



**COMMITTEE ATTACHMENTS  
ORDINARY MEETING OF COUNCIL  
WEDNESDAY 19 APRIL 2023**

<b>REPORT NUMBER</b>	<b>REPORT TITLE AND ATTACHMENT DESCRIPTION</b>	<b>PAGE NUMBER(S)</b>
<b>COM01 – 04/23</b>	<b>Chittering Tourism Advisory Group (CTAG) Minutes</b>  <b>Attachments</b> 1. CTAG March 2023 Minutes	1 – 28
<b>COM03 – 04/23</b>	<b>Muchea Recreation Centre User Group (MRCUG) Terms of Reference</b>  <b>Attachments</b> 1. Muchea Recreation Centre User Group Terms of Reference	29 – 31



# Chittering Tourism Advisory Group Meeting Minutes 23 March 2023

To be held at Council Chambers, 6177 Great Northern Highway, Bindoon  
Commencing at 6:00PM

**MEMBERSHIP AS AT 23 MARCH 2023**

<b>Members</b>	<b>Deputies</b>
<b>Shire of Chittering Councillor</b> Cr Carmel Ross	<b>Shire of Chittering Councillor</b> Cr Mark Campbell
<b>Chittering Tourist Association</b> Colleen Osborn	<b>Chittering Tourist Association</b> Chris Waldie
<b>Chittering Acres</b> Gina Sanderson	Nil
<b>Little Eeden Farm Apiary</b> Rene Van Eeden	Nil
<b>Regional Development Australia (Wheatbelt)</b> Chris Evans	Nil
<b>Muchea Tree Farm</b> Natalie Vallance	Nil
<b>Chittering Community Ex-Tourism Professional</b> Mark Sparrow	Nil
<b>Chittering Community Ex-Tourism Professional</b> Kay McDonald	Nil

**Objectives**

To make recommendations and advise Council on select matters relating to tourism. To suggest targets and track the progress made by the Shire in undertaking tourism development activities.

The Advisory Group will advise Council all matters in tourism relating to:

- Stakeholder engagement
- Marketing
- Business support & development
- Investment attraction & infrastructure implementation
- Visitor satisfaction
- Undertaking major projects
- Shire-led tourism-focused events coordination

**Tenure of Membership**

At each Ordinary Council Election, all positions will be declared vacant and; expressions of interest for committee positions will be advertised every two years in line with Council Elections, at the first meeting following the Elections. Ongoing recruitment will be advertised via the Shire community engagement processes. The Advisory Group has the power to co-opt people with relevant expertise, or where there is a gap in representation.

Interested parties will be invited to complete an application form and send to the Chair of CTAG who will consult with existing membership to consider the application.

**Delegated Authority**

Nil

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Notice is hereby given that a meeting of the Chittering Tourism Advisory Group will be held on Thursday, 23 March 2023 in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 6.00pm.

**Melinda Prinsloo**  
Chief Executive Officer

## 1. DECLARATION OF OPENING OF MEETING ANNOUNCEMENTS OF VISITORS

The Chairperson declared the meeting open at 6:05PM.

*Good evening ladies and gentlemen, we wish to acknowledge the traditional custodians of the land we are meeting on, the Yued and Wadjuk peoples. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land, we acknowledge and respect their continuing culture, and the contributions made to this region.*

## 2. RECORD OF ATTENDANCE / APOLOGIES

### 2.1 Attendance

The following members have confirmed their attendance (Quorum – Shire Councillor and 3 Members):

Members:	Cr Carmel Ross	Council Delegate (Chairperson)
	Colleen Osborn	Chittering Tourist Association
	Natalie Vallance	Muchea Tree Farm
	Mark Sparrow	Chittering Community Ex-Tourism Professional
	Rene Van Eeden	Little Eeden Farm Apiary

Observers:	Chris Waldie	Chittering Tourist Association
	Melinda Prinsloo	Chief Executive Officer

### 2.2 Apologies

Members:	Chris Evans	RDA Wheatbelt
	Cr Mark Campbell	Shire of Chittering

### 2.3 Absent

Members:	Gina Sanderson	Chittering Acres
	Kay McDonald	Chittering Community Ex-Tourism Professional

## 3. DISCLOSURE OF INTEREST

Members with tourism related businesses declared an impartiality as they are indirect beneficiaries of decisions made through this advisory group (all members).

None

#### 4. ADOPTION OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 13 October 2022 were adopted without any amendments.

#### 5. CHITTERING TOURISM STATISTICS QUARTERLY UPDATE

Statistics were shared as per the attached presentation (Attachment 1).

Concerns were raised with the current booking system and that, by being automated online, it discourages visitors to meet locals, however the understanding was expressed that there were no other feasible alternatives available to the Shire at this point in time.

Visitor information from the Museum will henceforth be collected, to provide further insights into number of visitors to the area, including where they are from, which other places they are visiting on their trip, and what the overall purpose of their travels are.

**Action:** Chris Waldie will provide this information to the Shire on a Quarterly basis to be included in the statistics report.

#### 6. BINDOON MOUNTAIN BIKE PARK UPDATE

An overview of the progress of the trail construction and the establishment of a user group was presented (refer to Attachment 2).

Dissatisfaction was expressed with the fact that representatives from Chittering Tourism Association and the Chamber of Commerce were not included in the reference group.

The meeting resolved that an agenda item should be presented to Council to request two additional representatives, one from the CTA and one from the Chamber of Commerce, to be included on the user group.

