



Corporate Services Attachments
ORDINARY MEETING OF COUNCIL
Wednesday 16 May 2018

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SHIRE OF CHITTERING
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 March 2018

		Adopted Annual Budget	Amended Annual Budget	YTD Actual	Forecast Actual	Var. \$ (e)-(d)	Var. % (e)-(d)/(d)	Var. ▲▼	Significant Var. \$
	Note	\$	\$	\$	\$	\$	%		
Opening Funding Surplus(Deficit)	3	2,471,033	2,433,123	2,433,123	2,433,123	0	0%		
Revenue from operating activities									
Governance		12,558	12,558	43,547	53,908	41,350	329%	▲	\$
General Purpose Funding - Rates	9	5,435,077	5,433,286	5,346,788	5,433,286	0	0%		
General Purpose Funding - Other		836,690	838,481	599,920	785,870	(52,611)	(6%)	▼	
Law, Order and Public Safety		514,360	514,360	377,899	519,772	5,412	1%	▲	
Health		57,265	57,265	38,477	44,680	(12,585)	(22%)	▼	\$
Education and Welfare		25,775	25,775	14,888	18,703	(7,072)	(27%)	▼	
Housing		170,155	170,155	113,082	144,166	(25,989)	(15%)	▼	\$
Community Amenities		971,199	971,199	899,785	974,969	3,770	0%	▲	
Recreation and Culture		47,599	47,599	12,588	27,470	(20,129)	(42%)	▼	\$
Transport		107,728	107,728	114,273	115,272	7,544	7%	▲	
Economic Services		249,458	249,458	106,170	255,433	5,975	2%	▲	
Other Property and Services		52,500	52,500	42,196	72,523	20,023	38%	▲	\$
		8,480,364	8,480,364	7,709,614	8,446,052				
Expenditure from operating activities									
Governance		(852,068)	(852,068)	(414,253)	(877,926)	(25,858)	(3%)	▼	
General Purpose Funding		(238,335)	(238,335)	(104,840)	(236,864)	1,471	1%	▲	\$
Law, Order and Public Safety		(1,263,318)	(1,263,318)	(922,702)	(1,283,508)	(20,190)	(2%)	▼	
Health		(365,004)	(365,004)	(236,980)	(357,232)	7,772	2%	▲	\$
Education and Welfare		(106,108)	(106,108)	(30,457)	(95,173)	10,935	10%	▲	\$
Housing		(337,343)	(337,343)	(212,380)	(332,233)	5,110	2%	▲	\$
Community Amenities		(2,158,358)	(2,158,358)	(1,415,944)	(2,134,767)	23,591	1%	▲	\$
Recreation and Culture		(1,310,548)	(1,310,548)	(808,076)	(1,181,043)	129,505	10%	▲	\$
Transport		(4,503,252)	(4,503,252)	(3,518,050)	(4,558,159)	(54,907)	(1%)	▼	
Economic Services		(947,312)	(947,312)	(477,672)	(986,975)	(39,663)	(4%)	▼	
Other Property and Services		(15,078)	(15,078)	(616,549)	(68,947)	(53,869)	(357%)	▼	\$
		(12,096,724)	(12,096,724)	(8,757,904)	(12,112,827)				
Operating activities excluded from budget									
Add back Depreciation		4,629,753	4,629,753	3,530,337	4,629,753	0	0%		
Adjust (Profit)/Loss on Asset Disposal	8	62,706	62,706	(28,000)	7,168	(55,538)	(89%)	▼	\$
Movement in Leave Reserve (Added Back)		0	0	1,283	41,913	41,913		▲	\$
Movement in Deferred Pensioner Rates/ESL		0	0	16,492	16,492	16,492		▲	\$
Movement in Employee Benefit Provisions		0	0	(211)	(211)	(211)		▼	
Rounding Adjustments		0	0	0	0				
Adjustment in Fixed Assets		0	0	0	0	0			
Amount attributable to operating activities		1,076,099	1,076,099	2,471,611	1,028,340				
Investing Activities									
Non-operating Grants, Subsidies and Contributions	11	1,337,484	1,337,484	333,141	1,287,259	(50,225)	(4%)	▼	
Proceeds from Disposal of Assets	8	185,727	185,727	111,000	169,181	(16,546)	(9%)	▼	
Land Held for Resale	13	0	0	0	0	0			
Land and Buildings	13	(1,224,200)	(1,224,200)	(988,187)	(1,149,017)	75,183	6%	▲	
Plant and Equipment	13	(972,724)	(972,724)	(408,324)	(801,124)	171,600	18%	▲	\$
Furniture and Equipment	13	0	0	0	0	0			
Infrastructure Assets - Roads	13	(2,610,781)	(2,610,781)	(1,186,263)	(2,417,698)	193,083	7%	▲	
Infrastructure Assets - Bridges	13	(219,548)	(219,548)	(19,612)	(219,548)	0	0%		\$
Infrastructure Assets - Footpaths	13	(137,500)	(137,500)	(122,208)	(156,740)	(19,240)	(14%)	▼	
Infrastructure Assets - Drainage	13	0	0	0	0	0			
Infrastructure Assets - Parks & Ovals	13	(47,200)	(47,200)	(29,488)	(40,000)	7,200	15%	▲	\$
Infrastructure Assets - Airports	13	0	0	0	0	0			
Infrastructure Assets - Sewerage	13	0	0	0	0	0			
Infrastructure Assets - Other	13	0	0	0	0	0			
Amount attributable to investing activities		(3,688,742)	(3,688,742)	(2,309,941)	(3,327,687)				
Financing Activities									
Proceeds from New Debentures		845,000	845,000	745,000	845,000	0	0%		
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal		0	0	0	0	0			
Transfer from Reserves	7	286,607	286,607	0	351,669	65,062	23%	▲	\$
Advances to Community Groups		0	0	0	0	0			
Repayment of Debentures	10	(132,769)	(132,769)	(62,139)	(132,769)	0	0%		\$
Transfer to Reserves	7	(857,228)	(857,228)	(21,341)	(857,228)	0	0%		\$
Amount attributable to financing activities		141,610	141,610	661,520	206,672				
Closing Funding Surplus(Deficit)	3	(0)	(37,910)	3,256,313	340,448				

