by the Manager of Health & Environment.
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

B. OFFICER'S COMMENT

A summary of the application with officer's comments is included in the Grant Evaluation Report.

As part of the submitted budget for the event, the Northam Agricultural Society have highlighted expenditure towards hiring of toilets, other hire equipment and advertising for expenditure of grant funds.

Council now has access to the AROC toilet block, which would provide approximately 50% of the additional toilets required.

It is the officer's recommendation that due to the significantly reduced size of the event, a grant of \$3,500.00 be awarded to Northam Agricultural Society on the proviso that all required event applications and COVID-19 Safety Plans are received and meet the necessary requirements.

It should be noted that under the previous community grants programme, the Northam Agricultural Society had been the recipient of a three year rolling grant of \$5,000 p.a. to conduct the Northam Agricultural Show.

Applicant	Grant Type	Project	Amount requested
Application 1 Northam Agricultural Society	Community Program & Event grant	Northam Farmers Show	\$5,000

RECOMMENDATION/COMMITTEE DECISION

Minute No: CGAC.1

Moved: Cr Mencshelyi

Seconded: Cr Della

That the Community Grants Assessment Committee award \$3,500.00 to the Northam Agricultural Society for the purpose of conducting the Northam Farmers Show, subject to all required approvals being received.

CARRIED 4/0

Clarification was sought regarding similarities between the Northam Agricultural Show and the Royal Show, and whether the applicant would be able to meet the Stage 4 COVID-19 pandemic restrictions. The Executive Manager Community Services advised that the Royal Show had been cancelled due to issues concerning large numbers and the presence of eastern state representatives, which would not affect the Northam Agricultural Show, and the meeting of pandemic restrictions is included in the recommendation clause "subject to all required approvals being received".

Clarification was sought regarding the AROC toilet blocks. The Executive Manager Community Services and Community Development Officer advised that the grant funding did not include the hiring of the AROC toilets, which would have to be hired separately by the Society, and disabled toilets are not included within the AROC toilets blocks, therefore these would also need to be hired externally by the Society.

Clarification was sought regarding local procurement of items. The Executive Manager Community Services and Community Development Officer advised that the terms of reference for the community grant applications specified a preference for local procurement where possible, and staff will report on each application's procurement to the committee.

Clarification was sought regarding external sponsoring. The Executive Manager Community Services advised that it was up to the Society how they achieved the rest of the funding required for the show, and the Shire of Northam grant funding would only proceed once all approvals have been received.

Clarification was sought regarding assessment and approval timeframes for the grant applications. The Community Development Officer and Executive

Manager Community Services advised that there was a suggested period of four weeks that applications should be submitted before the proposed event, and applications would be assessed approximately every 4-5 weeks based on applications received, attempting to line Community Grants Assessment Committee meetings up with the Local Business Support Committee Meetings.

Clarification was sought regarding the rejection of applications if they were submitted less than a month before the proposed event. The Executive Manager Community Services advised that staff would not reject late applications, but may recommend against approving them – it would be at the committee's discretion whether to accept the officer's recommendation or not.

Attachment 1 - Grant Evaluation Report 2020/2021 Community Grant Application



Application – 1. Northam Agricultural Society Summary of Application	
Project Summary	Northam Farmers Show The Northam Agricultural Society are unable to provide the annual show as it stands due to COVID-19 risks. However, due to the mental health of the community we have decided to host a fair style event with fireworks to celebrate our Shire.
Project/Event Date	12 September 2020
Applicant	Northam Agricultural Society Inc. Matt Letch
Amount requested	\$5,000
Quotes to support request	Nil. Still obtaining.
Financial Statements	Yes
Detailed Project budget	Total project budget \$13,000. \$5,000 Shire of Northam request \$5,000 Other grants & sponsorship (to be confirmed) \$2,500 Application Cash \$500 Donations
Assessment Criteria	

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	(C) COMMUNITY: iii) Medium term actions (1) Support & plan community events for recovery phase; (c) Northam Agricultural Show (September 2020)
Aligns with Shire of Northam Strategic Community Plan	OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam. Objectives: · Facilitate the provision of varied cultural and artistic activities; · Provide a range of quality activities for specific demographics, including seniors and youth;
Procuring from local suppliers	Unknown (no quotes provided)
Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	This event is to bring everyone within the Shire together to celebrate who we are. During COVID-19 restrictions the mental health has declined due to social restrictions and general fears.
Comment	Proposed event activities: <ul style="list-style-type: none"> • Horse events • Side show

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

	<ul style="list-style-type: none">• Stalls• Fireworks <p>Previous year Shire of Northam Community Grant Funding allocation was \$5,000 for the full show with the total event expenditure of \$53,982.</p> <p>Lack of quotes provided, application says refer to previous years quotes, however no quotes were provided in previous application. Advised by President of the organisation that quotes are still being finalised. Will be procuring locally wherever possible.</p> <p>Event application and COVID-19 Safety Plan are yet to be submitted.</p> <p>Potential for in-kind support to be offered through fee waiver of AROC portable toilets, lease of grounds and rubbish removal</p>
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7. URGENT BUSINESS APPROVED BY DECISION

Nil.

8. DATE OF NEXT MEETING

To be confirmed – will look to align these meetings up with the Local Business Support Committee meetings.

9. DECLARATION OF CLOSURE

There being no further business, the Shire President Cr Chris Antonio declared the meeting closed at 4.53pm.

"I certify that the Minutes of the Community Grants Assessment Committee Meeting held on 26 August 2020 have been confirmed as a true and correct record."


_____ President

1/10/2020. Date