A second group (Advisory) to be proposed to Council to deal with the marketing, promotion and commercial opportunities related to the Bindoon Mountain Bike park. The CTAG members were invited to provide inputs to Melinda on what the terms of reference of this second group should be, and who would ideally be members of the group.

**Action:** Melinda Prinsloo to present an item to the April Ordinary Meeting of Council to request the inclusion of a representative from Chittering Tourism Association as well as Chamber of Commerce on the new Bindoon Mountain Bike Park User Group.

**Action:** All members to provide inputs on the TOR and membership of the Advisory group to Melinda by 3 April 2023 so that an agenda item concerning this can be included in the agenda for the April OCM.

## 7. TOURISM STAFFING

An update was presented on the progress with determining the job description and revised roles of the vacancies and that the positions will be advertised soon.

The tourism trainee appointment ensures that the Visitor Centre can now be open for the hours published, and that the volunteers who enjoy their contributions at the visitor centre can still continue to do so.

## 8. GLAMPING

Whilst glamping (glamorous camping) has become very popular and the Shire's proximity to Perth makes it a desirable destination, there are different options available, each with its own requirements. Elements to be considered and zones which allows for each option were distributed to the attendees. This information is circulated with the minutes for ease of reference (Attachment 3).

**Action:** Melinda Prinsloo to arrange for the information on glamping in the Shire to be made available on the Shire's website.

## 9. CTAG MEMBERSHIP

With the group having been active for more than two years, the concern has been raised that some members have not attended meetings. It was proposed that those members not attending meetings should be contacted to ask if they were wanting to retain their membership or would like to officially resign from the group.

**Action:** Chris Waldie to contact Kay McDonald to enquire about his ongoing involvement and Melinda Prinsloo to contact Gina Sanderson. Both members will be requested to respond in writing.

## 10. TASTE OF CHITTERING

The members had an open discussion about Taste of Chittering and the format it should take and where it should ideally be located in 2023. The consensus was that the northern end of Binda Place, including the closure of Gray Rd so allow safe access to Clune Park, was the best option. It was agreed that a working party will be appointed to assist a coordinator to arrange the event. Proposed members of the working party group are Carmel Ross (on behalf of the Bindoon Farmers Market), Araleun Hagen, Tamiaka Preston and Sharon & Ashley from Little Eeden (pending confirmation of their availability).

**Action:** Rene van Eeden to check with Sharon and Ashley if they would be able to serve on the working party.

**11. PROJECTS/BUDGET ITEMS 2023/24**

Budget items as proposed for the 2023/24 financial year were discussed with the group (Attachment 4).

The CTA offered to share the cost of a familiarisation tour.

**Action:** Melinda Prinsloo (or a delegate) to liaise with Colleen Osborn to discuss the timing and funds required for the next familiarisation tour.

**12. ANY OTHER BUSINESS**

The meeting was informed that the CTA will be holding the Spring Festival again this year.

**13. NEXT MEETING**

The next meeting will be scheduled for 6pm on 1 June 2023 commencing at 6pm in the Shire Council Chambers.