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.






























SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2018

Note 13: Capital Acquisitions

				YTD Actual			Forecast Actual			Amended	Amended Budget					
		Balance Sheet														
Assets	Account	Category	Job	New/Upgrade	Renewal	Total YTD	New/Upgrade Forecast	Renewal Forecast	Total Forecast	Annual Budget	Annual Budget	YTD Budget	YTD Variance	Strategic Reference / Comment		
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Level of completion indicator, please see table at the end of this note for further detail.																
Land																
Economic Services																
	Lot 215 Great Northern Highway Bindoon	4130809	509	LC490	0	(76,966)	(76,966)	0	(76,966)	(76,966)	(80,000)	(80,000)	(80,000)	3,034		
Total - Economic Services				0	(76,966)	(76,966)	0	(76,966)	(76,966)	(80,000)	(80,000)	(80,000)	3,034			
Total - Land				0	(76,966)	(76,966)	0	(76,966)	(76,966)	(80,000)	(80,000)	(80,000)	3,034			
Buildings																
Recreation And Culture																
	Muechea Hall Netball Courts Resurfacing (Capital)	4110110	510	BC313A	0	(40,875)	(40,875)	0	(40,875)	(40,875)	(38,100)	(38,100)	(38,100)	(2,775)		
	Muechea Hall Pavilion Upgrade	4110110	510	BC313B	0	(525)	(525)	0	(60,500)	(60,500)	(60,500)	(60,500)	(60,500)	59,975		
	Sandown Park Buildings (Capital)	4110110	510	BC338	0	866	866	0	0	0	0	0	0	866	Fixed in April	
	Sandown Park Ablution/Shower Block	4110310	510	BC338A	0	(110,448)	(110,448)	0	(150,500)	(150,500)	(230,000)	(230,000)	(2,780)	(107,668)		
Total - Recreation And Culture				0	(150,982)	(150,982)	0	(251,875)	(251,875)	(328,600)	(328,600)	(101,380)	(49,602)			
Transport																
	Depot Machinery Shed and Fencing Upgrade	4120110	510	BC410A	0	(36,651)	(36,651)	0	(36,652)	(36,652)	(60,000)	(60,000)	0	(36,651)		
Total - Transport				0	(36,651)	(36,651)	0	(36,652)	(36,652)	(60,000)	(60,000)	0	(36,651)			
Economic Services																
	Visitor Centre Auto Door	4130210	510	BC470A	0	0	0	0	(12,000)	(12,000)	(22,000)	(22,000)	0	0	Reduced as Grant not received	
	Lot 168 Binda Place	4130610	510	BC480	0	(695,544)	(695,544)	0	(695,544)	(695,544)	(665,000)	(665,000)	(665,000)	(30,544)	Stamp Duty	
Total - Economic Services				0	(695,544)	(695,544)	0	(707,544)	(707,544)	(687,000)	(687,000)	(665,000)	(30,544)			
Other Property & Services																
	Administration Building Upgrade	4140210	510	BC560A	0	(1,213)	(1,213)	0	(48,600)	(48,600)	(48,600)	(48,600)	(9,320)	8,107		
	Records Storage Donga	4140210	510	BC563	0	(26,831)	(26,831)	0	(27,380)	(27,380)	(20,000)	(20,000)	(6,831)			
Total - Other Property & Services				0	(28,044)	(28,044)	0	(75,980)	(75,980)	(68,600)	(68,600)	(29,320)	1,277			
Total - Buildings				0	(911,221)	(911,221)	0	(1,072,051)	(1,072,051)	(1,144,200)	(1,144,200)	(795,700)	(115,521)			
Plant , Equip. & Vehicles																
Governance																
	OCH New Vehicle (P0001) (CEO)	4040230	530	PA0001	0	0	0	0	0	0	(40,000)	(40,000)	0	0	Deferred to next year	
Total - Governance				0	0	0	0	0	0	(40,000)	(40,000)	0	0			
Law, Order And Public Safety																
	FIRE - FDI/LED Display Board (Capital)	4050130	530	PE030A	0	0	0	0	(15,000)	(15,000)	(15,000)	(15,000)	0	0		
	FIRE - Water Tanks (Capital)	4050130	530	PE030B	0	(12,066)	(12,066)	0	(30,000)	(30,000)	(30,000)	(30,000)	0	(12,066)		
	CH003 Ranger 2018 4x4	4050230	530	PA0231	0	0	0	0	(40,909)	(40,909)	(40,909)	(40,909)	0	0		
	000CH New Vehicle (P10178) (CESM)	4050730	530	PA000	0	0	0	0	0	0	(38,182)	(38,182)	0	0	Deferred to next year	
Total - Law, Order And Public Safety				0	(12,066)	(12,066)	0	(85,909)	(85,909)	(124,091)	(124,091)	0	(12,066)			
Community Amenities																
	Gen Set (P1291) (MUCHEA TIP)	4100130	530	PA1291	0	(9,317)	(9,317)	0	(9,317)	(9,317)	0	0	0	(9,317)	Offset by Insurance Income	
Total - Community Amenities				0	(9,317)	(9,317)	0	(9,317)	(9,317)	0	0	0	(9,317)			
Recreation And Culture																
	Lower Chittering Hall CCTV	4110130	530	PE312A	0	0	0	0	(25,000)	(25,000)	(25,000)	(25,000)	0	0		
	Muechea Hall Airconditioning	4110130	530	PE314A	0	0	0	0	(20,000)	(20,000)	(20,000)	(20,000)	0	0		
	Muechea Hall CCTV	4110130	530	PE314B	0	0	0	0	(18,500)	(18,500)	(18,500)	(18,500)	0	0		
Total - Recreation And Culture				0	0	0	0	(63,500)	(63,500)	(63,500)	(63,500)	0	0			





SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2018

Note 13: Capital Acquisitions

				YTD Actual			Forecast Actual			Amended	Amended Budget				
		Balance Sheet													
Assets	Account	Category	Job	New/Upgrade	Renewal	Total YTD	New/Upgrade Forecast	Renewal Forecast	Total Forecast	Annual Budget	Annual Budget	YTD Budget	YTD Variance	Strategic Reference / Comment	
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
Transport															
	CH5940 Komatsu Loader 2017 WA250PZ 6 Wheel	4120330	530	PA1202	0	(250,310)		0	(250,310)	(250,310)	(377,000)		0	(250,310)	
	CH1252 New Truck Crew Cab (P1252) (WORKS)	4120330	530	PA1252	0	0		0	(142,000)	(142,000)	(142,000)		0	0	
	CH10886 Toro Mower Z-Master 7000/52 Zero Tur	4120330	530	PA1510	0	(17,500)		0	(17,500)	(17,500)	(17,500)		0	(17,500)	
	CH319 Ranger 2018 4x4 (WM)	4120330	530	PA310	0	0		0	(40,909)	(40,909)	(40,909)		0	0	
	Brush Cutter Extreme Duty High Flow 200cc (P608	4120330	530	PA6086	0	(9,120)		0	(9,120)	(9,120)	(14,000)		0	(9,120)	
	CH784 2018 Ranger 4x4	4120330	530	PA784A	0	0		0	(40,909)	(40,909)	(40,909)		0	0	
Total - Transport				0	(276,930)	(276,930)	0	(500,748)	(500,748)	(632,318)	(632,318)	0	(276,930)		
Other Property & Services															
	Admin Server/IT Upgrade (Capital)	4140230	530	PE562	0	(98,360)		0	(130,000)	(130,000)	(100,000)		0	(98,360)	Increased to finish scope of works
	Administration Photocopier	4140230	530	PE563	0	(11,650)		0	(11,650)	(12,815)	(12,815)		0	(11,650)	
Total - Other Property & Services				0	(110,010)	(110,010)	0	(141,650)	(141,650)	(112,815)	(112,815)	0	(110,010)		
Total - Plant , Equip. & Vehicles				0	(408,324)	(408,324)	0	(801,124)	(801,124)	(972,724)	(972,724)	0	(408,324)		
Roads (Non Town)															
Transport															
	Archibald Street	4120140	540	RC032	0	(1,056)		0	0	0	0		0	(1,056)	Journal to Maintenance RM032
	Carl Street	4120140	540	RC060	0	(51,328)		0	(179,872)	(179,872)	(179,872)		(134,883)	83,555	
	Spillman Road	4120142	540	RC051	0	(5,200)		0	(93,700)	(93,700)	(93,700)		(70,263)	65,063	
	Chittering Road (RRG)	4120149	540	RRG002	0	(383,249)		0	(591,444)	(591,444)	(591,444)		0	(383,249)	
	Bindoon-Dewars Pool Road (RRG)	4120149	540	RRG003	0	(108)		0	0	0	0		0	(108)	Journal to Maintenance RM003
	Muechea East Road Renewal (RRG)	4120149	540	RRG004	0	(47,482)		0	(391,928)	(391,928)	(391,928)		0	(47,482)	
	Chittering Road (BS)	4120153	540	RBS002	0	(134,469)		0	(140,000)	(140,000)	(127,201)		0	(134,469)	