**14. CLOSURE**

The Chairperson declared the meeting closed at 8:15pm



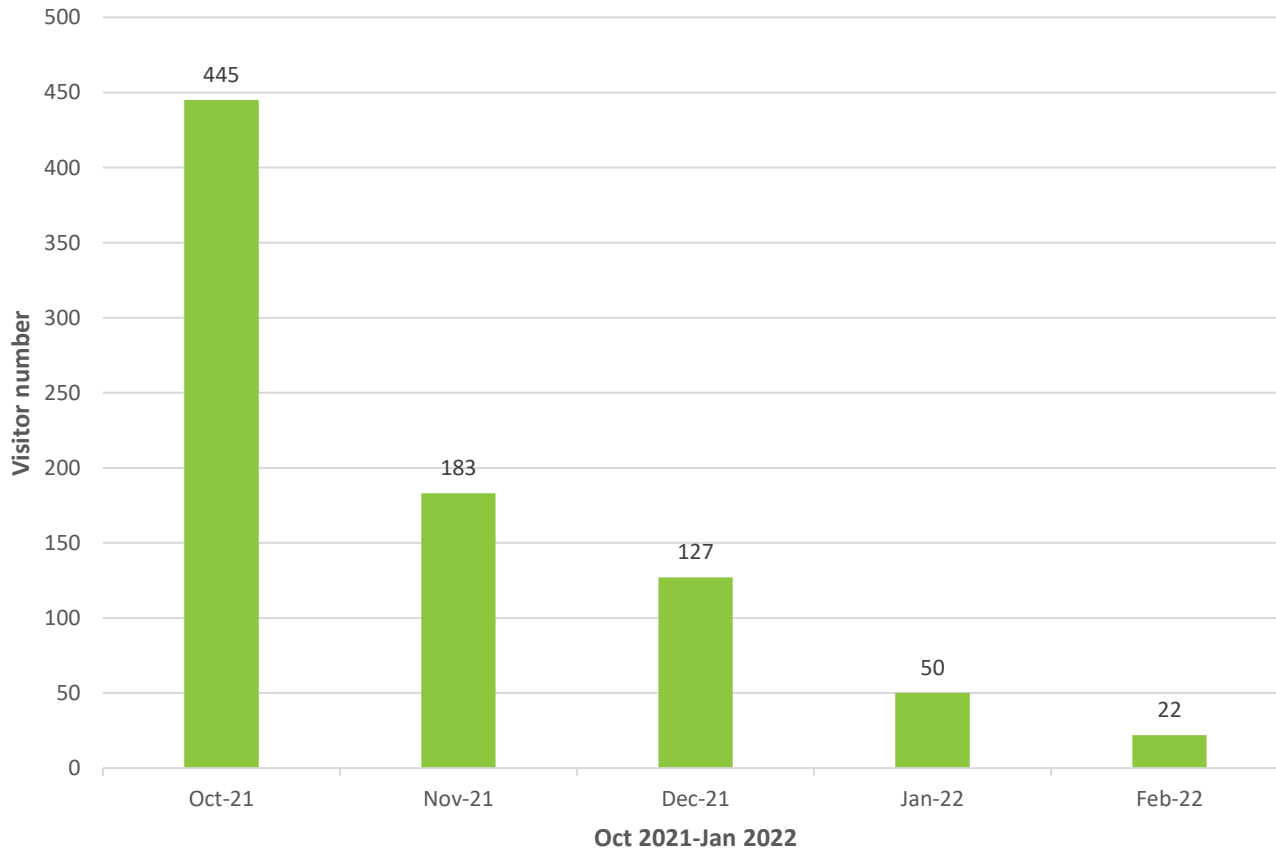


# Quarterly Tourism Statistics: Shire of Chittering – March 2023

# Tourism Statistics Update October-January

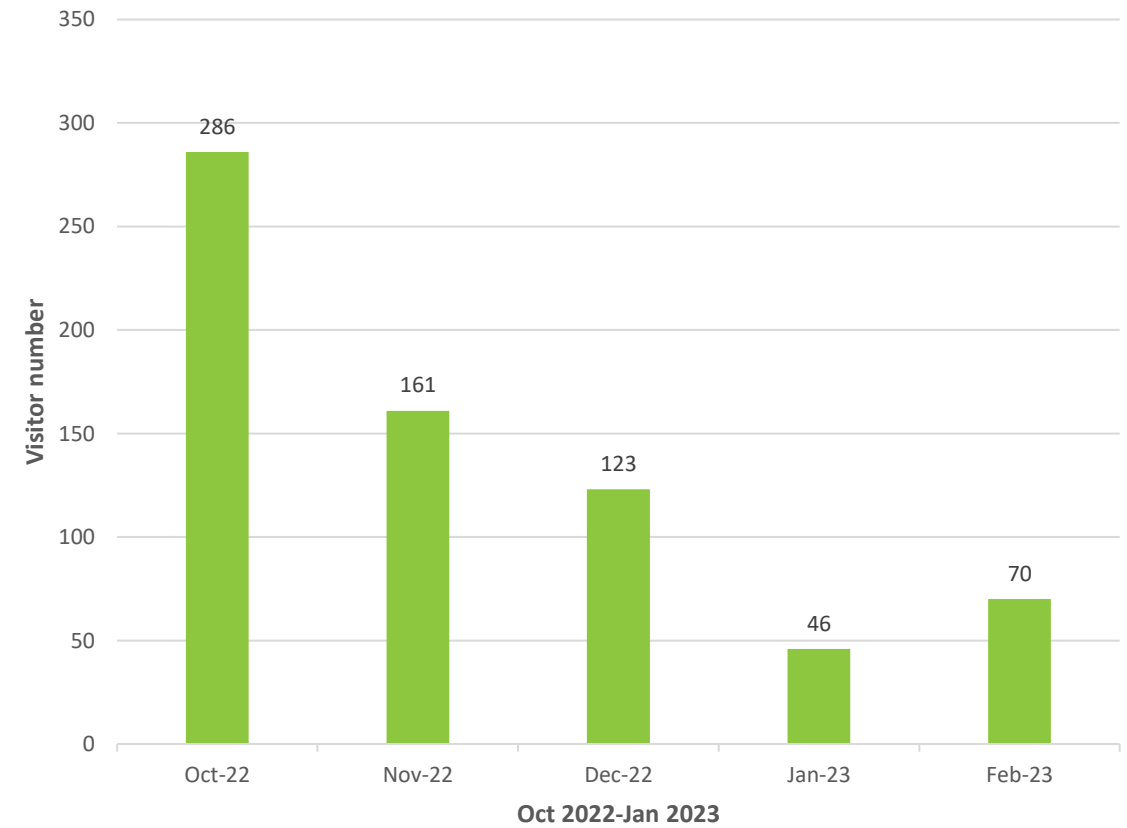
## October 2021-January 2022

Chittering Visitor Centre Visitors



## 2022 October 2022-Feb 2023

Chittering Visitor Centre Visitors Oct 22 - Jan 2023



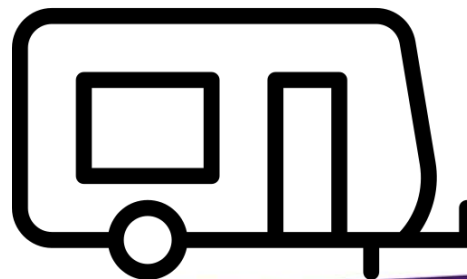
# Tourism Statistics Update October-January

October 2021-January 2022

2022 October 2022-January 2023

Month	Transit Park bookings	Transit park income
October 2021	38	\$1,178
November 2021	29	\$638.58
December 2021	30	\$818
January 2022	14	\$438
February 2022	21	\$730
<b>Total</b>	<b>132</b>	<b>\$3802.58</b>