	Muechea East Road (BS)	4120153	540	RBS004	0	(4,000)		0	(278,920)	(278,920)	(262,398)		0	(4,000)	
	Blue Plains/Maddern (BS)	4120153	540	RBS006	0	(115,374)		0	(266,248)	(266,248)	(283,399)		0	(115,374)	
	Julimar Road (BS)	4120153	540	RBS010	0	(81,452)		0	(81,452)	(81,452)	(31,100)		0	(81,452)	
	Wandena Road (BS)	4120153	540	RBS030	0	(60,640)		0	(89,034)	(89,034)	(89,034)		0	(60,640)	
Total - Transport				0	(884,359)	(884,359)	0	(2,112,598)	(2,112,598)	(2,050,076)	(2,050,076)	(205,146)	(679,213)		
Total - Roads (Non Town)				0	(884,359)	(884,359)	0	(2,112,598)	(2,112,598)	(2,050,076)	(2,050,076)	(205,146)	(679,213)		
Roads (Town)															
Transport															
	Maddern Road	4120141	540	RC052	0	(35,432)		0	(35,432)	(35,432)	(135,710)		(101,763)	66,331	
	Spice Road	4120141	540	RC055	0	(86,604)		0	(88,000)	(88,000)	(63,844)		(47,862)	(38,742)	
	Hart Drive	4120141	540	RC078	0	(35,700)		0	(37,500)	(37,500)	(188,944)		(141,678)	105,978	
	Ridgetop Ramble	4120141	540	RC098	0	(144,168)		0	(144,168)	(144,168)	(172,207)		(129,132)	(15,036)	
Total - Transport				0	(301,904)	(301,904)	0	(305,100)	(305,100)	(560,705)	(560,705)	(420,435)	118,531		
Total - Roads (Town)				0	(301,904)	(301,904)	0	(305,100)	(305,100)	(560,705)	(560,705)	(420,435)	118,531		
Bridges and Culverts															
Transport															
	Bridge 4701 - Blizzard Road Slk 0.32 - Cap Ex	4120167	555	BR4701	0	(19,612)		0	(160,629)	(160,629)	(160,629)		(120,456)	100,844	
	Bridge 5374 - Flat Rocks Rd	4120167	555	BR5374	0	0		0	(58,919)	(58,919)	(58,919)		(44,181)	44,181	
Total - Transport				0	(19,612)	(19,612)	0	(219,548)	(219,548)	(219,548)	(219,548)	(164,637)	145,025		
Total - Bridges and Culverts				0	(19,612)	(19,612)	0	(219,548)	(219,548)	(219,548)	(219,548)	(164,637)	145,025		
Footpaths															
Transport															
	Footpath - Ridgetop Ramble	4120170	560	FC098	0	(71,240)		0	(71,240)	(71,240)	0		0	(71,240)	
	Footpath - Forrest Hills Parade	4120170	560	FC103	0	(47,816)		0	(48,000)	(48,000)	(60,000)		0	(47,816)	
	Blackboy Ridge Trail	4120170	560	WT002	0	(3,152)		0	(30,000)	(30,000)	(70,000)		0	(3,152)	Reduced as we did not receive grant
	Bindoon Tale Trail	4120170	560	WT003	0	0		0	(7,500)	(7,500)	(7,500)		0	0	
Total - Transport				0	(122,208)	(122,208)	0	(156,740)	(156,740)	(137,500)	(137,500)	0	(122,208)		
Total - Footpaths				0	(122,208)	(122,208)	0	(156,740)	(156,740)	(137,500)	(137,500)	0	(122,208)		

SHIRE OF CHITTERING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2018

Note 13: Capital Acquisitions

Assets		Account	Balance Sheet Category	Job	YTD Actual			Forecast Actual			Amended	Amended Budget			Strategic Reference / Comment
					New/Upgrade	Renewal	Total YTD	New/Upgrade Forecast	Renewal Forecast	Total Forecast	Annual Budget	Annual Budget	YTD Budget	YTD Variance	
					\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Parks & Ovals															
Recreation And Culture															
	Bindoon Multi-Court Resurfacing	4110370	570	PC310A	0	(29,488)	(29,488)	0	(30,000)	(30,000)	(37,200)	(37,200)	0	(29,488)	
	Muchea Dual Pump and Jump Track	4110370	570	PC313A	0	0	0	0	(10,000)	(10,000)	(10,000)	(10,000)	0	0	
Total - Recreation And Culture					0	(29,488)	(29,488)	0	(40,000)	(40,000)	(47,200)	(47,200)	0	(29,488)	
	Total - Parks & Ovals				0	(29,488)	(29,488)	0	(40,000)	(40,000)	(47,200)	(47,200)	0	(29,488)	
Capital Expenditure Total					0	(2,754,082)	(2,754,082)	0	(4,784,127)	(4,784,127)	(5,211,953)	(5,211,953)	(1,665,918)	(1,088,164)	
Level of Completion Indicators															
															
Percentage YTD Actual to Annual Budget. Expenditure over budget highlighted in red.															



Memorandum of Understanding

Between the
Shire of Chittering
And
Chittering Tourist Association Inc.



SERVICE PROVISION AND FUNDING RELATIONSHIP

1. PURPOSE

“Over the decades, tourism has experienced continued growth and deepening diversification to become one of the fastest growing economic sectors in the world. Modern tourism is closely linked to development and encompasses a growing number of new destinations. These dynamics have turned tourism into a key driver for socio-economic progress”

UNWTO, 2018

This Memorandum of Understanding (**MOU**) is intended to identify and document the respective roles and responsibilities of the Shire of Chittering (**the Shire**) and the Chittering Tourist Association (**CTA**) as considered necessary for the provision of tourist visitation resources and promotion.

- 1.2 This MOU does not constitute or create and shall not be deemed to constitute, any legally binding or enforceable obligations on the part of any party.

2. SHIRE OF CHITTERING

This MOU will support the following Shire of Chittering strategies:

Strategic Community Plan

S1 Outcome: Strong sense of community: - Actively support community volunteer groups and networks.

S4 Outcome: Economic Growth – Increased visitors – Improved access and places to visit.

Economic Development Strategy

Visitor Centre Support - Financial support of the Chittering Visitor Centre through the annual subsidy process.

Chittering Visitor Centre Strategic Plan

CTA Constitution Objectives - To promote, encourage and support tourism in the Chittering region.

Shire of Chittering Partner Objective - To ensure the continuance of Area Promotion (including attendance at events) and Visitor Information Dissemination.

3. MOU OBJECTIVES

3.1 To establish and agree upon specific responsibilities with respect to the delivery of tourism services within the Shire, in particular:

- Financial support to the CTA to operate the Chittering Visitors Centre
- Acknowledgement of service provision
- Bindoon Transit Park site rental fees collection
- Conduct and/or support major Shire and CTA events

4. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE CTA

4.1 The CTA will deliver the following services:

- Provide tourist information for visitors to the Chittering region
- Market regional tourism and local tourism enterprises
- Maintain and develop a retail space in the visitor centre in which to promote and supply local goods
- Build relationships with regional tourism organisations
- Assist in the development of tourism products
- Encourage cohesion among tourism and hospitality providers in the Shire
- Provide Bindoon Transit Park site booking services – the revenue from which will be transferred to the Shire of Chittering with a processing fee retained by the CTA. Commencement date effective 1st July, 2018 (Subject to separate metering of electrical supply being in place prior to that date).
- Represent the Shire in agreed organisations

4.2 It is acknowledged that the CTA currently:

- provides a Post Office service within the visitor centre facility as a service to the community of Chittering, and as a mechanism for providing funding support for other CTA activities. No financial support is provided by the Shire for the operations of the Post Office.
- Accepts bookings on behalf of Bindoon Theatre Group Inc., trading as BEAT.
- Acts an informal information distribution service for local organisations.

4.3 In return for the Shire's contribution outlined in 5.1, the CTA will generally provide for the tourism services and outcomes as outlined in Appendix 1, and will require the provision of:

- Certificate of Incorporation
- A Workplace Health and Safety policy meeting state requirements
- Insurance documents including valid Public Liability and Workers Compensation.
- Copies of AGM minutes
- An annual acquittal of the subsidy received from the Shire
- Quarterly reports outlining activities, including;
 - Public communications or advertisements

- Information regarding staff and volunteer training

5. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE SHIRE OF CHITTERING

- 5.1 In return for the services provided as outlined above and in Appendix 1, the Shire of Chittering will provide the following:
- Subsidised use of a current council building for the Post Office services and tourism related services, in accordance with the terms of a new lease agreement, the terms of which are to be agreed between the parties.
 - Funding support for the engagement of a Tourism Promotions Officer, the level of subsidy is to be reviewed on an annual basis as part of the Council budget process, with consideration being given to:
 - a) The measurable outcomes in terms of KPI's agreed between the parties (including tourist numbers) – See Appendix II.
 - b) The level of subsidy already provided by way of Council buildings and facilities.
 - c) The revenue / profitability of other undertakings including the Visitor Gift Shop and administration of transit park bookings on behalf of the Shire.
 - The use of a Shire pool vehicle, in accordance with Appendix I (9).