Month	Transit Park bookings	Transit park income
October 2022	49	\$1306.8
November 2022	66	\$1573
December 2022	57	\$1355.2
January 2023	18	\$726
February 2023	11	\$363
<b>Total</b>	<b>201</b>	<b>\$5324</b>



# Tourism Statistics Update October-January

## October 2021-January 2022

Month	Accommodation Operator
October 2021	Bed & Breakfast A: 60% Bed & Breakfast B: 23% Farm Stay A: 45% Farm Stay B: 40%
November 2021	Bed & Breakfast A: 60% Bed & Breakfast B: N/A Farm Stay A: 40% Farm Stay B: 37%
December 2021	Bed & Breakfast A: 89% Bed & Breakfast B: 29% Farm Stay A: 45% Farm Stay B: Closed
January 2022	Bed & Breakfast A: 64% Bed & Breakfast B: Closed Farm Stay A: 30% Farm Stay B: Closed

## 2022 October 2022-January 2023

Month	Accommodation Operator
October 2022	Bed & Breakfast A: 83% Bed & Breakfast B: 60% Farm Stay A: 35% Farm Stay B: 100%
November 2022	Bed & Breakfast A: 70% Bed & Breakfast B: 75% Farm Stay A: 35% Farm Stay B: 100%
December 2022	Bed & Breakfast A: 58% Bed & Breakfast B: 100% Farm Stay A: 25% Farm Stay B: Closed
January 2023	Bed & Breakfast A: 55% Bed & Breakfast B: 32% Farm Stay A: 30% Farm Stay B: Closed

# Tourism Statistics Update October-January

## Oct 2021 – Feb 2022

Month	Amazing Co Experience	No. bookings & patrons
October 2021	Mystery Picnic	112 bookings 296 patrons
November 2021	Mystery Picnic	44 bookings 105 patrons
December 2021	Mystery Picnic	30 bookings and 73 patrons
January 2022	Mystery Picnic	22 bookings 48 patrons
February 2022	Mystery Picnic	62 bookings 140 patrons
<b>Total</b>		310 bookings and 662 patrons

## Oct 2022 - Feb 2023

Month	Amazing Co Experience	No. bookings & patrons
October 2022	Mystery Picnic	128 bookings 293 patrons
November 2022	Mystery Picnic	93 bookings 205 patrons
December 2022	Mystery Picnic	33 bookings and 69 patrons
January 2023	Mystery Picnic	48 bookings and 100 patrons
February 2023	Mystery Picnic	56 bookings & 118 patrons
<b>Total</b>		358 bookings and 785 patrons

# Tourism Statistics Update October-January

## October 2021-February 2022

### Top reasons for visiting the centre

- Camping enquiries
- Purchasing retail
- Browsing range of brochures

## October 2021- February 2022

### Top places where people are coming from who are visiting the centre

- Locals
- Perth
- Interstate

## October 2022 - February 2023

### Top reasons for visiting the centre

- Generic queries about things to see and do in the area
- Purchasing retail
- Browsing a range of brochures

## October 2022 – February 2023

### Top places where people are coming from who are visiting the centre

- Perth
- Locals
- Surrounding areas (Gingin & Avon Valley)



Attachment 2:

# BINDOON MOUNTAIN BIKE PARK PROJECT UPDATE

March 2023

# Bindoon Mountain Bike Park Project Update

## Three Chillies Construction Update

- 95% of Trail 1 'Green Loop' has been completed, the builders will just need to wait for some rain to compact and do the final trail trim
- 100% of Trail 3 'Green Downhill' is completed
- 100% of Trail 4 'Blue Downhill' has been complete
- 70% of Trail 6 'Blue XC' is completed
- Work has started on Trail 5 'Black Downhill'

## What we are currently working on

- Park Name Logo & Trail Icons
- Signage
- Initial infrastructure
- Trail ready workshops
- Budget for next financial year

## Stage 2 Update

- Concept Plan for stage 2 trails and skills park areas has been received
- Currently being reviewed / getting feedback



# Bindoon Mountain Bike Park User Group

## 1. OBJECTIVES

The reference group is to contribute to the task of overseeing the Bindoon Mountain Bike Park **project** and to where required, make recommendations to the project manager as per the Roles and Responsibilities outlined below.

## 2. PROJECT MANAGER

The Shire will appoint a project manager for this project and will facilitate all reference group meetings. The Project Manager will be responsible for all administrative duties related to the reference group.

## 3. ROLES AND RESPONSIBILITIES

Reference Group members will meet (as determined by the Project Manager) throughout the project to make recommendations on:

- a) The Bindoon Mountain Bike Park official name along with considerations from community consultation
- b) The Bindoon Mountain Bike Park logo design
- c) Trail names for all stages of proposed trail development
- d) Designs and concept plans for the development of the parks trails, signage and infrastructure.

## 4. MEMBER CONDUCT

- Provide valuable input into considerations in regard to the Mountain Bike Park's operational activities;
- Be courteous, constructive, and receptive to the views of others;
- Appreciate and understanding that all decisions have impacts and to demonstrate a measured approach to promoting views and contributing to discussions;
- Be an advocate for the Group and work cooperatively and constructively with all members of the Group;
- Be committed to the Objectives of the Group, and work diligently towards completing its Roles and Responsibilities and;
- Ensure that any private or confidential information shared during the project is protected and remains confidential.

## 5. MEMBERSHIP

Membership of the Reference Group shall consist of:

- The Shire of Chittering; Project Manager, Chief Executive Officer and Shire Councilor
- 3 representatives of the Chittering Mountain Bike Club
- 2 other stakeholders as invited by the Project Manager – Three Chillies Design and WestCycle
- 2 Members from the local community

GLAMOROUS CAMPING OR “GLAMPING” HAS SEEN A RISE IN POPULARITY AS MORE PEOPLE ARE LOOKING FOR ESCAPES OUT OF THE CITY. PROXIMITY TO THE METRO AREA MAKES THE SHIRE A VERY DESIRABLE LOCATION FOR SHORT STAY ACCOMMODATION AND WE HAVE SEEN AN INCREASE IN ENQUIRIES OF PEOPLE WANTING TO START SUCH BUSINESSES.

WHEN CONSIDERING THE TERM GLAMPING, MANY DIFFERENT INTERPRETATIONS COME TO MIND. IT COULD BE AS SIMPLE AS A PITCHED TENT “AND ALL THE TRIMMINGS” OR MEAN SOMETHING MORE SUBSTANTIAL LIKE A SELF-SUFFICIENT CABIN OR CHALET STRUCTURE THAT HAS HOT WATER AND ELECTRICITY. THIS IS OFTEN WHERE PLANNING BECOMES INVOLVED IN CATEGORIZING WHAT LAND USE THE PROPOSALS WOULD FALL UNDER WHEN AND IN TURN THE PERMISSIBLE IN DIFFERENT ZONES. THE SHIRES LOCAL PLANNING SCHEME NO.6 OUTLINES A HANDFUL OF LAND USES WHICH SHORT STAY ACCOMMODATION AND GLAMPING FALL INTO INCLUDING THE BELOW THREE.

## FARM STAY

FARM STAY ACCOMMODATION AS DEFINED BY THE SHIRES PLANNING SCHEME IS “DEVELOPMENT DESIGNED FOR SHORT TERM DETACHED TOURISM ACCOMMODATION UNITS, WHICH MAY BE FULLY SELF-CONTAINED OR NOT, AND WHICH ARE GENERALLY OF SINGLE STOREY OR SPLIT LEVEL CONSTRUCTION AND HAVE A CHARACTER NOT DISSIMILAR TO FARM DWELLINGS OR CABINS AND MAY BE LIMITED TO 6 PER LOT.”

### THIS STYLE ACCOMMODATION IS PERMITTED IN

- AGRICULTURAL RESOURCE ZONE
- RURAL SMALL HOLDINGS ZONE
- RURAL RETREAT ZONE



### THIS STYLE OF ACCOMMODATION AND BUSINESS USUALLY ENTAILS

- CABINS AND CHALETs
- DOMES AND PODS – CLEAR ROOF OR OTHERWISE
- SEMI-PERMANENT STRUCTURES OR PERMANENT STRUCTURES.
- POWERED AND PLUMBED SITES



## CAMPING AREA

CAMPSITE ACCOMMODATION AS DEFINED BY THE SHIRES PLANNING SCHEME IS “PREMISES USED FOR THE LODGING OF PERSONS IN TENTS.”

### THIS STYLE ACCOMMODATION IS PERMITTED IN

- AGRICULTURAL RESOURCE ZONE
- TOWNSITE ZONE

### THIS STYLE OF ACCOMMODATION USUALLY ENTAILS

- PITCHED TENTS
- DECORATIVE OR OTHERWISE
- SOMETHING THAT CAN BE MOVED IN 2 HOURS.



## CARAVAN PARK

A CARAVAN AS DEFINED BY THE SHIRES PLANNING SCHEME IS "AN AREA OF LAND ON WHICH CARAVANS, OR CARAVANS AND CAMPS, ARE SITUATED FOR HABITATION." A CARAVAN PARK REQUIRES A LICENSE TO OPERATE WHICH IS ISSUED BY THE SHIRE.

**THIS STYLE OF ACCOMMODATION USUALLY ENTAILS** A VEHICLE THAT IS FITTED OR DESIGNED FOR HABITATION, AND UNLESS THE CONTRARY INTENTION APPEARS, INCLUDES AN ANNEXE.

**THIS STYLE OF ACCOMMODATION IS PERMITTED IN**

- AGRICULTURAL RESOURCE ZONE
- TOWNSITE ZONE



## BED AND BREAKFAST

A BED AND BREAKFAST AS DEFINED BY THE SHIRES PLANNING SCHEME IS "A DWELLING USED BY A RESIDENT OF THE DWELLING, TO PROVIDE ACCOMMODATION FOR PERSONS AWAY FROM THEIR NORMAL PLACE OF RESIDENCE ON A SHORT-TERM COMMERCIAL BASIS AND INCLUDES THE PROVISIONS OF BREAKFAST."

**THIS STYLE OF ACCOMMODATION IS PERMITTED IN**

- AGRICULTURAL RESOURCE ZONE
- TOWNSITE ZONE
- RURAL SMALL HOLDINGS ZONE
- RURAL RETREAT ZONE
- RURAL RESIDENTIAL

**THIS STYLE OF ACCOMMODATION USUALLY ENTAILS**

- A PORTION OF THE PRIVATE DWELLING BEING USED AS ACCOMMODATION
- GUEST HOUSE



## ELEMENTS CONSIDERED WHEN IT COMES TO PLANNING

THINGS TO CONSIDER WHEN SUBMITTING AN APPLICATION AND WHAT THE SHIRES PLANNING DEPARTMENT WILL USE TO DETERMINE WHETHER THE DEVELOPMENT IS FEASIBLE.