6. DURATION AND AMENDMENT

- 6.1 This MOU will remain in force for a period of 5 years from the date of endorsement; to have a mid-term review if considered necessary by the parties.
- 6.2 This MOU shall not be altered, varied or modified in any respect except by agreement in writing.

7. DISPUTE RESOLUTION

- 7.1 The parties must first attempt to resolve any dispute arising between them in relation to any matter the subject of this MOU by way of conference and negotiation. The parties must confer and negotiate within seven days of receiving a written notice from the other party setting out the nature of the dispute.
- 7.2 If the issue cannot be resolved by negotiation then the matter of the dispute is to be conferred, deliberated and resolved by the CTA President or a nominated delegate and the Shire's Chief Executive Officer or a nominated delegate.

8. TERMINATION

- 8.1 This Agreement may be terminated by either party by giving three months' notice in writing to the other party.

This Memorandum of Understanding is made

BETWEEN THE

Shire of Chittering

6177 Great Northern Highway
Bindoon WA 6502

And

Chittering Tourist Association Inc

6180 Great Northern Highway
Bindoon WA 6502

And will take effect from the _____ 2018

THE COMMON SEAL of the SHIRE OF CHITTERING was hereunto affixed by the authority of a resolution of the Council in the presence of:

Cr Gordon Houston, PRESIDENT

Mr Alan Sheridan, CHIEF EXECUTIVE OFFICER

THE COMMON SEAL of the CHITTERING TOURIST ASSOCIATION INC was hereunto affixed in the presence of:

Colleen Osborn, PRESIDENT

Heather Salter, VICE PRESIDENT

Appendix I

TOURISM SERVICES AND OUTCOMES

1. Marketing and promotion of tourism products, services and facilities along with visitor servicing.
2. Provide and maintain tourism promotional material within the building.
3. Engage a part-time Tourism Promotions Officer employed by the Chittering Tourist Association (Inc).
4. Area Promotion and Information Dissemination
 - a) Maintain email contact lists (regardless of CTA membership) for the distribution of copy as appropriate (including Chatter@Chittering) and dissemination of information.
 - b) Ensure only current / popular / relevant brochures are on display. Request / order new brochures as required.
 - c) Ensure posters / signs / notices displayed within the Visitor Centre and on the community and tourist information noticeboard outside the Visitor Centre are current and relevant.
 - d) Maintain golden “i” (italic i) status with assistance from the Tourism Council of WA.
 - e) Manage the Visitor Centre volunteers to ensure that the Visitor Centre is open / staffed as required, including maintenance of the existing volunteers manual.
 - f) Promote local events and new attractions in line with the Shire of Chittering’s Communication Plan 2012, including encouraging the expansion of the Shire’s eNewsletter contact list.
 - g) Respond to visitor enquiries, via email and phone, providing local information as required.
 - h) Supervise maintenance and updating of the Chittering Tourism website, ensuring that it is attractive, easy to navigate and kept up-to-date.
 - i) Update (as required) and distribute the Chittering Valley promotional brochure.
 - j) Operate appropriate social media accounts for Chittering Tourism, especially Facebook, to promote Shire tourism facilities and events
 - k) lobby the industry and government on strategic matters such as quality assessed accommodation, collation of national/international statistics
 - l) facilitate training courses to encourage networking and economic growth in the tourism industry
 - m) undertaking market research with members of the public and visitors to particular attractions
 - n) Other duties as agreed from time-to-time.

5. Events – Local

Set up the promotional trailer in order to attend local events, as well as handling bookings for such. When available, a Shire vehicle capable of towing the trailer will be made available. Events:

- a) May (4th Sunday) – Wear Ya Wellies
- b) August (4th Sunday) – Taste of Chittering
- c) September (mid) – Chittering Spring Festival
- d) October (mid) – Bindoon Show

Assist the Shire of Chittering with major events that they host, as appropriate / required.

6. Events – Promotional (out of Shire)

Set up the promotional trailer in order to attend agricultural shows, markets and festivals held in neighbouring Shires, as well as handling bookings for such. Recommended events to attend (if resources allow):

- a) May – Gingin British Car Day
- b) October – Gidgegannup Show
- c) November – Wanneroo Show

7. Funding

Submit and / or assist with funding applications for tourism projects which are in line with the Shire's strategic planning.

8. Local Knowledge

Ensure that all major local attractions are visited on an annual basis to ensure information and familiarity is kept up-to-date.

9. Shire Vehicle Access

A Shire owned vehicle will be made available for approved / requested attendance at meetings and promotional events where acting on behalf of the Shire. (Bookings needed well in advance of scheduled date, via email to EDO). Additionally, a Shire vehicle capable of towing the trailer will be available for events.