**·NEIGHBOURS·**

ALMOST ALL APPLICATIONS FOR ANY TYPE OF SHORT STAY ACCOMMODATION WILL REQUIRE A CONSULTATION PERIOD WITH NEIGHBOURING PROPERTIES.

**·AMENITY·**

DO THE STRUCTURES PROPOSED BLEND IN WITH THE SURROUNDS? IS THERE ADEQUATE SCREENING FROM THE ROAD AND BETWEEN PROPERTIES?

**·TRAFFIC MANAGEMENT·**

HOW MANY VEHICLES WILL BE ACCESSING THE PROPERTY BECAUSE OF THE DEVELOPMENT? DOES THIS HAVE AN ADVERSE EFFECT ON THE SURROUNDS?

**·BUSHFIRE RISK·**

THE ENTIRE SHIRE IS CONSIDERED A BUSHFIRE RISK BY DFES. AS A REQUIREMENT OF DEVELOPMENT IN A BUSHFIRE PRONE AREA ALL DWELLINGS ARE REQUIRED TO HAVE A BUSHFIRE MANAGEMENT PLAN. AS THE PLAN WILL BE FOR PEOPLE WHO ARE UNFAMILIAR WITH THE SURROUNDS AND WHAT TO DO IN CASE OF AN EMERGENCY THE PLAN WILL LIKELY NEED TO INCLUDE AN EVACUATION PLAN AND MAY HAVE MORE REQUIREMENTS THAN THAT OF A "STANDARD PLAN".

**·WASTE MANAGEMENT·**

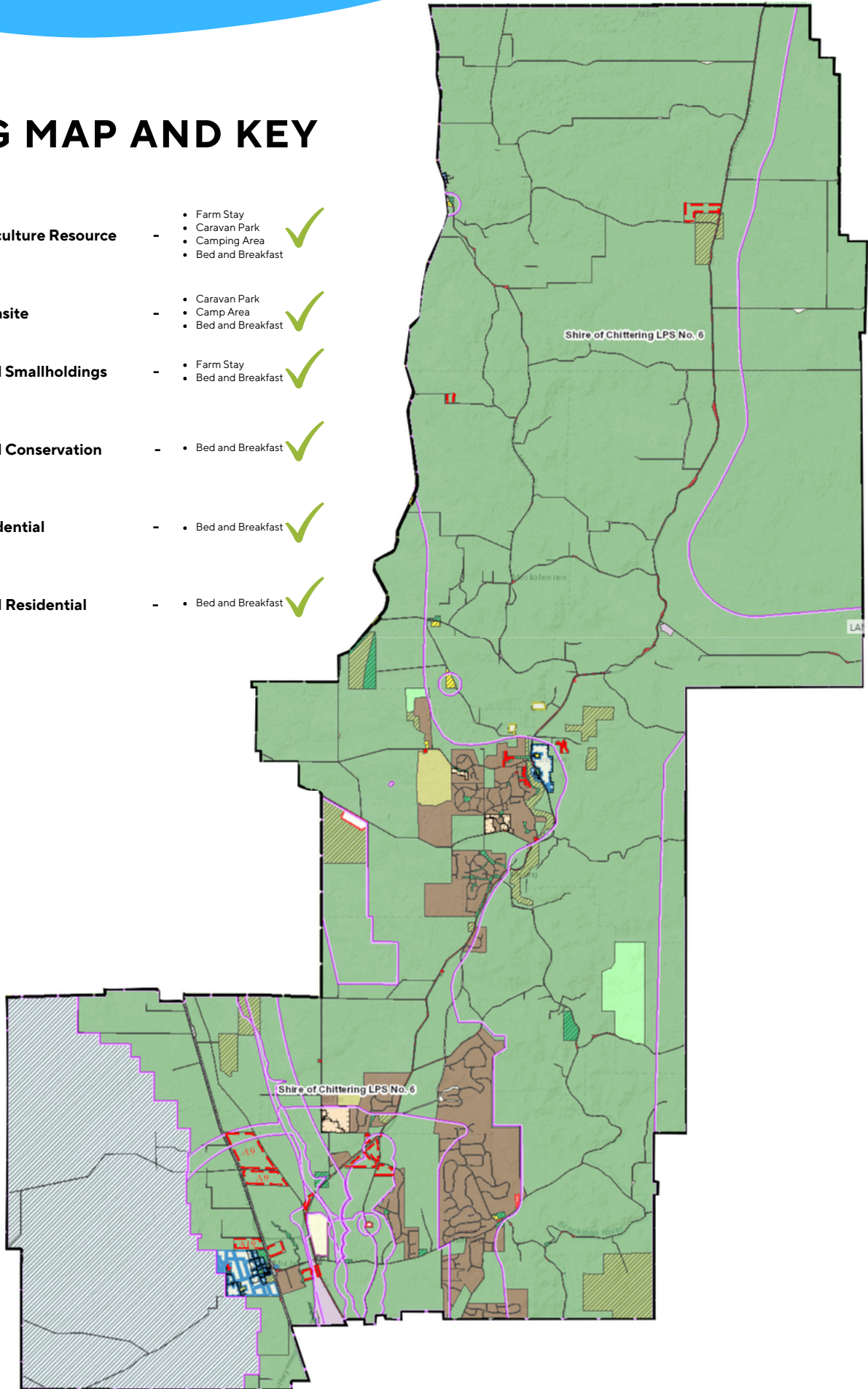
WILL EACH STRUCTURE BE SELF-SUFFICIENT OR USE SHARED FACILITIES? IS THE PROPERTY LARGE ENOUGH TO SUPPORT INDIVIDUAL WASTE MANAGEMENT SYSTEMS?