Additionally, the CTA (along with other groups) can apply to use the Community Bus.

A copy of a valid driver's license will need to be supplied to the Shire of Chittering administration for staff, board or volunteers who will drive a Shire vehicle.

10. Tourism Organisations

Attendance at Tourism Organisation meetings, including relevant follow-up:

- a) Discover Golden Horizons
- b) Avon Valley Tourism
- c) Chittering Community Planning Advisory Group
- d) Chittering Tourist Association
- e) Chittering Chamber of Commerce

11. Visitor Centres

Ensure annual personal visitation of neighbouring Visitor Centres including, but not limited to;

- a) Gingin
- b) New Norcia
- c) Swan Valley
- d) Toodyay

12. Reporting

Submit a Quarterly Report to Shire of Chittering for Elected Members information (end of September, December, March and June). Report will include performance against established KPI's and visitor numbers. TPO and EDO will meet quarterly once report is submitted.

13. CTA Responsibilities (Not Covered By Shire Subsidy)

The following tasks which are currently undertaken by the Tourism Promotion Officer are responsibilities of the Chittering Tourist Association (Inc);

a) MEMBERSHIP SERVICES

- i. Ensure that CTA member information is kept up-to-date.
- ii. On-forward industry related information to CTA members.
- iii. Produce and distribute regular newsletters to CTA members.
- iv. Provide reports to CTA meetings.

b) EVENTS

- i. Organise the annual Chittering Spring Festival on behalf of a sub-committee of the CTA, including producing and distributing the promotional brochure.
- ii. Other events organised on behalf of CTA, as opportunities arise.

c) LOCAL INDUSTRY LIAISON

- i. Liaising with local business owners who provide stock on consignment.
- ii. Ongoing monitoring and ordering of stock.

d) POST OFFICE

- i. All operating costs of the Licensed Post Office are the responsibility of CTA.
- ii. Any surplus from the LPO's operations are used to support CTA's promotional activities as a Not-For-Profit organisation.



9.4 CHIEF EXECUTIVE OFFICER

Cr Osborn declared an Impartiality Interest as he is a member of the Chittering Tourist Association

9.4.1 Chittering Tourist Association*

Report date	19 July 2017
Applicant	Shire of Chittering
File ref	04/18/0005
Prepared by	Alan Sheridan, Chief Executive Officer
Supervised by	Alan Sheridan, Chief Executive Officer
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	1. Presentation dated 13 September 2016

Executive Summary

The purpose of this report is to formally table a Report which was provided to Council at its Briefing Session on 13 September 2016. As a result of that report, Council was satisfied that the matter had been properly investigated and reported to Council and that there was no need for further discussion.

Despite the extensive work undertaken to review the operations of the Chittering Tourist Association and produce the accompanying report, a considerable degree of misinformation continues to be circulated within the community regarding the Association and the efforts of the group in fostering and growing tourism within the region.

Background

History

The Chittering Tourist Association was first established by local tourism operators in the mid 1980's. The Association acquired the Local Post Office Licence in 1993 and employed a part-time Tourism Officer in 2001. The Association also runs the Visitor Information Centre, which was formally accredited in 2015, runs the annual wildflower festival and assists with a number of significant annual events within the Shire.

The purpose of the Association is to support and grow tourism in the Shire of Chittering through connection and promotion of the industry and attractions of the region. The Association occupies a Council owned building in Bindoon. The original building was constructed in 1983, with a minor extension to accommodate the post office licence in 1993. An extension to the building (with Federal Grant Funding) was undertaken in 2008. The extension was self-managed by the organisation and was largely constructed with volunteer labour and tradespersons.

Activities

The Chittering Tourist Association supports a range of activities as outlined in the attached report. In particular, the Association runs the Annual Wildflower Festival and provides support to other Council events including the Taste of Chittering. The Association also runs the Tourist Information Centre and has six regular volunteers working at the centre. Visitor numbers at the centre continue to rise with a doubling in numbers over the last two financial years. The Association also maintains close links with other visitor centres and groups including Avon Tourism. The Association also maintains updates and promotes events and activities through promotional brochures, advertising and through the tourism website.



MINUTES FOR ORDINARY MEETING OF COUNCIL WEDNESDAY, 19 JULY 2017

Council Support

Council provides for the maintenance costs associated with the Council owned building (approx. \$20,000.00 per annum). Council also provides direct funding support to the Association to assist with the employment of a Tourism Promotions Officer. In recent years that support has been capped at an amount of \$20,000.00 per annum. The actual cost to the Association from employing the part-time tourism promotions officer is about \$50,000.00 (including salary and overheads such as leave and superannuation).

Profit and Loss

The Associations Financial Statements for the 2015/16 Financial Year indicate that the group had an revenue of \$208,000.00 and expenses of \$190,000.00 for that year (i.e. a profit of \$18,000).