THE SHIRE IS ALWAYS HAPPY TO WORK WITH THE COMMUNITY IN ALL STAGES OF THE PROPOSAL. WE ARE HERE TO HAVE DISCUSSIONS WITH AND PROVIDE GUIDANCE.

# ZONING MAP AND KEY

	<b>Agriculture Resource</b>	-	<ul style="list-style-type: none"> <li>• Farm Stay ✓</li> <li>• Caravan Park ✓</li> <li>• Camping Area ✓</li> <li>• Bed and Breakfast ✓</li> </ul>
	<b>Townsite</b>	-	<ul style="list-style-type: none"> <li>• Caravan Park ✓</li> <li>• Camp Area ✓</li> <li>• Bed and Breakfast ✓</li> </ul>
	<b>Rural Smallholdings</b>	-	<ul style="list-style-type: none"> <li>• Farm Stay ✓</li> <li>• Bed and Breakfast ✓</li> </ul>
	<b>Rural Conservation</b>	-	<ul style="list-style-type: none"> <li>• Bed and Breakfast ✓</li> </ul>
	<b>Residential</b>	-	<ul style="list-style-type: none"> <li>• Bed and Breakfast ✓</li> </ul>
	<b>Rural Residential</b>	-	<ul style="list-style-type: none"> <li>• Bed and Breakfast ✓</li> </ul>



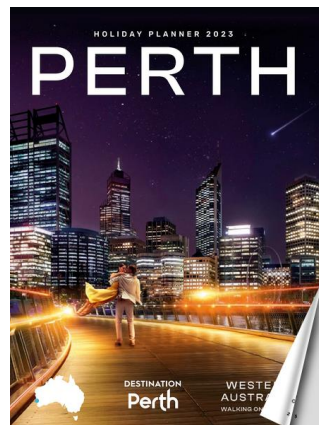


# Proposed budget 2023/24

# 23/24 projects / proposed budget items

- **Tourism Marketing**

- Annual Promotion with Destination Perth & planner
- Social Media & other promotional advertising
- *So Media Group VL Comp*
- Website upkeep and development

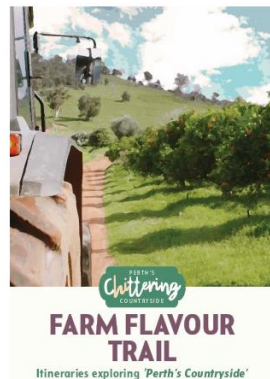
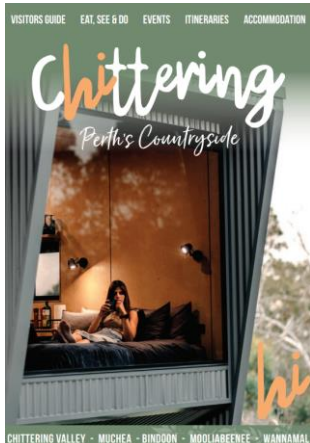


# 23/24 projects / proposed budget items

- **Tourism Signage Product**
  - Projects identified in signage audit
- **Area Promotion**
  - Brochure printing and redesigns
  - Brochure distribution



## Shire of Chittering Tourism Signage Strategy



# 23/24 projects / proposed budget items

- **Volunteer & Visitor Centre expenses**

- Retention activities
- Retail
- Honorariums
- Postage and stationery

- **Tourism Subscriptions and Memberships**

- Range of memberships e.g Destination Perth, Visitor Centre Accreditation, Astrotourism WA etc.





# 23/24 projects / proposed budget items

- **Business Development**

- Chittering Local Business Directory expenses and local job portal upgrade
- Small business workshops RSM Business Local
- Tourism Council WA Workshop



# 23/24 projects / proposed budget items

- **Other potential projects**

- Stargazing infrastructure
- Visitor Centre Works
- Chitt Valley Pullover Bays Construction
- Long Distance MTB trail next steps
- Yozzi road interpretive signage
- Djidi-Djidi Ridge
- Bindoon Museum Upgrade Displays Part 1
- Byroomanning XC Trails Study & Design
- Bindoon Landscaping project part 1
- Regional NGA Food Brand Study
- Economic Development Grants

# 23/24 projects / proposed budget items

- **Bindoon Mountain Bike Park**

- Trail maintenance
- 2wd access road
- Construction / detailed design of eastern shuttle road
- Surveys (Heritage / Enviro studies of stage 2 that are required)
- Construction of additional trails from stage 2 & signage
- Marketing & Promotion e.g Photographer / Videographer, Trail brochures, merchandise, Potential Destination Page on Trails WA
- Business support (trail friendly business program)
- Additional infrastructure to build on proposed caravan park facilities



# 23/24 projects / proposed budget items

- **Events**

- Astrotourism WA Stargazing Event
- Familiarisation Tour (only if resources allowed this would be nice to have / budget for annually)
- Hiking WA Participation Grant
- Citrus Classic Long Distance Cycling Event (funds rolled over)
- Taste of Chittering