The Australian Tax Office rules for not-for-profit associations clearly state that *"An NFP organisation is not an organisation that hasn't made a profit. An NFP organisation can still make a profit, but this profit must be used to carry out its purposes"*.

In terms of engaging or employing staff, the Australian Government web site (Charities and Not-for-Profit Commission) clearly states that *"An organisation does not fail to be a not-for-profit if it simply provides a benefit to a member while genuinely carrying out its purpose"*. The advice goes on to say that *"Staff or responsible persons (such as board or committee members or trustees) can of course be paid for their work, but not an unreasonable amount"*.

Accountability

The Chittering Tourist Association operates as a Not-for-Profit Association under the *Associations Incorporations Act 2015* (the Act). Under the Act, the Chittering Tourist Association is a Tier 1 Association (revenue less than \$250,000.00 per annum). In accordance with the Act, no review or audit is required unless it is required by the members at a general meeting. However, Financial Statements must give a true and fair review of the financial position and performance of the Association.

The Chittering Tourist Association submits their accounts to Council for review on an annual basis so they are in fact exceeding the legislative requirements. The last review was conducted by Council's Executive Manager Corporate Services in August 2016. No issues were identified.

The Association also reports on Key Performance Indicators and has recently completed an external review of their strategy for the Visitor Centre. The outcomes of that review are being implemented by the Association.

Consultation

Internal

Councillors

Executive Management Team

External

Chittering Tourist Association

Statutory Environment

State

- *Associations Incorporation Act 2015*



MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 19 JULY 2017

Policy Implications

Nil

Financial Implications

The current draft budget proposes an increase in the subsidy for the Tourism Promotions Officer from \$20,000.00 per annum to \$30,000.00 per annum. No other changes are proposed.

Strategic Implications

Local

- Strategic Community Plan 2017-2027

Strategic Priority 1: Our community

Outcome	Strategies	Key Priorities
1.2 Strong sense of community <i>Cohesive and connected communities through engagement, interaction and participation</i>	<ul style="list-style-type: none"> • Actively support community, volunteer groups and networks • Strengthen and grow social events and festivals • Activate our local centres and towns 	<ul style="list-style-type: none"> • Facilitate connections of community groups across the Shire • Better coordination and evaluation of existing social events and festivals • Encourage and grow markets with local produce • Foster links with local communities through established networks, working groups and tourism / business associations • Support community and volunteer groups and networks to build sustainability

Strategic Priority 4: Economic Growth

Outcome	Strategies	Key Priorities
4.2 Local business growth	<ul style="list-style-type: none"> • Encourage and support local businesses and new investments for the future. 	<ul style="list-style-type: none"> • Continued support for an active and engaged Chamber of Commerce • Support for local retail, local cottage industry in partnership with the Chamber of Commerce • Business mentoring and incentives in partnership with the Chamber of Commerce • Continue to advocate for improved access to the NBN and better mobile phone coverage
4.3 Increased visitors <i>Visitors are welcome to stay and recreate</i> <i>Improved environmental access as places to visit</i>	<ul style="list-style-type: none"> • Support and promote accommodation options • Support and grow events to attract visitation 	<ul style="list-style-type: none"> • Supported and promoted accommodation options: <ul style="list-style-type: none"> - resort style facilities - caravan parks - overnight stops - B&Bs - farm-stays • Foster and assist with the growth of annual events: Ag Show, Wear Ya Wellies, Taste of Chittering, Spring Flower Festival • Explore opportunities for combining and enhancing the attractiveness of events across the community



**MINUTES FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY, 19 JULY 2017**

Outcome	Strategies	Key Priorities
	<ul style="list-style-type: none"> Facilitate, promote and support ecotourism 	<ul style="list-style-type: none"> Promotion and development of Chittering Trails Network Ongoing commitment to staff and resources in support of economic development Planning controls and projects which support diverse options for short stay accommodation

Site Inspection

Not applicable

Triple Bottom Line Assessment

Economic implications

The promotion of a vibrant and dynamic tourism sector is vital to the economy of the Chittering region and to the creation of local jobs and employment.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment/Details

The Chittering Tourist Association continues to provide a valuable and cost effective service to the community.

OFFICER RECOMMENDATION

Moved Cr Rossouw / Seconded Cr Osborn

That Council express its support for the ongoing efforts of the Chittering Tourist Association, including those volunteers who support the operation of the Visitor Information Centre, in promoting tourism within the Chittering Shire, in accordance with the strategic direction provided in the *Strategic Community Plan 2017-2027*.

AMENDMENT

Moved Cr Rossouw / Seconded Cr Osborn

That the following "Recommendation 2" be added:

- That the Chief Executive Officer draft a Memorandum of Understanding with the Chittering Tourist Association for Council consideration.

**THE AMENDMENT WAS PUT AND DECLARED CARRIED 6/1
AND FORMED PART OF THE SUBSTANTIVE MOTION**

8:38PM