# 23/24 projects / proposed budget items

<b>Expenses</b>
<i>Signage Promotional &amp; Directional</i>
<i>Miscellaneous Event Materials</i> (Musician & St John lunches, sand bags, cleaning materials etc)
<i>Services</i>
Electrician onsite
First Aid Post
Traffic Management
Bindoon P & C cleaners
2 Security guards
<i>Marketing &amp; Promotion</i>
<i>Infrastructure Fees</i> (Stools, x 2 toilet hire, flags & hay bales)
<i>Entertainment</i>
3 x musicians
Caroline Taylor Dumpling making workshop
BEAT Open Mic donation
Slow Food Cooking demo & ingredients
<i>Free Activities (Stalls / roaming)</i>
The Worm Shed
Wildlife Carers donation
Keos event activities

## Example breakdown of 2023 budget

<b>Expenses</b>
Signage Promotional & Directional
Miscellaneous Event Materials
Services (includes TM)
Marketing & Promotion
Infrastructure Fees
Entertainment
Free Activities

\*Does not consider liquor license or change of venue

\*Would expect income to be similar = gives us some more money to play with



# MUCHEA RECREATION CENTRE USER GROUP (MRCUG) TERMS OF REFERENCE

## 1. Role/Purpose

The Muchea Recreation Centre User Group comprises representatives of the verified users of the Muchea Recreation Centre and; community representation.

The purpose of the group will be to represent their club/ organisation/ business and community needs and aspirations with Shire representatives, to ensure that the facility meets its core function as outlined within the Muchea Recreation Centre Facility Management Plan.

## 2. Term

This Terms of Reference will be ongoing unless otherwise determined by Council.

## 3. Membership

The Muchea Recreation Centre User Group consists of:

### Verified Users

As a requirement of the license agreement for use of the facility, each Verified User is required to nominate a maximum of 2 representatives to the User Group forum.

Verified Users currently utilising the facility:

- Chittering Junior Cricket Club
- Chittering Junior Football Club
- Immaculate Heart College Netball Club
- Konga
- Muchea Judo Club
- Muchea Netball Club
- Muchea Senior Cricket Club

The maximum number of verified user groups represented on the MRCUG will be determined by the total number of verified user groups utilising the facility.

### Community Representatives

Two independent community representatives will be appointed by expression of interest.

The selection criteria for the independent community representatives includes that they cannot be affiliated with an existing club of the facility and would ideally be living locally. Consideration will be given to diversity in demographics.

Where the EOI is unopposed, the applicant meets the minimum requirements and, a vacancy is available on the MRCUG, appointment can be accepted by the Community Facilities Officer as the administration officer to the group.

In the event that there is more applications than vacancies on the MRCUG, the CEO is to appoint the two independent community representatives according to the selection criteria.

### Shire Representatives

- Council appointed Delegate and a Deputy.
- Shire Community Facilities Officer
- Other Shire staff as requested by the Chair.

## 4. Responsibilities

It is a responsibility of each Verified User to ensure that they have at least one representative present at each MRCUG meeting.

MRCUG members are expected to:

- Represent the views of their respective committees/ memberships
- Share all communications and information with their respective committees; and memberships where relevant.
- Provide a brief update on recent activities and issues relevant to the operations of the facility
- Engage in open and honest discussions with respect for others views and opinions

The appointed Council Delegate will chair the meetings; or their appointed deputy in their absence.

The Shire Community Facilities Officer is appointed as the administration officer to the group.

## 5. Meetings

Each meeting will have a formal agenda advised at least 7 working days prior to the meeting.

Items for agendas must be submitted at least two weeks in advance through the administration officer.

Minutes will be circulated to the membership within 7 working days following the meeting.

Meetings are usually held bi-monthly or more frequently if required, and at the discretion of the Chair, at a time and day agreed by all members to ensure regular attendance.

Meetings will be held as a minimum, on a quarterly basis.

## 6. Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified by Council, after consultation with MRCUG members.

## 7. Date of adoption

These terms of reference were adopted by Council by Council Resolution { } at the { } Ordinary Council Meeting.

## Expression of Interest

### Muchea Recreation Centre Community Representative

Name			
Address			
		Post Code	
Email		Phone No.	

#### The Role

The Muchea Recreation Centre User Group comprises representatives of the verified users of the Muchea Recreation Centre and; community representation.

The purpose of the group will be to represent their club/ organisation/ business and community needs and aspirations with Shire representatives, to ensure that the facility meets its core function, as outlined within the Muchea Recreation Centre Facility Management Plan.

#### Agreement

In applying for this role I understand that I am applying as a Community Representative with no affiliation to current clubs utilising the facility.

I have read the Muchea Recreation Centre Facility Management Plan and understand that my role will be to represent community views and aspirations for the Muchea Recreation Centre, in line with the Management Plan.

Please outline your reasons for applying to be a community representative on MRCUG

*Please submit your application to [chatter@chittering.wa.gov.au](mailto:chatter@chittering.wa.gov.au)*

#### Appointment

Where the EOI is unopposed, the applicant meets the minimum requirements and, a vacancy is available on the MRCUG; appointment can be accepted by the Community Facility Officer as the administration officer to the group.

In the event that there is more applications than vacancies on the MRCUG, the CEO is to appoint the two independent community representatives according to the selection criteria.

Office use			
Date of Appointment		Council Resolution	
Reason for declined application			